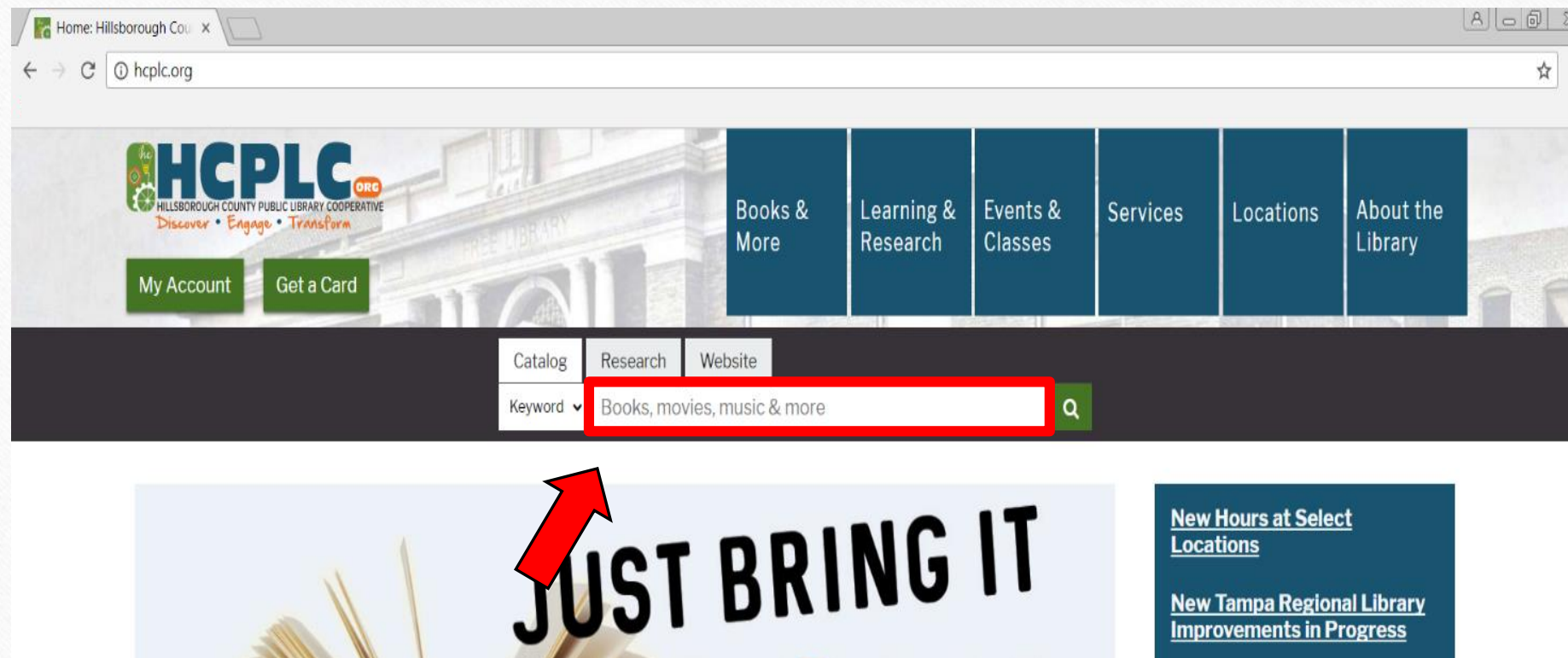


How to look up Adult New  
Readers (ANRs) in the  
library's catalog

[www.HCPLC.org](http://www.HCPLC.org)

1. Go to [www.hcplc.org](http://www.hcplc.org) and click in the catalog search bar. “**Keyword**” is the default setting. Use the drop down menu to switch search to author or title.

