polaris

Polaris PowerPAC User Guide

Polaris 7.0

© 2021

Legal Notices

Contents

Getting Started

You can search the library's online catalog from a remote computer, tablet, or smartphone, or from a computer in the library. Your library may offer many additional features; for example:

- Searching other libraries, databases, Internet sites, and community information
- Saving lists of titles and sharing your results
- Opening a new library account, or updating an existing account
- Requesting or purchasing items
- Renewing items
- Paying your fines and fees, or making a donation to the library

The online catalog display adapts to your device, so menu and feature positions may be different on a computer screen, tablet, and phone. However, the same features are generally available for all devices.

The library catalog software has been tested with common operating systems and browsers. If you have problems using the online catalog, contact your library.

See the following topics:

- [Page Features](#)
- [RSS Feeds for New Titles](#)
- [Select a Language](#)
- [Switch Branches](#)
- [Return to the Home Page](#)
- [Timeout Warning](#)
- [Protect Your Privacy in the Library](#)
- [Identify Yourself as a Registered Library User](#)
- [Email a question to a librarian](#)

Page Features

Your library determines the first page you see when you connect to the library website. Many libraries provide a link on the library home page to access the online catalog. Other libraries use the library catalog main page as the home page. The main catalog page offers links to library information, searches, and other features.

Menus - Click or tap a menu option such as **My Account** to see choices related to the option.

Cover images - Your library may display a picture of a book. The pictured book is taken from current best-seller lists, and changes every time you return to or refresh the portal page. You can click or tap the picture to search for the title in the library catalog, and if the title is not found, a form is displayed so you can ask the library to purchase it. Or you may see a rotating series of cover images that represent materials in the library catalog. You can click or tap any image to search for the item in the catalog.

Lists - You may see lists such as new arrivals and seasonal items. Click or tap the name of the list to expand a list. Items on the list are often links. For example, you can click or tap a title on a new titles list to search for the title.

RSS Feeds for New Titles

Real Simple Syndication (RSS) feeds publish links to content on a website. If your library provides RSS feeds from the New Titles list, an RSS icon appears on the list. To view RSS feeds, you need an RSS reader such as My Yahoo!. The list is updated hourly to show new materials at the library, and the results are sent to your RSS reader. You can click or tap a link to launch a search for the title. (Click **What's RSS** for more information about how to set up RSS feeds and where to find readers.)

Click or tap the RSS icon to list the RSS feeds. If you have a Windows-based reader, you can drag the XML icon in the RSS Feeds list for each feed you want to add to your reader. If you have a web-based RSS news reader such as My Yahoo!, copy the URL for the feed and paste it into the appropriate field on the RSS setup page for your web location. See your reader's instructions for specific procedures.

Your feed will supply new titles for the system or branch to which you are currently connected. See [Switch Branches](#).

Select a Language

To select a language other than English, if your library offers a choice, select **Language** to display the list, then select a language. The pages are displayed in the language you select. You can select a different language at any time during your session, without losing your place.

Switch Branches

To change the library to which you are currently connected, click or tap **Branch**, and select another library from the list. When you switch to another branch, the page appearance and available features may change. If you switch to another branch while you are searching the catalog, the main page is displayed.

Return to the Home Page

To return to the home page, click or tap the library's logo image or branch name.

Timeout Warning

A timeout warning is displayed 30 seconds before your session will time out. (Session timeouts usually occur because there has been no activity on the page for a significant length of time.) The session countdown timer continues while the message displays. If you click or tap **Continue session**, the message closes, the session timeout clock is restarted, and you remain on the current page. If you do not click or tap **Continue session**, when the session timeout limit is reached, the session ends.

Protect Your Privacy in the Library

If you are logged in to a library device, click or tap **Log Out** on the **My Account** menu, by your name at the top of the page, or in the My Account section at the side or bottom of the page. If you are not logged in, you can click or tap the library's logo or branch name to end your session.

Identify Yourself as a Registered Library User

To use some features, you must identify yourself by logging in. You log in by typing your library account barcode number or user name and your password. Your library may allow you to set up a user name for logging in, instead of requiring the barcode number.

Some libraries require you to log in each time you need to identify yourself. For example, you might need to log in to request a hold, and log in again to view your library account. At other libraries, you log in only once, and you remained logged in until you log out.

If your library provides the single log-in feature, you are logged in for your entire session the first time you use a function that requires log-in. You can also log in for the session by selecting **Log In** at the top of the page or **Log In/Register** from the My Account menu. See [Log in using your library account information](#).

Log in using your library account information

To log in for your entire session

> **Note:** If you are working in the library, you may be required to insert a card in a reader and type a password or PIN to use a library workstation. After you log in to the workstation with your card, you may be automatically logged in to the catalog. To log out of the catalog only, but remain logged in at the workstation, click or tap **Log Out** by your name, or click **Log Out** on the My Account menu. To log out of both the catalog and the workstation, remove your card from the reader.

1. Select **Log In/Register** in the My Account menu, or select **Log In** at the top of the page. The log-in form is displayed.

2. Enter your barcode number (from your library card) in the **Username or Barcode** box. Your library may require all or only part of the number.

   Your library may accept a user name instead of the barcode. To set up a user name, select **Create username**.

   > **Tip:** If you have an account but have never had a password, you may be able to set up your password online. Click or tap **create a password**. If you need a password but do not see the **create a password** link, contact the library for assistance.

3. Type your account password in the **Password** box.

4. Click or tap **Log In**.

   Your name and the **Log Out** link are displayed at the top of the page when you are logged in, and your Items Out page is displayed. If you have saved title lists, they appear under **My lists**.

5. Click or tap **Log Out** at the top of the page, or click or tap **Log Out** in the My Account menu.

   > **Important:** Logging out protects your privacy. If you are using the online catalog in the library, be sure to log out.

Security

Your library may provide a secure connection for any functions that require your library account barcode and password. The lock icon in the status bar indicates a secure connection. You may receive a security alert message when you first select a function that requires transmission of personal information. You can click or tap **Yes** to proceed.

Failed Log-in Attempts

The library may limit the number of times you can attempt to log in without success. At the first attempt, the system starts timing the attempts to log-in, and a warning message appears at the first unsuccessful attempt. When the limit has been reached or 5 minutes have passed from the first attempt with no successful log-in, a message appears and you must wait 5 minutes before trying to log in again.

Email a question to a librarian

Your library may allow you to send a question to a librarian by email from the catalog, and receive a response by email. You may need a barcode number or user name and password to use this feature.

To email a question to a librarian

1. Select **Ask Us** on the **Library Info** menu.
2. If a log-in page appears, type your library account barcode or user name and password in the appropriate boxes, and select **Log In**.

   > **Note:** Your library may allow you to send a question without logging in. If so, you can select **Guest** on the log-in page to go straight to the form to type your question.

   The Ask Us form is displayed. If you logged in, the top part of the form shows information from your library account. If you selected **Guest** to open the form, no barcode field is displayed, and your personal information is blank.

3. Type the email address that should receive the response in the **Your email address** box. Your email address must include the @ symbol and a period (example: **jsmith@yournet.com**).

   You can also supply the date by which you need the response, and (if you did not log in) your name and your telephone number. This information is optional.

4. Type your question in the **What is your question** area, and click **Send**. Your question is sent by email to library staff at the library listed at the top of the page. A staff member responds by email or telephone.

   > **Important:** If you see your name and a **Log Out** link at the top or bottom of the page, you are logged in. In the library, be sure to click **Log Out** before you leave the computer.

Quick Searches

Quick searches look only in the library's own catalog, not in remote databases with the exception of the EDS integration.

Typing Search Text - Quick Searches

Multiple words - If you type more than one word, your results may include materials with the words in any order. If you want to find the words in the exact order, begin the phrase with double quotation marks.

Wildcard characters - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character (\) before any wildcard character, the wildcard character is treated as text.

Punctuation - Punctuation is usually ignored. However, you can include the following characters if they immediately precede or follow a letter or number (no space between): **+ # % $**

Do a quick search with a Limit by Option

1. Type a word or words in the **Quick Library Search** box. See .

   If you see suggested search terms as you type, you can ignore the suggestions and continue to type your search term, or you can select a suggestion to search for the term. Select **Hide Suggestions** if you do not want to see search suggestions. Select the small arrow in the search text box to show the suggestions after they have been hidden.

2. Click or tap the search icon . If the search is successful, you see your search results. If no matches are found, you see a message that no titles were found.

Depending on how your library has set up searching, you may see the following options:

- A **Did you mean** suggestion that you can select to search for the suggested term.
- A link to results in remote "follow-on" databases that are searched automatically if no results are found in the local catalog.

3. To limit your search, select the **Limit by** box, and select an option from the list. Example: If you want to find only DVDs, select **DVD** in the **Limit by** list.

> **Note:** Your library may provide a digital collection that you can search and access in the same way that you search for other materials. Materials in the collection may include images, video clips, sound files, and text files. If you want to restrict your search results to digital collection materials, select **Digital Collection** in the **Limit by** box.

4. To see more information about a title in your search results list, click the title or cover image.
5. To filter your search results or do related searches, select a **Narrow** or **Related** option at the side or bottom of the page.

Using search buttons with Quick library search

To use the search buttons (**Anywhere, Subject, Title, Author, Series, Fiction, Nonfiction**) with Quick library search:

1. Type a word or words in the **Quick library search** box. See Typing Search Text - Quick Searches.

   If you see suggested search terms as you type, you can ignore the suggestions and continue to type your search term, or you can select a suggestion to search for the term. Select **Hide Suggestions** if you do not want to see search suggestions. Select the small arrow in the search text box to show the suggestions after they have been hidden.

   > **Note:** If you type search text and press **ENTER**, without selecting a search button, a keyword search anywhere in the catalog starts. If you choose to select a term from the list of auto-suggestions, the

suggested term will be placed in the search box where you can then either click the search icon, or choose one of the search type buttons.

2. Click or tap a search button to start the search for the text you entered:
   - **Anywhere** - Looks in all the indexed information fields.
   - **Subject** - Looks in the catalog's subject descriptions.
   - **Title** - Looks in the titles of works in the library catalog.
   - **Author** - Looks in authors' names in the library catalog.
   - **Series** - Looks in series names in the library catalog.
   - **Fiction** - Looks in fiction titles.
   - **Nonfiction** - Looks in nonfiction titles.
   - **My Library + Articles** - Searches the Polaris library catalog plus article databases.

   If the search is successful, your search results display.

   If no matches are found, a message that no titles were found displays.

   Depending on how your library has set up searching, you may see the following options:
   - A **Did you mean** suggestion that you can select to search for the suggested term.
   - A link to results in remote "follow-on" databases that are searched automatically if no results are found in the local catalog.

3. To see more information about a title in your search results list, select the title or cover image. If you see a list of titles, authors, subjects, or series, you can scroll through the list and select a list entry to see the associated titles.

4. To filter your search results or do related searches, select a **Narrow** or **Related** option at the side or bottom of the page.

Keyword Searches

Each record in the library catalog contains specific information about a work, such as the title, author, and subject. You can search these record fields for keywords. A keyword search in any field looks in all the search fields of the library catalog to find your keyword text. Other keyword searches narrow the search for the keyword only in the author, subject, title, or other specific fields. If your library offers other databases to search, they are available to select for a keyword search.

Typing Search Text - Keyword Searches

Case, spaces, punctuation - Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers. However, you can include the following characters if they immediately precede or follow a letter or number (no space between): **+ # % $**

Multiple words - If you type more than one word, your results may include materials with the words in any order. If you want to find the words in the exact order, begin the phrase with double quotation marks.

Wildcard characters - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character (\) before any wildcard character, the wildcard character is treated as text.

To use the keyword search

1. Select **Keyword** on the **Search** menu.
2. Type the text to search for in the **Keyword search for** box. See Typing Search Text - Keyword Searches.

   If you see suggested search terms as you type, you can ignore the suggestions and continue to type your search term, or you can select a suggestion to search for the term. Select **Hide Suggestions** if you do not want to see search suggestions. Select

the small arrow in the search text box to show the suggestions after they have been hidden.

3. Select the **Search by** arrow symbol, and select a search field from the list:

   - **Any Field** - All the indexed information fields
   - **Title** - Title fields
   - **Author** - Author fields
   - **Subject** - Subject fields
   - **General notes** - Notes fields
   - **Publisher** - Publisher field
   - **Genre** - Forms or types of materials, such as science fiction, romance, biography, bibliography, or large type books
   - **Series** - Series fields
   - **ISBN** - International Standard Book Number, a 13-digit number that is assigned to a specific book or edition of a book when it is published. Type the wildcard character (*) at the beginning and end of the number you enter for best results.
   - **ISSN** - International Standard Serial Number, an 8-digit number with an optional letter code that identifies a serial title. Type the wildcard character (*) at the beginning and end of the number you enter for best results.
   - **LCCN** - Library of Congress Control Number. Type the wildcard character (*) at the beginning and end of the number you enter for best results.
   - **Publisher No. -** Publisher's number, the unique identifier assigned to the publishers of sound recordings, video recordings, printed sheet music, and other musical works
   - **SuDoc** - Superintendent of Documents classification number (identifier) assigned to government documents. The identifier can consist of letters and numbers.
   - **CODEN** - Identifier for scientific and technical periodical titles. The six-character identifier can consist of letters and numbers.
   - **STRN** - Standard technical report number (identifier) assigned according to ISO 10444 or NISO Z39.23 standards. The identifier can consist of letters and numbers.

