



## ONLINE CATALOG TRAINING CLASSES

Learn how to locate library materials quickly and effortlessly. Finding books, videos, CDs, and books on tape is easy with the online computer catalog.

This system can tell you the status of any item, whether it is checked out or available at one of the forty other Jefferson County libraries.

Enhanced features allow you to access your circulation record. See what you have checked out, find where you are on a waiting list, or renew your books online. You can even access all of these features from home using the Internet.

The class is free of charge and designed for all library users regardless of computer experience.



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### CLASS INFORMATION

- WHEN:** Classes scheduled upon request
- WHERE:** The Hoover Public Library Training Center (Administrative level)
- LENGTH:** Approximately 2 hours including a break (optional 1hour lab)
- WHO:** Individuals at least 12 years of age, children under the age of 12 must be accompanied by an adult and must be able to read.

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**Class size is limited. Reservations required.  
Sign up at the Technology Hub or call 444-7747.**