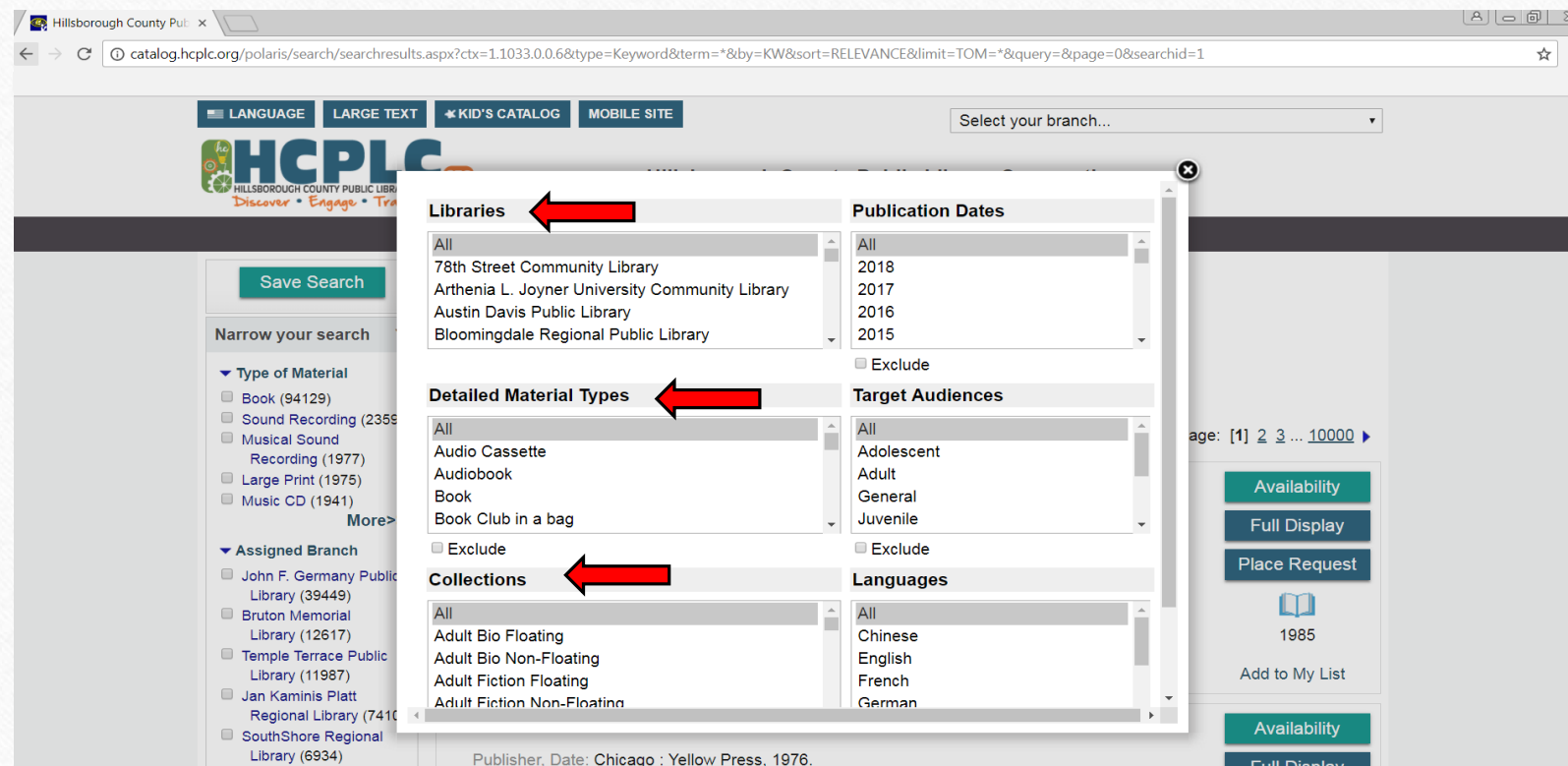




2. If you already know the title or author that you are looking for, type it in and select the search icon. If you want to browse, type in the Keyword search “\*” Next, click on “**More Search Options.**”

The screenshot shows the HCPLC website interface. At the top, there's a navigation bar with links for LANGUAGE, LARGE TEXT, KID'S CATALOG, and MOBILE SITE. Below this is the HCPLC logo and the text "Hillsborough County Public Library Cooperative". A dark navigation bar contains links for LIBRARY INFO, SEARCH, MY ACCOUNT, and HELP. The main search area has a "Keyword search for:" field with an asterisk, a "Go!" button, and a "More Search Options" link highlighted with a red box and arrows. The left sidebar shows "Narrow your search" options for Type of Material, including Book, Sound Recording, Musical Sound Recording, Large Print, and Music CD. The bottom section displays search results for "1. 1870 census index, Catahoula Parish, Louisiana" with buttons for "Availability" and "Full Display".