4. To limit your search, select the **Limit by** box, and select an option from the list. Example: If you want to find only DVDs, select **DVD** in the **Limit by** list.

> **Note:** Your library may provide a digital collection that you can search and access online in the same way that you search for other materials. Materials in the collection may include images, video clips, sound files, and text files. If you want to restrict your search results to digital collection materials, select **Digital Collection** in the **Limit by** box.

5. If you want to set additional limits, follow these steps:

6. Select **More Search Options**.

   The search options window opens.

7. Select the settings you want. On a desktop computer, to select several consecutive items in a list, hold down the **SHIFT** key as you select the items. To select several items that are not listed together, hold down the **CTRL** key as you select the items. On a tablet or smart phone, you can select multiple items but the method depends on your device.

   You can also exclude items from a search. Select them from the appropriate list, and select the **Exclude** box below the list.

> **Note:** Detailed material types are defined by the library for the physical items the library owns. The formats in the **Limit by** box on the search bar refer to general formats and types of materials associated with title entries in the catalog. You can limit a search by format or detailed material type, but not both. If you selected a format in the **Limit by** box when you set up your search, your format choice is canceled when you set a material type.

8. Select **Set Search Options**.

   The search options window closes and the search bar displays a highlighted message that options have been set. To change them, select the **Change** link in the highlighted **Options set** message, set new values and select **Set Search Options**. Then do a new search. (The previous search, if any, is automatically done again using your new options settings.)

   To reset the search options to their original values, click the **Clear**link in the highlighted **Options set** message. The search is done again, using the original values.

> **Important:** Search options retain their settings until you reset them or go to the home page. The highlighted message **Options set** on the search bar indicates that search options are set to values different from the usual values.

9. To search a database other than the library's catalog, or select multiple databases to search:

10. Click or tap **Select Databases**.

   The Select Databases window opens with the library's default search databases (the local database and remote databases) selected. If you do not want to search the local catalog along with the remote databases, select the check box next to the local database to clear the check box.

11. Select the remote databases. If your library has organized the databases into categories, you can select a category, and the remote databases under that category are selected.

12. Select **Set Databases** to save your selections. The window closes. (The previous search, if any, is automatically done again using your new database settings.)

   Your selections remain until you reset them. To reset the search databases to the library's default databases, click or tap **Clear**.

13. Click or tap the search icon .

   If the search is successful, you see your search results. If no matches are found, you see a message. You may also see a **Did you mean** suggestion. You can select the suggestion to search for the suggested term. You may be able to click or tap **More** to see additional suggestions.

   If you selected remote databases to search, a status bar indicates how many results were retrieved and how many results are pending. To load the remainder of the results, select **Add Pending Results**. You can select **Search Status** to see the number of results for all the selected databases. If you have selected or entered a search **Limit by** option that a remote database cannot use, results from this database are returned based on the basic search terms you entered, and a message indicates that the limiters were not used in the remote database search.

   You may also see a link to **Include related words**.You can click or tap this link to add records containing related words as well as your literal typed search term to

your search results. "Related words" include words formed from stemming (for example, regular plurals and verb endings such as walk, walks, walker, walked, walking, but not irregular forms such as mouse/mice or run/ran) and synonyms. Synonyms include common nicknames, proper name variations, and spelling variations.

14. To see more information about a title in your search results list, select the title or cover image.

15. To filter your search results or do related searches, select a **Narrow** or **Related** option at the side or bottom of the page.

   If you selected **Include related words** for your search results, you may see two options under Narrow: **See what was added**, and **See original results**.

   - To see only the related words records, select only **See what was added**.
   - To see only the original search results without the related words records, select only **See original results**.
   - To see the original search results PLUS the related words records, check or clear both checkboxes.

Phrase Searches

A phrase search looks for matches to multiple words, in the same order you typed them. You might choose a phrase search when you know the phrase is part of a specific title, not necessarily at the beginning of the title. If your library offers other databases to search, they are available to select for a phrase search.

Typing Search Text - Phrase Searches

Case, spaces, punctuation - Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers. However, you can include the following characters if they immediately precede or follow a letter or number (no space between): **+ # % $**

Multiple words - Word order matters. For example, a phrase series search for **drew nancy** may yield no results. The same search for **nancy drew** lists the titles in the Nancy Drew mystery series. If you are searching for an author, enter the author's name in this format: **last name, first name** because that is the way the name appears in the catalog records.

Wildcard characters - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character (\) before any wildcard character, the wildcard character is treated as text.

To search using a phrase

1. Select **Phrase** on the **Search** menu.
2. Type the words to search for in the **Phrase search for** box. See Typing Search Text - Phrase Searches.

   If you see suggested search terms as you type, you can ignore the suggestions and continue to type your search term, or you can select a suggestion to search for the term. Select **Hide Suggestions** if you do not want to see search suggestions. Select the small arrow in the search text box to show the suggestions after they have been hidden.

3. Select a field to search in the **Search by** box:

- **Any Field** - All the indexed information fields
- **Author** - Author fields
- **Subject** - Subject fields
- **Title** - Title fields
- **General notes** - Notes fields
- **Publisher** - Publisher field
- **Series** - Series fields
- **Genre** - Forms or types of materials, such as science fiction, romance, biography, or large type books

4. To limit your search, select the **Limit by** box, and select an option from the list. Example: If you want to find only DVDs, select **DVD** in the **Limit by** list.

> **Note:** Your library may provide a digital collection that you can search and access online in the same way that you search for other materials. Materials in the collection may include images, video clips, sound files, and text files. If you want to restrict your search results to digital collection materials, select **Digital Collection** in the **Limit by** box.

5. If you want to set additional limits, follow these steps:

> **Important:** If you type your search term and then select more search options before clicking or tapping the search icon , you will need to re-type your search term.

6. Select **More Search Options**.

The search options window opens.

On a desktop computer, to select several consecutive items in a list, hold down the **SHIFT** key as you select the items. To select several items that are not listed together, hold down the **CTRL** key as you select the items. On a tablet or smart phone, you can select multiple items but the method depends on your device. You can also exclude items from a search. Select them from the appropriate list, and select the **Exclude** box below the list.

> **Note:** Detailed material types are defined by the library for the physical items the library owns. The formats in the **Limit by** box on the search bar refer to general formats and types of materials associated with title entries in the catalog. You can limit a search by format or detailed material type, but not both. If you selected a format in the **Limit by** box when you set up your search, your format choice is canceled when you set a material type.

7. Select **Set Search Options**.

   The search options window closes and the search bar displays a highlighted message that options have been set. To change them, select the **Change** link in the highlighted **Options set** message, set new values and select **Set Search Options**. Then do a new search. (The previous search, if any, is automatically done again using your new options settings.)

   To reset the search options to their original values, click the **Clear** link in the highlighted **Options set** message. The search is done again, using the original values.

   > **Important:** Search options retain their settings until you reset them or go to the home page. The highlighted message **Options set** on the search bar indicates that search options are set to values different from the usual values.

8. To search a database other than the library's catalog, or select multiple databases to search:

9. Click or tap **Select Databases**.

   The Select Databases window opens with the library's default search databases (the local database and remote databases) selected. If you do not want to search the local catalog along with the remote databases, select the check box next to the local database to clear the check box.

10. Select the remote databases. If your library has organized the databases into categories, you can select a category, and the remote databases under that category are selected.

11. Select **Set Databases** to save your selections. The window closes. (The previous search, if any, is automatically done again using your new database settings.)

Your selections remain until you reset them. To reset the search databases to the library's default databases, click or tap **Clear**.

12. Click or tap the search icon .

    - If the search is successful, you see your search results. If no matches are found, you see a message. You may also see a **Did you mean** suggestion. You can select the suggestion to search for the suggested term. You may be able to click or tap **More** to see additional suggestions.

    - If you selected remote databases to search, a status bar indicates how many results were retrieved and how many results are pending. To load the remainder of the results, select **Add Pending Results**. You can select **Search Status** to see the number of results for all the selected databases. If you have selected or entered a search **Limit by** option that a remote database cannot use, results from this database are returned based on the basic search terms you entered, and a message indicates that the limiters were not used in the remote database search.

    - You may also see a link to **Include related words**.You can click or tap this link to add records containing related words as well as your literal typed search term to your search results. "Related words" include words formed from stemming (for example, regular plurals and verb endings such as walk, walks, walker, walked, walking, but not irregular forms such as mouse/mice or run/ran) and synonyms. Synonyms include common nicknames, proper name variations, and spelling variations. Individual words in the phrase are processed for related words separately. For example, a phrase search for "fate and fury" retrieves titles with phrases such as "fate and furies," "fates and furies," and "fates and fury". The system checks synonyms for individual words in the phrase. For example, a phrase search for "colour purple" retrieves titles with "color purple." The phrase as a whole is NOT checked for synonyms.

13. To see more information about a title in your search results list, select the title or cover image.

14. To filter your search results or do related searches, select a **Narrow** or **Related** option at the side or bottom of the page.

    If you selected **Include related words** for your search results, you may see two options under Narrow: **See what was added**, and **See original results**.

- To see only the related words records, select only **See what was added**.
- To see only the original search results without the related words records, select only **See original results**.
- To see the original search results PLUS the related words records, check or clear both checkboxes.

Exact Searches

An exact search looks for your exact text, from beginning to end, whether your search text is multiple words or just one word. An exact search is useful when you know the text precisely; for example, when searching for titles such as *It* or *Jazz*. If your library offers other databases to search, they are available to select for an exact search.

Typing Search Text - Exact Searches

Case, spaces, punctuation - Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers. However, you can include the following characters if they immediately precede or follow a letter or number (no space between): **+ # % $**

Multiple words - Word order matters. An exact search looks for your text exactly as you enter it. If you are searching for an author, enter the author's name in this format: **last name, first name***, because that is the way the name appears in the catalog records. Include the wild card character (*) (see below) in case the name has more characters, such as a middle initial. As another example, if you search for a title with the search text **gone with**, you will find only **gone with**, not **gone with the wind**. You can use the wildcard character (*) to represent other characters. If you search for a title with the search text **gone with***, you might find **gone with the wind** and **gone without a trace**.

Wildcard characters - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character (\) before any wildcard character, the wildcard character is treated as text.

To use Exact search

1. Select **Exact** on the **Search** menu.
2. Type the exact words to search for in the **Exact search for** box. See [Typing Search Text - Exact Searches](#).

3. Select a field to search in the **Search by** box:

- **Author** - Author fields
- **Title** - Title fields
- **Subject** - Subject fields
- **Series** - Series fields

4. To limit your search, sekect the **Limit by** box, and select an option from the list. Example: If you want to find only DVDs, select **DVD** in the **Limit by** list.

> **Note:** Your library may provide a digital collection that you can search and access online in the same way that you search for other materials. Materials in the collection may include images, video clips, sound files, and text files. If you want to restrict your search results to digital collection materials, select **Digital Collection** in the **Limit by** box.

5. If you want to set additional limits, follow these steps:

> **Important:** If you type your search term and then select more search options before clicking or tapping the search icon ![search icon], you will need to re-type your search term.

a. Select **More Search Options**. The search options window opens.

b. Select the settings you want. On a desktop computer, to select several consecutive items in a list, hold down the **SHIFT** key as you select the items. To select several items that are not listed together, hold down the **CTRL** key as you select the items. On a tablet or smart phone, you can select multiple items but the method depends on your device. You can also exclude items from a search. Select them from the appropriate list, and select the **Exclude** box below the list.

> **Note:**
> Detailed material types are defined by the library for the physical items the library owns. The formats in the **Limit by** box on the search bar refer to general formats and types of materials associated with title entries in the catalog. You can limit a search by format or detailed material type, but not both. If you selected a format in the

> **Limit by** box when you set up your search, your format choice is canceled when you set a material type.

6. Select **Set Search Options**.

   The search options window closes and the search bar displays a highlighted message that options have been set. To change them, select the **Change** link in the highlighted **Options set** message, set new values and select **Set Search Options**. Then do a new search. (The previous search, if any, is automatically done again using your new options settings.)

   To reset the search options to their original values, select the **Clear**link in the highlighted **Options set** message. The search is done again, using the original values.

   > **Important:** Search options retain their settings until you reset them or go to the home page. The highlighted message **Options set** on the search bar indicates that search options are set to values different from the usual values.

