

Dermott O'Toole Memorial Library
Is Pleased to Introduce
Online Searching of our Library Catalog!

1. **To access our site**, go to: <https://18369.rmwebopac.com/>

2. **Searching Options:**

- The Search Box is available at the top of all pages except the Book Bin page.
- Searching is not case sensitive.
- In the search box, type in keywords, subjects, titles, or authors, and hit “Enter” or click on the magnifying glass in the right corner of the search bar.
- Selecting the “Search” tab from the ribbon at the top of the page found between “Home” & “Book Bin” produces a page containing the recent search words you have used. As a shortcut, select one to return to the results for that given search.
- New Items: Scroll down the Home page to select a new item from the scrolling carousel.

3. **Selecting Items:**

- A list of all items related to your search words will be generated. Each item in the list will relate what type of item it is: Book, DVD, or Magazine.
- Select an item from the list by clicking on the title or picture icon
- This will generate a page containing the full information for the selected item including at the bottom any additional books by the Author.

4. **Making Requests using the Book Bin:**

- Book Bin: location where your requested items are collected
- To view your bin, select “Book Bin” from the ribbon at the top of the page.
- To request an item, on the item’s page below its picture, select “Add to Book Bin”.
- From the Book Bin page, you can email or print your requests list.
- To Email your list to the library, select the email icon on the top right-hand of the book bin page. A separate, smaller window will open.
- Enter your email, the library’s email (domltke@gmail.com), a subject heading, and a message. To email your book bin list to yourself, you will need to send a separate email.
- To delete items from the book bin, select the trashcan icon on the far right of each item or to delete the entire book bin, select the X on the top right next to the email icon.
- When you close your web-browser, your book bin selections will be deleted as well.

If you have any questions, please email (domltke@gmail.com) or call 736-2248.

Thank you!