3. In “More Search Options” you will be able to further filter your options by library, type, or collection material.





4. Narrow your search by selecting, “**Adult New Reader Floating**” under “**Collections.**” If you are searching for a specific format, select the material type in “**Detailed Material Types.**” Same rule applies if you want to see what’s at a certain library. For this example, we will keep “**All**” selected. Scroll down and click “**Set Search Options.**”

1

The screenshot shows the HCPLC (Hillsborough County Public Library Catalog) search interface. On the left, a sidebar titled 'Narrow your search' contains sections for 'Type of Material' (with options like Book, Sound Recording, Musical Sound, Large Print, Music CD) and 'Assigned Branch' (with a list of libraries). A modal window is open in the center, displaying four categories: 'Libraries' (with 'All' selected), 'Publication Dates' (with 'All' selected), 'Detailed Material Types' (with 'All' selected), and 'Target Audiences' (with 'All' selected). Below these are 'Collections' and 'Languages'. The 'Collections' list includes 'Adult Fiction Non-Floating', 'Adult New Reader Floating' (highlighted with a red box), 'Adult New Reader Non-Floating', 'Adult Nonfiction Floating', and 'Adult Nonfiction Non-Floating'. A red arrow points to the 'Adult New Reader Floating' option. The 'Languages' list includes 'All', 'Chinese', 'English', 'French', and 'German'. At the bottom of the modal, there are buttons for 'Availability', 'Full Display', 'Place Request', and 'Add to My List'. The page number '1985' is visible at the bottom of the modal.

2

The screenshot shows the 'Set Search Options' modal window. It contains four sections: 'Detailed Material Types' (with 'All' selected), 'Target Audiences' (with 'All' selected), 'Collections' (with 'Adult New Reader Floating' selected), and 'Languages' (with 'All' selected). A red arrow points to the 'Scroll' button next to the 'Languages' section. At the bottom of the modal, there are buttons for 'Set Search Options' (highlighted with a red box), 'Reset', and 'Cancel'. The page number '1985' is visible at the bottom of the modal.

Wow! **1189** results! Let's continue to refine our search so that we can find what we need as quickly as possible.

[LANGUAGE](#) [LARGE TEXT](#) [★ KID'S CATALOG](#) [MOBILE SITE](#) Select your branch...

**HCPLC**  
HILLSBOROUGH COUNTY PUBLIC LIBRARY COOPERATIVE  
Discover • Engage • Transform

Hillsborough County Public Library Cooperative

[LIBRARY INFO](#) [SEARCH](#) [MY ACCOUNT](#) [HELP](#)

[Save Search](#)

**Narrow your search**

- ▼ Type of Material
  - ☐ Book (899)
  - ☐ Videorecording (181)
  - ☐ Visual Materials (180)
  - ☐ DVD (179)
  - ☐ Projected Medium (179)
  - [More>>](#)
- ▼ Assigned Branch
  - ☐ John F. Germany Public Library (389)
  - ☐ Town 'N Country Regional Public Library (240)
  - ☐ Jimmie B. Keel Regional Library (236)
  - ☐ Temple Terrace Public Library (236)

Keyword search for: \* [Go!](#)

Search by: Any Field Using: PAC

Limit by: All formats [Select Databases](#)

[Options set - Change | Reset](#)

**1 - 10 of 1189** 10 per page Sort: Relevance Page: [1] 2 3 ... 119 ▶

1. **Breakthrough to math, level 3, book 5 : algebraic graphs**



Publisher, Date: Syracuse, N.Y. : New Readers Press, c1982.

Series: [Breakthrough to math, level three: book 5](#)

Current Holds: 0  
System Availability: 5 (of 5)

[Availability](#)  
[Full Display](#)  
[Place Request](#)

  
1982  
[Add to My List](#)



6. In the search bar on the left, scroll down. If you are teaching ESOL select “**English Language**” and/or “**English as a second language**” under **Subjects**. If you are teaching ABE, try “**Literacy**.” For more subjects, select **More >>**.