7. To search a database other than the library's catalog, or select multiple databases to search:

   a. Click or tap **Select Databases**. The Select Databases window opens with the library's default search databases (the local database and remote databases) selected. If you do not want to search the local catalog along with the remote databases, select the check box next to the local database to clear the check box.

   b. Select the remote databases. If your library has organized the databases into categories, you can select a category, and the remote databases under that category are selected.

   c. Select **Set Databases** to save your selections. The window closes. (The previous search, if any, is automatically done again using your new database settings.)

   Your selections remain until you reset them. To reset the search databases to the library's default databases, click or tap **Clear**.

8. Click or tap the search icon .

If the search is successful, you see your search results. If no matches are found, you see a message. You may also see a **Did you mean** suggestion. You can click the suggestion to search for the suggested term. You may be able to click or tap **More** to see additional suggestions.

If you selected remote databases to search, a status bar indicates how many results were retrieved and how many results are pending. To load the remainder of the results, click **Add Pending Results**. You can click **Search Status** to see the number of results for all the selected databases. If you have selected or entered a search **Limit by** option that a remote database cannot use, results from this database are returned based on the basic search terms you entered, and a message indicates that the limiters were not used in the remote database search.

9. To see more information about a title in your search results list, click the title or cover image.
10. To filter your search results or do related searches, click a **Narrow** or **Related** option at the side or bottom of the page.

Advanced Searches

With advanced searching, you can do a complex, focused keyword search, combining several search terms and selecting a search field for each one. You do not need to know any special commands to do advanced searching. If your library offers other databases to search, they are available to select for an advanced search.

Connecting Search Terms (Operators)

You can combine search terms with the following connector words (also called logical operators, or Boolean operators):

And - Search results must match the search text before **And,** and the search text after **And**.

> **Example:**
> A search for Subject: planets And Author: Asimov finds only the works written by Asimov about planets. Any works about planets by other writers and any works by Asimov about other subjects are not found.

Or - Search results can match the search text before **Or**, the search text after **Or**, or both search terms.

> **Example:**
> The search Any field: planets Or Author: Asimov finds all works written by Asimov, as well as all works containing the word planets in any search field regardless of the author.

Not - Search results must match the search text before **Not**, but must not include the search text after **Not**.

> **Example:**
> A search that specifies Any field: planets Not Author: Asimov finds works containing the word planets in any search field, except works by Asimov.

Typing Search Text - Advanced Searches

Case, spaces, punctuation - Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers. However, you can include the following characters if they immediately precede or follow a letter or number (no space between): **+ # % $**

Multiple words - If you type multiple words in the box, the search usually looks for all the words you entered (**Keyword ALL** search). However, your library may offer a list of options next to each text box, where you can choose how multiple words should be handled. The table shows the access points for each option, and the effect on search results:

Option	Access Points	Search Effect
Keyword (ALL)	AU, GENRE, KW (Any Field), NOTE, PUB, SE, SU, TI	All of the keywords in the search term must exist.
Keyword (ANY)	AU, GENRE, KW (Any Field), NOTE, PUB, SE, SU, TI	Any one of the keywords in the search term must exist.
Phrase (ADJ)	AU, GENRE, KW (Any Field), NOTE, PUB, SE, SU, TI	All of the keywords in the search term must exist, and must be adjacent to each other in the order specified in the search term.
Exact (==)	AU, CODEN, ISBN, ISSN, LCCN, PN, SE, STRN, SU, SUDOC, TI	The search term must be an exact match.

Wildcard characters - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character (\) before any wildcard character, the wildcard character is treated as text.

> **Note:** For the number fields **CODEN**, **ISBN**, **ISSN**, **Publisher No.**, **STRN**, and **SuDoc**, enter the complete number for best results.

Do an advanced search

To do an advanced search:

1. Select **Advanced** on the **Search** menu. The Advanced search bar appears.
2. Select the first Find **Any field** box, and select a search field from the list.
3. Type the search text in the empty box next to the first field. See Typing Search Text - Advanced Searches. You must type a search term in the first **Find** field.
4. Select the first **And** box, and select an operator (And, Or, Not) to combine the first term with the next term. See Connecting Search Terms (Operators).

> **Note:** If you type one of these operators in a search term box, it is treated as search text, not as an operator.

5. Select the second **Any field** box, select a search field from the list, and type the second term in the empty box next to the second field. You can select **Clear** to clear your search terms and start again.
6. If you want to add more search terms, repeat steps 2-5.

   As you add search terms, the bar at the top of the page displays your search command. The terms you entered are displayed in normal type. The search commands, operators, and punctuation that the program creates are displayed in bold type.

   When the search is launched, the operators will be processed according to the following order of precedence (lower values take precedence over higher values):

   - **AND = 1**
   - **OR = 2**
   - **NOT = 3**

   The search bar at the top of the page shows the order of precedence by placing nesting parentheses where appropriate. Terms within parentheses are processed first.

   > **Tip:** If you leave a text entry box empty, the operator and search field associated with the text box are ignored. As you construct your search, the form shows the active boxes in a contrasting color.

7. To add another set of search terms, follow these steps:

   a. Select **Add or exclude another set of search terms**. The plus sign next to this link changes to a minus sign, and the page expands to display another set of four search fields. (You can select the minus sign to collapse the page again.)

   b. By the **Add or exclude** link, select an operator (**And**, **Or**, **Not**) to connect the two sets of search terms.

   c. Type the second set of search terms.

   As you type, you see your search command in the bar at the top of the page. Your search command cannot be greater than 1,000 characters total.

   When the search starts, terms in the top portion are placed in parentheses and processed in order of precedence (see step 6), the terms in the bottom portion are placed in parentheses and processed in order of precedence, then the top and bottom sections are combined according to the operator that separates them.

8. To limit your search, select the **Limit by** box, and select an option from the list. Example: If you want to find only DVDs, select **DVD** in the **Limit by** list.

   > **Note:** Your library may provide a digital collection that you can search and access online in the same way that you search for other materials. Materials in the collection may include images, video clips, sound files, and text files. If you want to restrict your search results to digital collection materials, select **Digital Collection** in the **Limit by** box.

9. If you want to set additional limits, follow these steps:

   a. Select **More Search Options**. The search options window opens.

   b. Select the settings you want. On a desktop computer, to select several consecutive items in a list, hold down the **SHIFT** key as you select the items. To select several items that are not listed together, hold down the **CTRL** key as you select the items. On a tablet or smart phone, you can select multiple items but the method depends on your device. You can also exclude items from a search. Select them from the appropriate list, and select the **Exclude** box below the list.

   > **Note:** Detailed material types are defined by the library for the physical items the library owns. The formats in the **Limit by** box on

the search bar refer to general formats and types of materials associated with title entries in the catalog. You can limit a search by format or detailed material type, but not both. If you selected a format in the **Limit by** box when you set up your search, your format choice is canceled when you set a material type.

10. Select **Set Search Options**. The search options window closes and the search bar displays a highlighted message that options have been set. To change them, select the **Change** link in the highlighted **Options set** message, set new values and select **Set Search Options**. Then do a new search. (The previous search, if any, is automatically done again using your new options settings.)

    To reset the search options to their original values, select the **Clear**link in the highlighted **Options set** message. The search is done again, using the original values.

    > **Important:** Search options retain their settings until you reset them or go to the home page. The highlighted message **Options set** on the search bar indicates that search options are set to values different from the default values.

11. To search a database other than the library's catalog, or select multiple databases to search:

    a. Select **Select Databases**. The Select Databases window opens with the library's default search databases (the local database and remote databases) selected. If you do not want to search the local catalog along with the remote databases, select the check box next to the local database to clear the check box.

    b. Select the remote databases. If your library has organized the databases into categories, you can select a category, and the remote databases under that category are selected.

    c. Select **Set Databases** to save your selections to save your selections. The window closes. (The previous search, if any, is automatically done again using your new database settings.).

    Your selections remain until you reset them. To reset the search databases to the library's default databases, click or tap **Clear**.

12. Click or tap the search icon .

- If the search is successful, you see your search results. If no matches are found, you see a message. You may also see a **Did you mean** suggestion. You can select the suggestion to search for the suggested term. You may be able to click or tap **More** to see additional suggestions.

- If you selected remote databases to search, a status bar indicates how many results were retrieved and how many results are pending. To load the remainder of the results, click **Add Pending Results**. You can click **Search Status** to see the number of results for all the selected databases.If you have selected or entered a search **Limit by** option that a remote database cannot use, results from this database are returned based on the basic search terms you entered, and a message indicates that the limiters were discarded in the remote database search.

- You may also see a link to **Include related words**.You can click or tap this link to add records containing related words as well as your literal typed search term to your search results. "Related words" include words formed from stemming (for example, regular plurals and verb endings such as walk, walks, walker, walked, walking, but not irregular forms such as mouse/mice or run/ran) and synonyms. Synonyms include common nicknames, proper name variations, and spelling variations.

13. To see more information about a title in your search results list, select the title or cover image.

14. To filter your search results or do related searches, click a **Narrow** or **Related** option at the side or bottom of the page.

    If you selected **Include related words** for your search results, you may see two options under Narrow: **See what was added**, and **See original results**.

    - To see only the related words records, select only **See what was added**.
    - To see only the original search results without the related words records, select only **See original results**.
    - To see the original search results PLUS the related words records, check or clear both checkboxes.

Boolean Searches

With a Boolean search, you can do complex, precise searches by typing CQL (Common Query Language) search commands. The search command can include the following parts:

- The text for which you are searching
- The access points (fields) you want to search; for example, author or title (see [Search Access Point (Field) Codes](#))
- Operators (connectors) that link one part of the search with another (see [Operators](#))

> **Example:** To find the works of author Asimov published in or after 1970, you type the following command:
> **AU=asimov AND PD >= 1970**
> **AU** specifies the access point Author. The search text for this access point is **asimov**.
> **AND** is the Boolean operator connecting the two conditions of this search (the author and the date).
> **PD** specifies the access point Publication Date. The search text for this access point is **1970**.
> The symbol **>=** is the relative operator **greater than or equal to**.

If your library offers other databases to search, they are available to select for a Boolean search.

Fields that can be searched with CQL search commands fall into one of three categories:

- **Keyword-indexed fields** (for example, author, title, subject, notes) - A record must contain all the keywords entered in the field selected for search, in any order. Other words may be present, or the words may be present in different fields of the same type. To retrieve only records that contain the search words in a specific order with no words in between (that is, to do a phrase search), enter the words in double quotation marks. For example, a search for **TI=french cooking** finds the title French Provincial Cooking while **TI="french cooking"** does not.
- **Fields that are searched with string searches** - A record must contain an exact match on the search characters (for example, a call number or publisher number search). If the field typically includes spacing or punctuation, and you want to find

an exact match on the entire string, enter the text within double quotation marks. For example, when searching for a call number: **CALL="641.5944 Dia"**

- **Fields that require library-specific or Polaris-specific codes** - For example, language, target audience, type of material.

Operators

Operators link one part of a search command to another, and direct how the parts are related.

Boolean Operators

The Boolean operators And, Or, and Not combine search terms:

- **And** - A record must match both the term before and the term after the operator to be included in the search results.

> **Example:**
> **AU="isaac asimov" AND TI=planets**
> Finds only the items written by Isaac Asimov that have the word planets in the title.

- **Or** - A record can match either the term before or the term after the operator, or both, to be included in the search results.

> **Example:**
> **AU="isaac asimov" OR TI=planets**
> Finds all items written by Isaac Asimov and all items with the word planets in the title by any author, including Asimov.
> If you have a number of terms to combine with OR, type the command this way:
> **AU={list}asimov, dick, ballard, lem, capek{/list}**
> You can insert as many terms as you need between **{list}** and **{/list}**

- **Not** - A record must match the term before the operator, but not the term after the operator, to be included in the search results.

> **Example:**
> **AU="isaac asimov" NOT TI=planets**

> Finds only those items written by Isaac Asimov that do not have the word planets in the title.

If you use multiple operators in the same search command, use parentheses to group (nest) the operations to be performed.

> **Example:**
> **(AU=rowling AND TI=potter) NOT (AU=rowling AND TI=phoenix)**
> Finds items by Rowling with the word **Potter** in the title, but not titles by Rowling with the word **Phoenix** in the title.

If you use multiple operators in the same search command but do not group the operations, the operators are processed according to the following precedence (lower values have higher precedence):

- PROX = 1 (see Proximity Operator)
- AND = 2
- OR = 3
- NOT = 4

Relative Operators

Relative operators are symbols that compare search terms:

Symbol	Relative Operation
=	Equal to search term
<>	Not equal to a single search term: **PD <> 1970** For a range of dates, use NOT: **NOT PD = 1970-1980**.
>=	Greater than or equal to search term
>	Greater than search term
<=	Less than or equal to search term
<	Less than search term

> **Example:**
> **PD >= 1987**
> This example finds items published in or after 1987. **PD** specifies the

publication date access point. See [Search Access Point (Field) Codes](#) for access point codes.

