

How to Use Alexandria Researcher

1. Click on [Online Library](http://www.ssdmo.org/cool_tools/fcrc.html) located on the Family and Community Resource Center webpage http://www.ssdmo.org/cool_tools/fcrc.html. This will open the Alexandria Researcher.
2. Type what you are looking for into the search window. If you are looking for books by a certain Author, Title or Subject, click the matching button below. Otherwise, click on search to see everything the library has to match your search criteria.
3. On the right side of each listing you will be able to see if the book is available.
 - **IN** – the item is available to be checked out. Please call or email to reserve.
 - **OUT** – the item is currently checked out. Please call or email to be put on the Wait-list.
 - **UNAVAILABLE**- the item is no longer in our library. Please contact the St. Louis County Library <http://www.slcl.org/> to see if it is in one of their branches.
4. Click on [Details](#) to see more information about the item.
5. If you want to search for something else, click [New Search](#) at the top of the page to return to the search menu.

Once you've decided on your items, materials may be sent home through school mail to families whose children receive SSD services or you can visit the center to check out materials. You can contact us either via telephone or email to arrange books to be sent out or for you to come into the center.

To send books through school mail, we will need:

- Your child's name
- School
- School District
- Teacher's name

If you have not checked out materials recently, we also need your name, address, phone and email address (if you have one). Email can be used to remind you when your materials are due.

If you would like to come into the center to pick up material, please call us to make sure we are available to assist you.

Family & Community Resource Center Contact Information:

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