The screenshot displays a library catalog interface. On the left, a sidebar contains search filters. The 'Series' section lists: EASY ESL series (27), Laubach way to reading (20), SmartReader. Level two (20), Bring the classics to life (15), and Alta teacher resource series (12). The 'Subjects' section lists: English language (654), Literacy. (454), Readers for new literates. (133), English as a second language material. (114), and Audiobooks (73). A red box highlights the 'Subjects' section, and a red arrow points to it. Another red arrow points to the 'More >>' link at the bottom of the sidebar. The main area shows search results. The first result is 'Circles and volume' with a book cover image, series 'Breakthrough to math, level four: book 3', and availability information. The second result is '4. The career guide : Dun's employment opportunities directory.' with publisher 'Parsippany, N.J. : Dun's Marketing Services, c1984-' and availability information. The third result is '5. Consumer information : answer key to exercise book.' with series 'English spoken here' and availability information. Each result has buttons for 'Availability', 'Full Display', and 'Place Request', and an 'Add to My List' link.

**Series** More>>

- EASY ESL series (27)
- Laubach way to reading (20)
- SmartReader. Level two (20)
- Bring the classics to life (15)
- Alta teacher resource series (12)

**Subjects** More>>

- English language (654)
- Literacy. (454)
- Readers for new literates. (133)
- English as a second language material. (114)
- Audiobooks (73)

**3. Circles and volume** More>>

Series: Breakthrough to math, level four: book 3

Current Holds: 0

System Availability: 3 (of 3)

Availability

Full Display

Place Request

Add to My List

**4. The career guide : Dun's employment opportunities directory.**

Publisher, Date: Parsippany, N.J. : Dun's Marketing Services, c1984-

Description: v. ; 29 cm.

System Availability: 2 (of 2)

Subscription: (2015)-(2016)

Availability

Full Display

Place Request

Add to My List

**5. Consumer information : answer key to exercise book.**

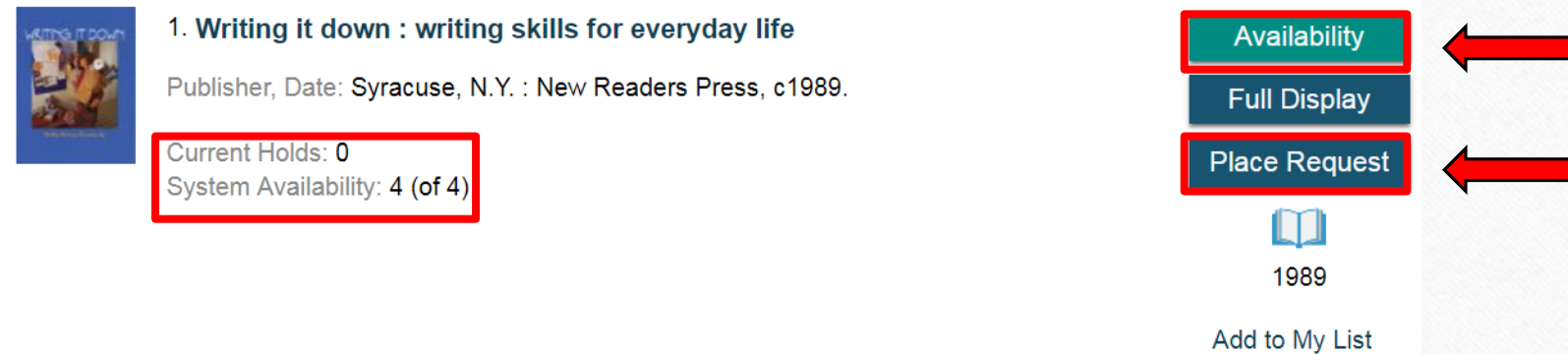
Series: English spoken here

Availability

Full Display

7. Once you've found the materials you want. You can now check the availability and/or place a request on the item(s.)

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The screenshot shows a library catalog entry for the book "Writing it down : writing skills for everyday life". The entry includes a small image of the book cover, the title, the publisher and date (Syracuse, N.Y. : New Readers Press, c1989), and the availability status (Current Holds: 0, System Availability: 4 (of 4)). To the right of the entry are three buttons: "Availability", "Full Display", and "Place Request". Red arrows point to the "Availability" and "Place Request" buttons. Below the buttons is a small icon of an open book, the year "1989", and a link "Add to My List".

1. Writing it down : writing skills for everyday life  
Publisher, Date: Syracuse, N.Y. : New Readers Press, c1989.  
Current Holds: 0  
System Availability: 4 (of 4)

Availability  
Full Display  
Place Request

1989  
Add to My List

\* It helps to be aware of the number of copies that are available in the system as well as the number of holds. For this example, there are no holds for this book and all copies are currently checked in. Feel free to put any of the items you find in the system on hold! You are allowed up to 20 holds per library card.