> **Example:**
> **KW=solar system AND PD < 1932**
> This example finds items published before 1932 that have the words "solar system" in any record field. **KW** specifies the keyword access point. See [Search Access Point (Field) Codes](#) for access point codes.

Proximity Operator

With proximity searching, you specify the allowable distance between two terms, which can be keywords or phrases. The proximity-distance operator is **PROX/distance**. The proximity-distance is the difference between the positions of the left and right terms. The distance is never negative, and adjacent terms have a proximity-distance equal to 1. You can use the operator with the relative operators **<** (less than), **<=** (less than or equal to), **=** (equals), **>=** (greater than or equal to), **>** (greater than), or **<>** (not equal to).

You can use the following modifiers:

/ordered - The order of the two terms in the search results must be the same as the order of the terms in the query.

/unordered - The order of the two terms does not matter in the search results.

You can use keyword or phrase search access points (such as **KW**, **AU**, **TI**) but the access point must be the same for both terms. If no access point is specified, **KW** (keyword) is assumed. See [Search Access Point (Field) Codes](#).

> **Example:**
> **"cat" PROX/distance<=5 "the hat"**
> Find the keyword cat where it appears less than or equal to 5 words before or after the phrase **the hat**. That is, between 0 and 4 words exist between the keyword **cat** and the phrase **the hat**.

> **Example:**
> **"Harry Potter" PROX/distance<10/ordered "J. K. Rowling"**
> Find the phrase **Harry Potter** where it appears less than 10 words before the phrase **J. K. Rowling**. That is, between 0 and 8 words must exist between the phrase **Harry Potter** and the phrase **J. K. Rowling**, counting from the first word in each phrase.

> **Example:**
> **"United States" PROX/distance=2 "Union"**
> Find the phrase **United States** where it appears exactly 2 words before or after the keyword **Union**. That is, exactly 1 word must exist between the phrase **United States** and the keyword **Union**.

Restrictions on the proximity operator:

- The proximity operator does not support nested Boolean expressions in either the left or right terms. For example,
  ((Dog OR Cat) PROX/distance=5 Food) PROX/distance=6 Kennel is not supported.
- The maximum proximity-distance is 1024. If the proximity-distance in the query is greater than 1024, the search process changes it to 1024.
- The total maximum number of keywords in a proximity expression is 16. That is, the number of keywords on the left side of the proximity operator plus the number of keywords on the right side of the proximity operator is limited to 16. If a proximity expression contains more than 16 words, then the proximity operator will be ignored but up to the first 16 words on the left and the right will be checked for adjacency.
- The keyword or phrase access point (such as **KW**, **AU**, **TI**) used in the left and right terms must be the same. For example, the query **SU=HARRY PROX/distance<=5 AU=POTTER** is not supported and will produce an **Unsupported search** error.
- The left and right terms for each proximity operator must be a keyword or phrase and not a Boolean expression, but there is no limit to the number of proximity operators in a query. For example, this query is valid:
  (AU="J. K." PROX/distance<10 AU="Rowling")
  AND (TI="Conversations With" PROX/distance<10 TI="Rowling")
  AND MAT=BKS

Search Text That Includes Operators, Reserved Words, or Special Characters

To search for text that includes an operator or other reserved word, or special characters, as part of the search text, put the text in double quotation marks.

For example, to find the title *Bud, Not Buddy*, type this command:
TI = "bud not buddy"
Put this text in quotation marks because **not** is ordinarily a Boolean operator.

As another example, to find the title *Tim O'Toole and the Wee Folk*, type this command:
TI="tim o'toole"

Put this text in quotation marks because the apostrophe in the word **o'toole** is a special character.

The following text must be placed in double quotation marks when used as part of the search text:

- ADJ
- ALL
- AND
- ANY
- NOT
- PROX
- OR
- SORTBY

Search Access Point (Field) Codes

Use these access point codes to specify what fields to search:

Access Point	Description
AB	Assigned branch (requires library-specific codes)
AU	Author
AVAILABILITY	Filters search results to titles that have at least one available item. Type **AVAILABILITY > 0**. Example: To find Harry Potter titles with at least one available item, type **TI = Harry Potter AND AVAILABILITY > 0**.The **AVAILABILITY** access point works only for values greater than 0. (**AVAILABILITY = 0** is not valid.)
BRS	Polaris bibliographic record set - control number (requires library-specific number)
BRSN	Polaris bibliographic record set - record set name (requires library-specific name)
CALL	Call number
CODEN	Identifier for scientific and technical periodicals
COL	Collection (requires library-specific codes)

Access Point	Description
DD	Dewey classification
GENRE	Genre (keyword)
GOV	Superintendent of Documents classification number for government documents
ISBN	International Standard Book Number. Type the wildcard character (*) at the beginning and end of the number you enter for best results.
ISSN	International Standard Serial Number. Type the wildcard character (*) at the beginning and end of the number you enter for best results.
KW	Keyword (any field) (keyword)
LA	Language (see LA (Language) Codes)
LC	Library of Congress classification
LCCN	Library of Congress Control Number. Type the wildcard character (*) at the beginning and end of the number you enter for best results.
MAT	Material type of physical items (requires library-specific codes)
NAL	National Agricultural Library classification
NLC	National Library of Canada classification
NLM	National Library of Medicine classification
NOTE	General notes (keyword)
OCLC	Online Computer Library Center (OCLC) control number. Type the wildcard character (*) at the beginning and end of the number you enter for best results.
OCN	Other system control number (requires library-specific codes). Type the wildcard character (*) at the beginning and end of the number you enter for best results.
OWN	Record owner (requires library-specific codes)
PD	Publication date
PN	Publisher's number
PUB	Publisher (keyword)
SE	Series (keyword)
STATB	Record status (requires library-specific codes)

Access Point	Description
STRN	Standard Technical Report Number
SU	Subject (keyword)
TA	Target audience (see TA (Target Audience) Codes)
TI	Title (keyword)
TOM	Format/Type of Material (see TOM (Format/Type of Material) Codes)
UDC	Universal Decimal classification
UPC	Universal Price Code number. Type the wildcard character (*) at the beginning and end of the number you enter for best results.

LA (Language) Codes

These are some common codes to use with the language access point (LA) in a Boolean (CQL) search. Use the code, not the language name. For example, to specify English, type **LA=ENG.**

> **Tip:** You can see a complete list of language codes at the Library of Congress website: http://www.loc.gov/marc/languages

Language	Code
Arabic	ARA
Bosnian	BOS
Chinese	CHI
Czech	CZE
Danish	DAN
Dutch	DUT
English	ENG
French	FRE
German	GER
Modern Greek	GRE
Hebrew	HEB
Hindi	HIN
Italian	ITA

Language	Code
Japanese	JPN
Korean	KOR
Latin	LAT
Multiple Languages	MUL
Polish	POL
Portuguese	POR
Romanian	RUM
Russian	RUS
Serbian	SCC
Sign	SGN
Spanish	SPA
Ukrainian	UKR
Vietnamese	VIE
Yiddish	YID

TA (Target Audience) Codes

Use these codes with the target audience (TA) access point in a Boolean (CQL) search. Use the code, not the target audience name. For example, to specify a preschool audience, type **TA=a**.

> **Note:** Not all bibliographic records include target audience information.

Target Audience	Code
Preschool	a
Primary school	b
Elementary and junior high school	c
Secondary (senior high) school	d
Adult	e
Specialized	f
General	g
Juvenile	j

TOM (Format/Type of Material) Codes

Use these codes with the Type of Material access point (TOM) in a Boolean (CQL) search. Use the format/type of material code, not the name. For example, to specify DVDs, type **TOM=DVD**.

Format/Type of Material	Code
Abstract	abs
Archival/mixed materials	mix
Atlas	atl
Audio books	abk
Audio book on cassette	abt
Audio book on CD	abc
Blu-Ray Disc	brd
Blu-Ray + DVD	bdv
Book	bks
Book + Cassette	bcs
Book + CD	bcd
Book + DVD	bkv
Braille	brl
Cartographic material	cmt
Digital collection	dmc
DVD	dvd
EAudioBook	aeb
Ebooks	ebk
Electronic resources	elr
Emagazine	emg
Globe	glb
Kit	kit
Large print	lpt
Manuscript cartographic material	mcm
Manuscript material	mss

Format/Type of Material	Code
Manuscript music	mmu
Map	map
Microform	mic
Motion picture	mot
Music CD	mcd
Musical sound recording	msr
Newspaper	new
Nonmusical sound recording	nsr
Periodical	per
Printed cartographic material	pcm
Printed music	pmu
Printed or manuscript music	mus
Projected medium	pgr
Serial	ser
Sound recording	rec
Streaming music	stm
Streaming video	stv
Three-dimensional object (artifact)	art
Two-dimensional nonprojected graphic	ngr
Video game	vgm
Videorecording	vid
Videotape	vcr
Vinyl	vyl
Visual materials	vis

Do a Boolean search by typing a CQL command

To search by typing a Common Query Language (CQL) command

> **Note:** For more information about CQL commands, see [Operators](#), [Search Text That Includes Operators, Reserved Words, or Special Characters](#), and [Search Access Point (Field) Codes](#).

1. Select **Boolean** from the **Search** menu.
2. Type the CQL command in the **Boolean search for** box, keeping the following tips in mind:

   - Letter case is ignored.
   - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character (\) before any wildcard character, the wildcard character is treated as text.
   - Use parentheses to group search terms.

   > **Example:**
   > The following command finds works of the author Asimov which have titles with the word foundation, except audio books published after 1990:
   > **(AU=asimov AND TI=foundation) NOT (TOM=abk and PD>1990)**
   > Terms inside the parentheses are processed first, then the entire command.

   - To include text that is ordinarily ignored, such as punctuation or Boolean command words in the search text, place the search text in quotation marks.

   > **Example:**
   > To find the title Bud, Not Buddy, type the following command:
   > **TI = "bud not buddy"**

3. If you want to set additional limits, follow these steps:

> **Important:** If you type your search term and then select more search options before clicking or tapping the search icon [Q], you will need to re-type your search term.

a. Select **More Search Options**. The search options window opens.

b. Select the settings you want. On a desktop computer, to select several consecutive items in a list, hold down the **SHIFT** key as you select the items. To select several items that are not listed together, hold down the **CTRL** key as you select the items. On a tablet or smart phone, you can select multiple items but the method depends on your device. You can also exclude items from a search. Select them from the appropriate list, and select the **Exclude** box below the list.

> **Note:** Detailed material types are defined by the library for the physical items the library owns. The formats in the **Limit by** box on the search bar refer to general formats and types of materials associated with title entries in the catalog. You can limit a search by format or detailed material type, but not both. If you selected a format in the **Limit by** box when you set up your search, your format choice is canceled when you set a material type.

4. Select **Set Search Options**. The search options window closes and the search bar displays a highlighted message that options have been set. To change them, select the **Change** link in the highlighted **Options set** message, set new values and select **Set Search Options**. Then do a new search. (The previous search, if any, is automatically done again using your new options settings.)

To reset the search options to their original values, select the **Clear** link in the highlighted **Options set** message. The search is done again, using the original values.

> **Important:** Search options retain their settings until you reset them or go to the home page.

To search a database other than the library's catalog, or select multiple databases to search:

1. Select **Select Databases**. The Select Databases window opens with the library's default search databases (the local database and remote databases) selected. If you do not want to search the local catalog along with the remote databases,

select the check box next to the local database to clear the check box.

2. Select the remote databases. If your library has organized the databases into categories, you can select a category, and the remote databases under that category are selected.

3. Select **Set Databases** to save your selections. The window closes. (The previous search, if any, is automatically done again using your new database settings.) Your selections remain until you reset them. To reset the search databases to the library's default databases, click or tap **Clear**.

Click or tap the search icon . If the search is successful, you see your search results. If no matches are found, you see a message.

If you selected remote databases to search, a status bar indicates how many results were retrieved and how many results are pending. To load the remainder of the results, select **Add Pending Results**. You can select **Search Status** to see the number of results for all the selected databases. If you have selected or entered a search **Limit by** option that a remote database cannot use, results from this database are returned based on the basic search terms you entered, and a message indicates that the limiters were not used in the remote database search.

To see more information about a title in your search results list, select the title or cover image.

To filter your search results or do related searches, select a **Narrow** or **Related** option at the side or bottom of the page.

Browse the Catalog

When you browse the library catalog, you can type just the first few letters or numbers of your search term—an author's name, a subject, a series name, a title, or a call number. The results list shows the portion of the catalog index that *begins with* the text you have typed. You can scroll through the index to see more headings or listings. You may also find useful links to related headings or listings. When you select a heading or listing in the index, you see information about the titles associated with the heading or listing. Remote databases are not available for browse searching.

To do a browse search

1. On the **Search** menu select **Browse**.
2. In the **Search for** list, select an index option (**Title, Author, Subject, Series,** or **Call Number**).

> **Note:** Call number options may differ depending on the library to which you are currently connected. **LC** (Library of Congress) and **Dewey** options display the corresponding call number index drawn from the bibliographic records of the catalog. LC call numbers begin with one or two alphabetic characters (letters). Dewey call numbers begin with numbers. Omit any prefix, such as *Ref*. **Call Number** displays the call number index of the individual items on the library shelves, so your results are like a shelf list for the local branch. This option is available only when you are connected to a branch, not the library system.

3. In the **that begins with** box, type the first few letters or numbers of the title, author's last name, the subject word, the series name, or the call number.

4. Click or tap the search icon 🔍.

   The results list displays the catalog headings or listings, and the number of titles associated with each heading or listing.

5. Navigate the index using one of these methods:
   - Select **<Previous 10 Listings** or **Next 10 Listings>** to browse through the index. If you want to change the number of headings or listings to display on a page, use the **per page** box to select the number.

- Title listings may show different types of material for the same title, such as **Book**, **DVD**, and **Videotape**. You can click or tap a type of material to see the titles of that type.

- The headings may include cross-reference links such as **see** and **see also** that refer to related headings. Click or tap a cross-reference link to go to the portion of the index that includes the related heading. Cross-references are very useful when you browse the subject index. You can easily go to related subjects by clicking the cross-reference links.

6. Select a heading or listing to display the associated titles.
7. To return to the headings list, select **Go Back to Browse Results**.

Community Information Searches

If your library catalog includes information about community organizations, events, and services, you can search for community information just as you search for books and other materials.

**To search using the Community Keyword search**

A Community Keyword search looks in the community profiles database for matches to your word or words (in any order).

1. On the **Community** menu select **Community Keyword**.
2. Type the text to search for in the **Search my community for** box.

   You can type a part of a word and use the wildcard (*) character to represent the remainder of a word. For example, if you type **boy***, you might find **boy scouts**, **boyfriend**, and **boys and girls clubs**.

3. In the **Search by** list select a search field:
   - **Any Field** - All the community profile information fields
   - **Organization Name**
   - **Event Name**
   - **Services**
   - **Address and contact person**
   - **Postal code**
   - **Subject**
   - **Notes**
4. To limit your search, select an option in the **Limit by** list.

   For example, you can limit your search to events or people.

5. Click or tap the search icon . The search results list shows all the community records that matched your search. Hover the cursor over the community icon (desktop computer) or tap the icon (touchscreen device) to see more information, or select the record name to see more details.

Related Information

View a map showing the location of an organization or event - When you select an organization or event in your search results, the detailed information may include a Map It option. Select Map It to see a map showing the location of the organization or event.

Do a community browse search

You can browse a community information index for items of interest. For example, you can type just the first few letters of an organization's name and then browse the organization index. To do a community browse search:

1. Select **Community Browse** on the **Community** menu.
2. Select an index to browse in the **Browse search for** box: (**Organization Name**, **Event Name**, **Services**, **Subject**).
3. Type a word or the first few letters of the word in the **that begins with** box.
4. Click or tap the search icon . The results list displays the index headings. Select **<<Previous 10 Listings** or **Next 10 Listings>>** to browse through the index.
5. Select a heading to see the organizations and events connected with the heading. To return to the headings list, select **Go Back to Browse Results**.

Course Reserve Searches

If your library holds items reserved for courses at a school or college, you may be able to search for course reserve information and materials. You can search for course records, which list all the items on reserve for a course, and you can search for specific items on reserve. From your search results, you can locate a reserve item in the library and view its circulation status. You may be able to ask the library to hold a reserved item for you to check out.

Typing Search Text - Course Reserve Searches

Case, spaces, punctuation - Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers.

Multiple words - You can type more than one word. The results have all the words in the specified field, in the same order you typed them.

Wildcard characters - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character (\) before any wildcard character, the wildcard character is treated as text.

Course names - If you are looking for a course name that begins with an article (A, An, The), you must include the article or use a wildcard character. If you are not sure, use the wildcard character.

> **Example:** To find a course named The Middle Ages, you can type **the middle ages**, ***middle ages**, or ***middle**. If you type **middle ages**, the search does not find the course.

To find a course record

Course reserve records store general information about courses that have items on reserve, and provide links to all the items on reserve for the course.

1. Select **Course Reserves** on the **Search** menu.
2. Type the text to search for in the **Course Reserve search for** box.
3. Select the **Search by** box, and select a search field from the list:
   - **Course Name**
   - **Course Number/Section**
   - **Course Abbreviation**
   - **School/Division Name**
   - **Department Name**
   - **Instructor Name** - Primary or alternate instructor (*Last name, first name*)
4. Click or tap the search icon 🔍. The results are displayed.
5. To see more information about a course, select the course name, the **Availability** button, or the **Full Display** button.
6. **Availability** - If necessary, select the link **Click here to see items from all branches** to see each item associated with the course, including the item location, reserve status, and circulation status.
7. **Full Display** - Select this link to display more information about the course itself.

To find an item on reserve

When you search for items on reserve, the search results include titles that have at least one associated item on reserve for a course. Detailed information about any title in the search results shows the course for which an item is reserved. You can link to course information from the reserve item search results.

1. On the **Search** menu select any search method except Browse.
2. On the search bar select **Course reserve items only**.
3. If you want to find only a certain kind of course reserve material, select **Limit by**, and select an option from the list.

   For example, if you only want to find DVDs, select **DVD** in the **Limit by** list.
4. Type the text to search for in the **search for** box, keeping these tips in mind:
   - Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers.
   - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type

King*, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*. If the question mark occurs at the end of a word, it does not act as a wildcard character, so you can find titles like **what color is your parachute?** Also, if you type a backslash character **** before any wildcard character, the wildcard character is treated as text.

5. Select **Search by** and a search field from the list.

6. Click or tap the search icon to display the search results.

7. To see more information about the items on reserve, click **Availability**.

Availability information is displayed, but the information applies to the item when it is not on reserve. To see more information about a course for which an item is reserved, including the current location of the reserved item, select the Course Reserve icon next to the item in the Availability list.

Searching Remote Databases

Your library may offer other resources to search, beyond your local library catalog. When you search multiple resources, the results are displayed in a single list.

> **Note:** You can search remote databases using keyword, phrase, exact, advanced, or Boolean search methods. (Your library may not offer all of these methods.) You cannot browse remote databases. The following instructions apply to keyword searching.

1. On the search page, select **Select Databases**. The Select Databases window opens with the library's default search databases (the local database and remote databases) selected. If you do not want to search the local catalog along with the remote databases, select the check box next to the local database to clear the check box.

2. In the Select Databases window, check the databases you want to search. You can select a category check box to search all the targets in that category.

3. At the bottom of the Select Databases window, select **Set Databases** to save the database selections and close the window. The search page is displayed with the **Select Databases** option highlighted to indicate you have made selections, and a **Clear** option to cancel your remote databases selections. Your selections remain in effect until you select **Clear**.

> **Note: Clear** deselects all databases and selects the library's local catalog and any default databases.

4. Type the text to search for in the **Search for** box.

5. Select the **Search by** box, and select a search field from the list.

6. To limit your search, select the **Limit by** box, and select an option from the list.

> **Note:** Your **Limit by** selection may not work with the databases you have chosen to search.

7. Click or tap the search icon to launch the search.

Viewing Your Results

If you have selected more than one search target, the results are displayed in a merged list. If your search included the local library catalog, the search results list first displays results from the local catalog. Click or tap **Add Pending Results** to add more results to the list. The number displayed at the top of the list changes as the results are added.

As results are being added from the selected databases, you can select **Search Status** to see the progress. A status window displays the total results for each database, the database status, the results pending, and the results retrieved. When all the pending records have been retrieved, the search bar indicates that all retrieved results have been added.

You can filter the search results list by database. The **Narrow your search** dashboard at the side of the page displays the **Database** facets list. Click a database facet in this list to filter your results to that database.

In the results list, the brief information for the title displays a database icon and the source database for titles found in remote databases.

Remote Databases in Follow-On Searches

Your library may provide automatic follow-on searches in specified remote resources when a search of the local library catalog produces no results. A message and link are displayed on the "no hits" page. You may need to select the link to determine if there are results in the follow-on databases.

The follow-on databases, and the local database, are also automatically selected on the Select Databases window. All subsequent searches use the selected databases, until you clear the search databases or end your session.

Narrowing Results and Related Searches

When your search results are displayed, you can narrow your search within the results or launch related searches using the same search text.

Narrow your search results

When your search results are displayed, the area at the side of the page on a computer or tablet shows **Narrow your search** filters. On a phone display, tap **Narrow** above your search results to see the filters. The number next to each filter indicates how many titles in your search results have that characteristic. You can select a filter to focus your search results. For example, you may be able to list only the DVDs from your search results.

To narrow your search results

1. With your search results displayed, look for the links under **Narrow your search**, or tap **Narrow** on a phone display.

   The filter links are organized by category, such as **Type of Material**, **Target Audience**, **Publication Date**, **Subjects**, **Authors**, and more. You may need to scroll to see all the links.

   - You can select **Narrow your search** to expand or collapse the entire list.
   - You can select a category name to expand or collapse the list of links for the category.
   - You can select **More>>** or **<<Less** to see more or fewer links in a particular category.

2. Select a link under a category to filter your search results by that link. For example, you might select a **Large Print** link to see only the large print titles in your search results.

   The search results page displays your filtered search results. At the top of the **Narrow your search** list, you see the filter you selected with a check mark. On a phone display, you see **Narrowed** above your search results to indicate that you have selected a filter or filters. You can tap **Narrowed** to see your selections.

   You can continue to select **Narrow your search** links to further filter your results.

3. To remove a filter and display the results without the filter, clear the filter. The new results are displayed.

Using Related search links

When your search results are displayed, the area at the side of the page (computer or tablet) or bottom of the page (phone) shows **Related** search links. These links launch different searches using your original search text. For example, if you did a keyword search for **bunnicula** in any field, you might click the **Subjects** link **Dogs - Fiction** to find other stories about dogs.

To use the Related search links

1. With your search results displayed, look for the links under **Related**. The related search links are organized by category, such as **Subject**, **Author, Series, Other Searches,** and **Other Databases**. You may need to scroll the page to see all the links.

   You can select a category to expand or collapse a list.

   You can click **More>>** or **<<Less** to see more or fewer links in a particular category.

2. Do any of the following related searches:
   - Select a link under **Subject, Author,** or **Series** to browse the catalog for subjects, authors, or series related to your original search results.
   - Select a link under **Other Searches** to keyword-search for your original search term in a different field.
   - Select a link under **Other Databases** to do a keyword search for your original search term in a different database.

   When you do any of these related searches, your original search results are replaced by the results of the new search.

Saving Searches

You can set up and save searches and have them run automatically once a week or once a month. You can also run a saved search manually, any time. Each time a saved search is run, the search looks for results that are new since the last run. You might want to save a search even if the search produced no results, so you are notified of new materials that have arrived since the last time the search ran. Your saved searches can be viewed and edited at any time.

The results of saved searches are automatically sent by email to an address you specify. The email message includes the name and description of the search, the number of new titles found, and the call number, author, and title of each new item. You can select a link for any entry to search for the new item in the library catalog.

> **Note:** For automatic search runs, the library limits the number of titles in saved search results. The usual limit is 500 titles.

You may have multiple saved searches scheduled to run at different frequencies. In this case, you receive an e-mail message listing the results for the weekly searches, and a separate message listing the results for the monthly searches.

You need a library account number and password to save searches.

> **Important:** When you save a search, the search information is associated with your library account. If you have concerns about your privacy, contact the library for specific information about the library's privacy policies.

To set up and save a search

1. Set up and run a keyword, phrase, exact, advanced, or Boolean search. The search results are displayed. Even if there are no search results, each subsequent automatic search will use the criteria you entered to look for titles that are *new* since the search ran.

   > **Note:** When your saved search runs automatically, the results include titles from the local library catalog only, even if your original search included remote databases.

2. Select **Save Search** at the side of the page (computer or tablet), or below the search results (phone).

3. If the log-in page appears, type your library account barcode number or user name and password and select **Log In**.

> **Note:** If this is the first time you have saved a search, a consent message may be displayed. Read the message, and if you want to continue, select **Yes**.

You are logged in to your library account, and the Save Search form is displayed.

4. Enter the following information for your saved search:

- **Search name** - Type a name to identify the search in your list of saved searches.
- **Note** - Type a brief phrase to help you remember details about the search (optional).

> **Note:** The **Search command** line displays your search as a search command. You cannot edit this command. The number of characters in your search command is limited to 250.

- **Email results to** - Type the email address that should receive the results.
- **Email format** - HTML or plain text. Select the format you prefer for email. Your selection applies to all your saved searches.
- **Email if no results** - Check the box if you want to receive an email message when an automatic search returns no new results.
- **Search frequency** - Specifies how often the saved search is automatically run (**Weekly**, **Monthly**, or **Suspend**). The library schedules the automatic run. Select **Suspend** if you want to save the search to use later, but do not want regular results at this time. You can edit the setting to a different frequency later or run the search manually when you choose.
- **Number of times to run** - Type the number of times that the saved search should be run automatically. The library sets a maximum number for this setting.

5. Select **Save Search**. The search is saved.
6. Select **Back** to return to the search page.

To run a saved search manually

You can run any saved search manually, instead of waiting for the next automatic run. The manual run counts toward the total number of times the search is to be run.

1. Access your saved searches by one of the following methods:
   - If you are already logged in, a brief list of your most recent saved searches is displayed at the side (computer or tablet) or bottom (phone) of the page. As long as you remain logged in, the list is displayed. If you logged in at this time, the Saved Searches page from your library account is also displayed.

     Note: You can display the Saved Searches page at any time by clicking **Show All** in the Saved Searches list at the side of the page.

   - Click **Saved Searches** on the **My Account** menu and log in. The Saved Searches page from your library account is displayed.

2. Run a search manually by one of these methods:
   - At the side or bottom of the page, select the search you want to run.
   - On the Saved Searches page of your library account, select the search you want to run, and select **Search** on the search form.

The search results are displayed.

To view and edit your saved searches

1. Display the complete list of your saved searches by one of these methods:
   - If you are already logged in, select **Show All** beneath the Saved Searches list at the side or bottom of the page.
   - Select **Saved Searches** on the **My Account** menu and log in.

   The Saved Searches page in your library account includes the settings you specified when you saved each search, and the current status of the search.

2. Select the name of the search in the Saved Searches list at the side or bottom of the page, or in the Saved Searches page of your library account. The search form is displayed.

3. Edit the fields on the Save Search form. For a description of the fields, see Set up and save a search.

     Note: The **Search command** line displays your search as a search command. You cannot edit this command. To change the search command, set up and run a new search, then save the search (refer to Set up and save a search).

4. Select **Save Search** to save your changes to the search.

To delete a saved search

You can delete a saved search when it is no longer useful or when the maximum number of searches has been reached.

1. Display the complete list of your saved searches by one of these methods:
    - If you are logged in, select **Show All** beneath the Saved Searches list at the side or bottom of the page.
    - Select **Saved Searches** on the **My Account** menu and log in.
2. Delete searches by one of these methods:
    - In the Saved Searches list at the side or bottom of the page, select the X icon by the name of the search.
    - In the Saved Searches page of your library account, select the check boxes for the searches you want to delete, and select **Delete Selected Search**. To delete all searches at once, select **Delete All Searches**.
3. A message asks you to confirm the deletion. Click or tap **Yes** to delete the search, or click or tap **No** to cancel the deletion.

Viewing Title Information

For all types of searches except Browse, the heading of your search results list shows how many titles were found and your current viewing position in the list. To navigate the results list, select the page number links at the top or bottom of the results list. Select the arrows next to the page numbers to see the previous and next pages. Use the **per page** box to select the number of titles to list on each page. If you want to sort your search results in a different order, select the **Sort** box and select a sort option.

Relevance sorts titles in the search results so that those that seem most likely to meet your needs appear first in the list. Words that appear in both title and subject fields are considered in determining relevance. **Most Popular** sorts titles in the search results so that the titles most frequently checked out or requested over the past 120 days appear first in the list.

When you select a sort option that combines two categories, the results are sorted by the first category, then by the second. For example, if you choose to sort by **Author, then Publication Date**, the results are sorted first by author, then by publication date within the group of each author's titles.

Brief Title Information

The results list shows brief information about each title. You may see information under each title that shows where your search term occurs in the record for the title. You can also place your cursor over the cover image or tap the image to see more summary information. This information can help you decide whether the title interests you.

If the title is a serial such as a magazine or a newspaper, you may see a range of the issues the library system keeps. (Gaps are not included, and certain issues may not be available locally.) Select **Availability** to see details about the issues at each branch.

> **Note:** If you sort your search results by publication date, the sorting of serial titles in the results may not be obvious since the publication date is not displayed in the brief results for these titles.

If you searched databases other than the library catalog, and a title is from another database, the brief information for the title displays a database icon and the source database.

From here, you can see more information and work with any title:

- **Author link** - Select the author's name to browse for more titles by this author.
- **Internet links** - A website icon [↗] and **Web Site** link in a title listing indicate that the title is an electronic resource (website), or that a related website is available. Select the **Web Site** link to open the site in a new browser window.
- **Format icons** - An icon in each title listing represents the format of the title. If the library has a title in several formats, only one icon is displayed. For example, the library may hold the title *The Client* as a DVD and a book, but only the DVD icon is displayed. (To see all the formats for the title, click or tap **Full Display** for the title.) The publication date, if known, appears below the format icon for most titles. The date is not displayed for serials, such as magazines and newspapers.

  Note: Click or tap the format icon to see the Librarian's View (MARC record) for the title. This information is most useful to librarians responsible for the library's catalog records.

- **More details** - Select the title itself, **Availability**, or **Full Display** to see more information about the title. See Viewing More Details.

Viewing More Details

Select the title itself or **Full Display** to see more information about the title.

  Note: Select **Availability** to see where copies are available, without viewing full title information. You can also see availability information in the full display for the title.

Bibliographic Information

Select **Full Display** to see bibliographic information for a title. You may find links in the full record for the title. For example, you may be able to click or tap the author's name to browse authors in the catalog, beginning with the name you selected. This is an easy way to find other titles by the same author. Other links may lead you to titles about related subjects.

  Note: The bibliographic record may include a call number. This call number does not necessarily correspond to the classification method of a particular branch. Local call numbers for specific items may be included

in the availability list. Select **Availability** to see specific items and locations.

MARC Record (Librarian's View)

You may see a **Librarian's View** option. Select **Librarian's View** to see the MARC record for the title. This information is most useful to librarians responsible for the library's catalog records. You can also select the format icon for the title to see the Librarian's View.

Additional Title Information

Your library may subscribe to additional services—such as tables of contents, reviews, and summaries—for titles in your search results list. Select the title, the book jacket, or **Full Display** for a title in the search results list. Detailed information about the title is displayed. Scroll the page down and select an option below the title information to expand the option. You can click **Expand All** to open all at once, or **Collapse All** to close all the options.

Summary, Reviews, Large Cover Images, Excerpts - This type of information is displayed when you select the option. (**Awards** appear in a new browser window.)

Tags, Other Editions, Similar Titles - Select this option to open the Tag Browser. The Tag Browser displays the tags for your title, other related tags, and a list of titles that have been tagged with the same term you selected. Click or tap a title to search for the title in the library catalog, or select another tag to list titles that have been tagged with the new term.

> **Tip:** You can also search for other tags. Type a term in the **Tag search** box and click or tap **Search**. The Tag Browser lists titles tagged with the term you typed.

Link to NoveList - Your library may offer Ebsco's NoveList® , a readers' advisory service for fiction titles. You can select a link to view additional information about a title in your search results, and do further searches for fiction within NoveList. When you select this link the NoveList website opens in a new window. Links to external resources such as NoveList are marked by a web link icon .

More titles like this - Select this option to get a list of related titles available at the library. If your library offers related titles, you see a list of title links in the lower part of

the title information. The availability count is displayed for each title, and the list is sorted so that titles with at least one available copy in the system are listed first, and those with no available copies are listed last. The list is sub-sorted by relevance. You can select a title link to search for the title in the library. In the More Titles Like This list, you can select **Why This Title?** to display the reason for the title suggestion. When the reason is displayed, you can select the minus sign by the link to suppress the reason.

More authors like this - Select this option for a list of similar authors. Select an author link in the list to launch a browse search by that author in the catalog.

Find similar titles - This link takes you to a website where you can specify the characteristics of a title that interests you and get a list of similar titles available at the library.

Google Preview

Google Preview is a book viewer for books that have previews in Google Book Search. You may see a Google Preview button for titles in your search results. When you click or tap the button, the preview is displayed in its own window. You can use the preview controls to page through the preview. Select **X** in the corner of the window to close the preview and return to your search results.

Recently Viewed Titles

> **Tip:** If you are working in the library and are concerned about your privacy, select **Turn off recently viewed titles** when you have finished using the catalog.

If you have looked at the full display for at least one title in your search results, your library may display a Recently Viewed Titles list at the side of (computer or tablet) or below (phone) title information or search results pages. The Recently Viewed Titles list displays titles you have already viewed, including the cover image, title, author, format icon, and publication date. You can click a title in the list to search for the title. The list is available for your current session. You can disable the feature for your session by selecting **Turn off recently viewed titles**. This action clears the list. You can start it again by selecting **Turn on recently viewed titles**.

Availability

Select **Availability** for the title in your search results to get detailed information about where copies of a title are located, Availability information is displayed in a separate small window. You can select **X** in the corner to close the window.

Since there may be several copies of a title in the library or the library system, there may be more than one entry in the list. Each entry is a separate item. The entries are organized first by location, then by collection at each location. You can select the plus sign (+) to expand the listings for a location or collection, or select the minus sign (-) to hide them.

> **Note:** The **Availability** button and availability information may not be displayed for certain types of materials, and are not displayed for titles found in remote databases (sources outside the library's own catalog).

For serials such as magazines or newspapers, a summary of what issues the branch keeps appears just below the branch name. Expand the list to see individual issues.

Certain items may be marked by special icons:

Icon	Description
	You may be able to request that the library hold a specific copy of the title for you. Select the icon to request a specific copy.
	Some item information may include notes in which the library offers additional information about items. Select the icon to view the notes.
	Your library may allow you to send a text message containing the item's call number to your mobile phone. When you select the Text It icon, a small window opens. If you are logged in and your library account record includes a phone number designated for text messages and a carrier, the **Phone number** and **Carrier** fields are already set. Otherwise, type the phone number to receive the text message and select a carrier from the list. Then select **Send**.
	There is a charge to check out this item.
	An item on reserve for a course is marked by the course reserve icon. Select the icon to search for the course record.

Designation column - If you are viewing a periodical such as a magazine, a Designation column displays the volume number, issue, and date of each entry.

Call numbers - The availability list may display call numbers. These call numbers help to identify the shelf location of each item at the branch.

> **Note:** You can see the same availability information in the full display for a title.

Locate Items With Map It!

Your library may offer a Map It! feature that provides a visual guide to the location of items in your search results list. The Map It! feature offers all the zoom, pan, satellite, and map imagery available in Google Maps.

To see a map of branch locations that have available items

1. In your search results list, select the title, **Availability** or **Full Display** for the title, or the book jacket image to see more information about the title. Detailed information about the title is displayed.

2. Select **Map It!**. A map displays markers for branch locations that have available items.

   Markers for branches with items that are currently In display the number of copies in, while blank markers indicate branches that have no copies currently in. Non-circulating items are included in the availability counts, so a marker with a number does not necessarily mean that an item can circulate outside the library. A text key explains the meaning of the markers.

3. Click or tap a branch marker to see the branch's address, hours, and details about the availability counts at that branch.

4. Click or tap **Get Directions** in the hours window to get directions to the branch from any address. Simply enter your address and select **Go!**. (If you are logged in, the address from your library record is already filled in, but you can change it.)

Accessing Digital Collection Materials

Your library may provide digital collections that you can search in the same way that you search for other materials, then access the digital materials online. Materials in the digital collections may include images, video clips, sound files, and text files. If you want to limit your search results to digital collection materials, select **Digital Collection** in the **Limit by** box when you set up your search.

In your search results, the digital collection icon identifies digital collection materials. If the material is a single image, you see a small version of the image.

Select **Full size image** to view a bigger version of an image. Sound files and video clips are played on your device's default media viewer program.

Multiple items may be associated with one digital title. You can select the link **Click here to see thumbnail images** to see small versions of all the items, and select an item to see more information about each item. You can select any small image to see the full size version or play the sound file or video clip. Or select **Full Description** to see the multiple items associated with the Digital Content title.

The library may make some of its digital collection materials freely available, while restricting access to others.

> **Important:**
> Digital materials may be protected by copyright. Read copyright information carefully or contact your library for information about copyright restrictions.

See the following topics:

- [Request access to restricted digital materials](#).
- [Purchase access to digital materials](#).
- [View and download previous shopping cart items](#)

Request access to restricted digital materials

To log in to view restricted materials, and request access if necessary

When you click or tap a digital item image, you may see a message telling you that you must log in.

1. Select **OK** on the message. The log-in form is displayed.
2. Type your user name or barcode and your password, and select **Log In**.

   The page returns to your search results. If you already have permission to access the item, you can select the item now. If you do not have access permission, the Request Access window opens.

The Request Access window notes the cost, if any, associated with the item. Once you have permission to access an item with a cost, you can purchase it if you wish. There is no cost associated with requesting permission to access the item.

3. Select the reason you are requesting the item.
4. (Optional) Type an explanatory note in the **Additional information** box.
5. Read the terms and select **Yes, I agree**.
6. If you selected **Yes, I agree**, select **Request Access**. A message indicates that the request has been placed.
7. Select **X** in the corner of the window to close the window.

If your library record includes an email address, you will receive a message when access has been granted. If the library has no email address for you, you will be contacted by other means. When you have been granted access to the material, you can search for and access it through the library catalog.

Purchase access to digital materials

Certain digital materials in your search results may be available by purchasing access to them. You can add one or more items to an online shopping cart, then review your cart contents and pay for access to the items with a credit card.

To purchase access to digital materials

1. Log in to your library account.
2. Search for the digital collection materials.
3. In the search results display, select the **add to cart** link for the item you want to access. The Add item to your shopping cart window opens.
4. Read the terms and select **Yes, I agree**.
5. Select **Add to shopping cart**. A message indicates that the item has been added.
6. Select **X** in the corner of the window to close the window.
7. Repeat steps 2-6 to continue to add items to the shopping cart.

To view your shopping cart

1. Select **My shopping cart** on the **My Account** menu.

   Note: To delete an item from your cart, select **X** next to the item.

2. To pay for access to the items in your cart, select **Proceed to Checkout**.

   The Shopping Cart Payment form is displayed. Information in the address fields is taken from the address recorded in your library account. If your credit card billing address is different, change the address in the address fields to match your billing address.

3. Supply the required information in the fields marked by an asterisk (*). Unmarked fields are generally optional.

4. If you want an email receipt for your payment, supply an e-mail address.

5. Your library may require a card security code for certain types of credit cards. Select **Help** by the **Card Security Code** box to locate this code on your credit card.

6. Select **Next**. The Payment Verification form opens.

7. If the information is correct, select **Submit Payment**.

8. If you need to correct the information, select **Previous** to go back to the Payment form, then submit the payment again. When the payment is successfully submitted, a confirmation page is displayed.

9. You can now search for and access the items.

View and download previous shopping cart items

To view and download items from previous shopping cart transactions

1. Select **My Record** on the **My Account** menu and log in.

2. Select **My shopping cart** on the **My Account** menu. The Shopping cart page is displayed. It shows the current shopping cart contents, if any, and your previous transactions.

3. To see more information about a previous transaction, clcik or tap the information icon by the transaction. The transaction details (**Contents of shopping cart**) are displayed.

4. To download an item, select the file name link in the **Contents of shopping cart** section. The copyright notice appears.

5. Select **Yes, I agree**, and select **Download**. Previewing and downloading instructions appear. Follow the instructions to preview or download the item.

Saving Results with Title Lists

You can use title lists to gather and save information from your search results. You can create a working title list from your current search results, print your list, send it by email, or save it to an outside device. You have the following format choices for your lists:

- Brief bibliographic display - Can include availability information
- Full bibliographic display - Can include availability information
- *Chicago Manual of Style* bibliography - Check the requirements of your school, college, or journal. If you print or save the list in this format, you may need to edit it to match specific requirements.
- American Psychological Association (APA) bibliography - Check the requirements of your school, college, or journal. If you print or save the list in this format, you may need to edit the format to match specific requirements.

Your working title list is available for your current session only. However, if you have a library account, you can create and save multiple title lists. When you log in, you can see and work with your saved lists.

In working and saved lists, you can select multiple titles and move or copy them from a working list to a saved list. You can also move or copy titles among many saved lists. Once you have saved a list, you can print, email, or save to disk any single list pages, and you can email the entire list. You can also select single or multiple titles to place hold requests on the selected title or titles, if your library offers this feature.

See the following topics:

- [Saving Results with Title Lists](#)
- [Save a title list in your library account](#)
- [Save a title list page to a computer drive or disk](#)
- [Print a title list page](#)
- [Send a title list by email](#)

To create and edit a working title list from your current search results

1. In the search results display, locate the title you want to add to the title list, and click **Add to List**. The title is added to **My Lists** at the side (computer or tablet) or bottom (phone) of the page.

In the search results, a **Remove** link appears. You can click **Remove** to take the title off the working title list.

2. Repeat step 1 to add titles to any of your saved lists.

3. To view information about the titles in the working title list, click **Full Display**. The details for that title open in a new page in Brief Bibliographic display format.

> **Note:** Each title in your title list is a link. You can select a title to launch a search for the title in the library catalog. (This feature does not apply to titles you may have added from databases other than your library catalog.)

4. To change the display format, select a format in the **Format** list. If you select **Brief Bibliographic** or **Full Bibliographic**, you can choose to include availability information for each title. Select **Local Availability** or **System Availability** from the **Include Availability** list.

5. To change the number of titles displayed on the page, select the **per page** box and select a number.

6. To change the sort order, select the **Sort** box and select a sort order.

7. If you want to delete one or more titles from the working title list, do one of the following

   - To delete all the titles and the list, select **Delete List** at the top of the title list, or select **Clear list** in the working list summary at the side or bottom of the page.
   - To delete titles from the list one at a time, select **Remove** beside each title you want to delete.
   - To delete multiple titles from the title list, select the check box by each title you want to delete. Then select **Remove selected** at the bottom of the list. The titles are removed from the title list.

> **Important:** The working title list remains visible until you delete all the titles on it, log out (if you have logged in), or close the browser window. If you are using the online catalog in the library and are concerned about your privacy, delete the working title list before you leave the library computer.

If you want to use your working title list after your catalog session, you can save, print, or send it using the following procedures:

- [Save a title list in your library account](#)
- [Save a title list page to a computer drive or disk](#)
- [Print a title list page](#)
- [Send a title list by email](#)

Save a title list in your library account

If you are a registered library user, you can log in to copy or move any titles from a working title list to a title list that is saved in association with your library account. You can have multiple saved title lists for different purposes; they are available to edit and work with when you log in to the online catalog.

To create a title list that is saved with your library account

1. From a set of search results, create a working title list. See [Saving Results with Title Lists](#).
2. Go to the Working List page. Find the working list and click the **Show list details…** link.
3. Click **Log in** link at the top of the title list.
4. Type your username or barcode and password and click **Log In**. The working list page opens.
5. At the top of the title list, click the **Create new saved title list** link. The new list form appears.

   > **Note:** If you have already saved title lists to your library account, these are displayed on the form and at the side or bottom of the page, under **Saved Title Lists**. You can also select **Create new saved list** in this area to create a new list.

6. Type a name for your new list and click **Create List**. The name cannot contain the following: plus sign, single quote, double quotes, or backslash (****).

   The working list is again displayed in the center of the page.

7. To add titles to your new saved list, select the titles in the working list, and then use one of the following methods:

   > **Note:** To select all the titles on the page, select the check box beside the title count at the top or the bottom of the list.

- Copy titles from the working list to the saved list. Select the titles in the working list, select the saved list in the **Please select a list** box, and then click **Copy Selected To.** The titles you copy remain on the working list, but they are also added to the saved list.
- Move titles from the working list to the saved list. Select the saved list in the **Please select a list** box, and then click **Move Selected To**. The titles you move leave the working list, and are added to the saved list.

See also

- **Editing saved lists** - You can delete saved lists and copy and move titles from one list to another using the procedures described in [Saving Results with Title Lists](#) and [Save a title list in your library account](#). To display and work with saved lists, log in to your library account. The saved lists are displayed in the My Lists section at the side (computer or tablet) or bottom (phone) of the page, and you can click or tap a saved list to display the titles.
- **Add a title directly to a saved list** - If you are logged in, you can save a title from search results directly to a saved list. When you have at least one saved list and you select **Add to list** for a title in your search results, you can select where to save the title. (You can also create a new saved list by this method. Select **New List** from the options.)
- [Save a title list page to a computer drive or disk](#)
- [Print a title list page](#)
- [Send a title list by email](#)

Save a title list page to a computer drive or disk

If you are working from a remote device, you can save the current page of your working title list or a saved title list to any available drive. If you are working at a computer in the library, confirm that the library permits you to save files.

> **Note:** You can only save the currently displayed page with this method. If you need the entire list, email it. See [Send a title list by email](#).

To save a title list page

1. Display the title list you want to save, using one of the following methods:
   - **Working title list** - At the bottom of the working list, select **Show list details**.
   - **Saved title list** - Log in to your library account if you have not already done so. Select **My Account** > **My Lists**, then click or tap **Saved Title Lists** if the option is not already expanded. The saved lists are displayed , and you can select the list you want.

   The titles on the list are displayed.

2. Select the page you want to save.
3. To change the display format, select a format in the **Format** list. The title list is displayed in the selected format.
4. Select **Printer Friendly** at the top of the title list. The title list is again displayed in the selected format, but in the printer-friendly view. Extra page information has been removed.
5. Right-click in an empty space in your browser window and select **Save as** (or **Save Page As**, if using the Firefox browser).

   The Save As dialog box appears.

6. Select the location in which to save the title list.

   > **Note:** In the library, you may be limited to saving files to the disk drive or a portable storage device. In this case, insert a disk or portable storage device.

7. Select the file format in the **Save as type** box. You can save the title list as an HTML file viewable in a web browser, or as a plain text (.txt) file.
8. Type a name for the title list file in the **File name** box.
9. Select **Save** to complete the save operation.
10. Select **Back to Title List** to return to the My Lists view.

Print a title list page

If you are working from a remote device, you can print a title list page on any available printer. If you are working at the library, confirm that the library permits you to print, and determine which printer the library allows you to use. Your library may also charge a fee for printing.

To print a title list page

1. Display the title list you want to print, using one of the following methods:
   - **Working title list** - At the bottom of the Working List, select **Show list details**.
   - **Saved title list** - Log in to your library account if you have not already done so. Select **My Account** > **My Lists**, then click or tap **Saved Title Lists** if the option is not already expanded. The saved lists are displayed , and you can select the list you want.

   The titles on the list are displayed.

2. Select the page you want to print.
3. To change the display format, select a format in the **Format** list. The title list is displayed in the format you selected.
4. Select **Printer Friendly** at the top of the title list. The title list is again displayed in the format you selected, but in the printer-friendly view. Extra page information has been removed.
5. Select **Print Page**. The printer selection dialog box opens.
6. Select the printer to use.
7. Specify the number of title list copies to print in the **Number of Copies** box, and select **OK** to confirm your printer settings.
8. Select **Print**. The printer dialog box closes and your title list page is printed.
9. Select **Back to Title List** to return to the title list.

Send a title list by email

If you are working from a remote device, you can send a title list page or your entire title list by email to anyone. If you are working at the library, and the library permits you to send email, sending the title list to yourself is a good way to keep title information without printing or saving it.

> **Note:** If your list is very large it may exceed the email size limit and you will see a message. If this happens, email individual pages from your list as described below.

To send your title list by email

1. Display the title list you want to send, using one of the following methods:
   - **Working title list** - At the bottom of the working list at the side of the page, select **Show list details**.
   - **Saved title list** - Log in to your library account if you have not already done so. Select **My Account** > **My Lists**, then click or tap **Saved Title Lists** if the option is not already expanded. The saved lists are displayed, and you can select the list you want.

   The titles on the list are displayed.

2. If you plan to email only one page, select the page you want to email.
3. To change the display format, select a format in the **Format** list. The title list is displayed in the format you selected.
4. Select **Email List** at the top of the title list. The title list is again displayed in the format you selected, but in the printer-friendly view. Extra page information has been removed.
5. Type the destination email address in the box by the **Email Page to** and **Email All to** options.
6. Select **Email Page to** send only the current page or select **Email All to** to send the entire list. The title list is sent by email to the destination address. A message at the top of the My Lists view informs you that the email has been sent.

Sharing Search Results

Depending on the options your library offers, you may be able to share bookmarks to titles and participate in ratings and reviews.

Bookmarking and Sharing (Social Bookmarks)

Social bookmarking is a method for Internet users to share, organize, search, and manage bookmarks of web resources. Your library may allow you to share bookmarks to titles in your search results on over 200 sites that support social bookmarking, such as Facebook™, Twitter™, and Digg™. When someone clicks the link on your social network site, a search for the title is launched in the library catalog. If your library provides this feature, you can see Share features when you hover the cursor over a book jacket image in your initial search results. The same features are available in the full display for a title.

- Select an icon to email title information or share the information on the websites represented by the icons.

- To see more sites, select the plus icon ➕.

Reader Ratings and Reviews

Your library may provide reader ratings and reviews for titles in your search results. Ratings and a link for reviews are displayed beside the title information in your search results. Click or tap the review link and follow the instructions to read or write reviews.

Search Subscription Databases (E-Sources)

Your library may offer some subscription databases that can be searched along with the library catalog. These remote databases are available when you choose **Select Databases**. Other remote databases may be set up as E-sources that you search separately. The library may restrict the use of an e-source so that it can be accessed only from certain locations, only by registered patrons, or only by certain types of patrons. A message informs you if the e-source is restricted. You can search one e-source at a time.

To search a subscription database that is searched separately from the library catalog

> **Tip:** Other subscription databases may be available to search along with the library catalog. These are available under **Select Databases**. E-sources are subscription databases that are searched separately.

1. Select **E-Sources** on the **Search** menu. The e-sources page displays the available database categories and targets, as established by the library. A category is a group of related databases. A target is a specific database.
2. Select any category to display the subcategories and target e-sources in the category. (You can also select a target directly. See step 4.)
3. To navigate among categories and subcategories, select the navigation links at the top of the e-sources page.
4. Select an e-source target to search.
5. If you are asked to provide your library account number (barcode) or user name and password, type these in the appropriate spaces and select **Log In**.

   The webpage for the e-source opens in a new browser window.

6. Follow the search instructions for the e-source you selected.
7. Select **X** to close the e-source window and return to the library catalog.

Request Materials

You can place a request for a title in your search results list and ask that the title be held for you to pick up at a library location you select. Your library may also allow requests for specific copies of a title, specific issues of a serial, or specific parts of multipart sets. Some libraries offer Borrow by Mail, which allows you to request a title and have it mailed to you when it is available. You must log in with your barcode number (library card number) or user name and password to request a title. Your library may limit the number of requests you can make or may charge a fee.

Your library may also offer interlibrary loans. If the title you want is not available within the current library system, the library obtains it for you from another source. This is useful when you have searched a site outside the library system. Your request provides the information the library needs to borrow the title from an outside source for you. Interlibrary loans may take some time to obtain.

Your library may allow you to select multiple titles on a working or saved title list and place requests on them all at once.

See the following sections in this topic:

- [Request any copy of a title](#)
- [Request a title with one click](#)
- [Request a specific item](#)
- [Request multiple titles in your working or saved title list](#)
- [Change your preferred request pickup location](#)
- [Cancel your hold request](#)

Request any copy of a title

> **Tip:** To request your library's newest materials, check the area at the side (computer or tablet) or bottom (phone) of the page. You may see lists such as **New Titles** and **On-Order Items**. Select a title in a list to search for the title, then follow these steps to request it.

To request any copy of a title listed in your search results

1. When the title you want is displayed in your search results, select **Place Request** for the title.

   > **Note:** The **Place Request** option may not be available for titles that represent websites, electronic resources, or other types of material the library designates.

2. If the log in form appears, type your barcode number (library account number) or user name and password in the appropriate boxes, and select **Log In**.The request form appears.

3. From the **Pickup Library** list, select the name of the library where you want to pick up the requested item.

   If your library offers Borrow by Mail, and you want the item mailed to you when it is available, select **Please mail this to me**.

   > **Note:** The library may charge a fee for this service. When you select **Please mail this to me**, a message states the fee, and you can cancel your request if necessary.

4. If you want to activate your request at a future time, type the date in the **Activation Date** box. If you want your request to be active immediately, leave today's date in the **Activation Date** box.

5. If you want to add a note to your request, type the text in the **Note** box.

6. Select **Submit Request**.

   If other requests are active for the same title, the library may display a message that tells you how many requests have been placed before yours. You may also see a message if your request might be filled by an item that has a checkout fee. In either case, you can choose to continue or cancel the request.

   If you select **Continue**, a message informs you that your request has been placed.

   > **Note:** Your request may not be successful if your library account is blocked or if the requested material does not circulate. The system displays a message if your request cannot be placed.

   If the confirmation message displays your contact information, you can review and update it if necessary. Select the update link.

7. Select one of the following:

   - To display your search results again, click **Return to search results**.

   - To access your account and see your list of requests, click **Go to list of hold requests** to access your library account and see your current list of requests.

   - To exit the system, click **Log Out**.

Related Information

To review the status of your requests, and suspend, reactivate, or cancel them online, select **Requests** on the **My Account** menu.

To request a title with one click

Your library may offer one-click requests, which allow you to request a title in your search results with one click.

1. Log in to your patron account.
2. Search the library catalog for the title or titles.
3. In the search results list, select **One-Click Request** beside the title you want to request.

   If the request is successfully placed, the system displays a confirmation message. The one-click request activation date is the current date, and the pickup branch is automatically set to your default pickup library. You can select **View My Requests** on the confirmation message to go to the requests page in your patron account.

   You may see an information message when the request is placed; for example, if your library may charge to check out the item.

Notes

The **One-Click Request** feature is not available in the following situations:

- You are blocked from placing any requests.
- The **Place Requests** button is not displayed for a title.
- The system charges for holds.
- The title belongs to a remote database.
- The title represents certain kinds of eContent, such as a cloudLibrary eBook.

In other cases, you may see the **One-Click Request** option for a title, but your request cannot be placed due to a specific block (for example, the request cannot be placed because your account has exceeded the maximum number of requests). In this case, the system displays an explanation message and the request is not placed.

Request a specific item

Follow these steps to request a specific copy of a title, a specific issue of a serial, or a specific part of a multipart set, if your library provides these options.

1. When the title you want is displayed in your search results, select **Availability** for the title.

   > **Note:** The **Availability** button and availability information may not be displayed for certain types of materials and are not displayed for titles in remote databases.

   Availability information for the title is displayed.

2. Select **Place Request** beside the item you want to request.

   > **Note:** If you cannot request a specific item, the request icon is not displayed for that item.

3. If the log in form appears, type your barcode number (library account number) or user name and password in the appropriate boxes, and select **Log In**.

   The request form appears.

4. From the **Pickup Library** list, select the name of the library where you want to pick up the requested item.

   If your library offers Borrow by Mail, and you want the item mailed to you when it is available, select **Please mail this to me**.

   > **Note:** Your library may charge a fee for this feature. When you select **Please mail this to me**, a message states the fee and you can cancel your request if necessary.

5. If you want to activate your request at a future time, type the date in the **Activation Date** box. If you want your request to be active immediately, leave today's date in the **Activation Date** box.

6. If you want to add a note to your request, type the text in the **Note** box.

7. Select **Submit Request**.

A message asks you to confirm that you want this specific copy. If you do, select **This item only**. If you decide that any copy is acceptable, select **First available copy**.

If other requests are active for the same item, the library may display a message that tells you how many requests have been placed before yours. You can choose to continue or cancel the request. If you select **Continue**, a message informs you that your request has been placed.

If the confirmation message displays your contact information, you can review and update it if necessary. Select the update link.

> **Note:** Your request may not be successful if your library account is blocked or if the requested material does not circulate. A message is displayed if your request cannot be placed. Also, a message may inform you that you cannot request a hold on a specific copy. For example, the item may be lost or may not circulate, or the library may not allow requests for items available on the shelves for checkout.

8. Select one of the following:

- To display your search results again, click **Return to search results** to search results.

- To access your account and see your list of requests, click **Go to list of hold requests** to access your library account and see your current list of requests (if this link is available).

- To exit the system, click **Log Out**.

Related Information

You can review the status of your requests, and suspend, reactivate, or cancel them online. Select **Requests** on the **My Account** menu.

Request multiple titles in your working or saved title list

If you have made a working title list from your search results, or if you have saved title lists, your library may allow you to request multiple titles on your list.

To request multiple titles

1. Select **My Account** and log in.
2. Open your title list:
   - **Working list** - Select **Show list details**.
   - **Saved list** - Select **My Account** on the menu bar and select your saved list from **My Lists** on the side (computer or tablet) or bottom (phone) of the page.
3. Select one or more titles on your list and then select **Place Request**. The Place Requests page opens.
4. Set an activation date for your requests. You must enter the date in the format displayed on the Place Requests page. Your library may also allow you to change the pickup location and enter a note.
5. Select **Continue**. The Confirm Bulk Requests page opens. This page displays the titles you selected to request. Titles without check boxes cannot be requested. The Confirm Bulk Requests page displays appropriate messages for the titles that cannot be requested.
6. (Optional) Clear the check box next to a title if you do not want to request it or if you have requested too many titles of the same type, and select **Update**.
7. Select **Confirm**. When processing is complete and all requests are successfully placed, the system displays the Results page with the message: Your requests were successfully placed. If some requests could not be placed, they are listed with a message.
8. Select **Return to your Title List**, **Go to your list of hold requests**, or **Log Out**.

Change your preferred request pickup location

When you place a request, the system automatically populates the Pickup Library setting with your preferred request pickup location. If you have not specified a preferred pickup location, the system uses the pickup library you selected the first time you placed a request.

> **Note:**
>
> You can change your preferred request pickup location in two ways:
>
> - To change your preferred pickup location while placing a request, see the instructions below.
> - To change your preferred pickup by editing your library account, see [Account Updates, Preferences, and Messages](#).

To change your preferred request pickup location

1. Select the **Place Request** icon next to the material you want to request.

   The request form appears.

2. From the **Pickup Library** list, select the name of the library where you want to pick up your requested item.

   An **Always use this pick-up location** check box appears.

3. Select **Always use this pick-up location**.
4. Select **Submit Request**.

   Your request is placed and the system updates your preferred request pickup location. Your new pickup location is automatically selected the next time you place a request.

Cancel your hold request

When you place a request, it can go through several different statuses before you pick it up. If you decide you no longer want to hold an item, you can cancel the hold for an item that is in one of the following statuses:

- Inactive
- Active
- Pending
- Located
- Shipped (if enabled by your library)
- Not Supplied

To cancel your hold

1. Go to **Requests** to see a list of holds you've requested.
2. Select the requested item or items that you want to cancel.
3. Click **Cancel Selected**.

   The item still appears in your Requests list, but shows the date the request was canceled.

Buying Materials

You can purchase a title directly from a retail vendor online, if your library provides this feature, and at some libraries a portion of your purchase may benefit the library.

Purchase

You may be able to purchase a title in your search results from a retail vendor online, without leaving the library catalog. The library determines what vendor's site is accessible when you select **Purchase**.

> **Note:** Instead of a **Purchase** option, you may see **Buy It Now** for certain titles in your search results. When you use **Buy It Now**, a portion of the sale is donated to the library. See [Buy It Now](#).

1. Navigate the search results list to display the title you want to purchase.
2. Select the title, the book jacket, or **Full Display** for a title in the search results list. Full information for the title is displayed.
3. Select **Purchase**. The vendor's website is searched for the title, and the website opens in a new browser window.
4. Follow the vendor's instructions for purchases.

> **Important:** The library does not control or maintain records about your purchase. The purchase transaction is between you and the vendor directly, and the library is not responsible for the vendor's site security.

5. When you have finished, close the vendor's browser window to return to your library search results.

Buy It Now

You may see a **Buy It Now** option for certain titles in your search results. When you use **Buy It Now**, a portion of the sale is donated to the library. Follow these steps to buy a title listed in your search results and benefit the library.

> **Note:** Your library may also display a **Shop Now** link at the side or bottom of the page. When you use this link, you can browse and search the library bookstore to find titles to purchase. A portion of the sale is donated to the library.

1. Navigate the search results list to display the title you want to purchase.
2. Select the title, the book jacket, or **Full Display** for a title in the search results list. Full information for the title is displayed.
3. Select **Buy It Now**.

> **Note:** If the title is not available in the online library bookstore, the **Buy It Now** option is not displayed.

The library bookstore site opens in a secondary browser window. Your title is displayed.

4. Follow the bookstore's instructions for purchases.
5. When you have completed your purchase, close the bookstore window to return to your search results.

Setting Up a New Account

To work with your account online, you must log in to establish your identity. You need a library account barcode number or user name and a password to log in. Your library may allow you to register for a new account online if you are at least 13 years old. You then receive a temporary barcode number that you can use to request materials and do other operations online, but not to check out materials. Once your registration has been confirmed by library staff, you receive a permanent account number and you can check out materials.

When you set up your new account, you select a library branch for your home library. This library's policies determine what account functions, such as checking out certain materials, renewing items, or placing a request, are available to you. If you place a request for materials, you pick them up at this library unless you specify a different location.

Set up a new library account

To set up your new library account

1. Click or tap **Log In** at the top of the page, or select **My Account** or **Log In/Register** on the **My Account** menu. The login form opens.
2. Select **here to register now**. The home library selection form opens.
3. Select a home library. The branch you select becomes your registered library branch.

> **Note:** If your library requires a registration fee, you see an alert message. You can cancel your registration or continue. If you choose to continue, the registration fee is added to your new account when your registration is completed. If your library accepts online credit card payments, you can pay the fee online (go to **My Account, Fines & Fees**). Otherwise, you need to pay the fee at the library before you can check out items.

4. Enter your country and postal code:

- If you live in the US, type your five-digit zip code in the **Postal Code** box.
- If you live in Canada, click the country box, select **Canada**, and type your postal code in the **Postal Code** box. Type the postal code in the format **A1A 2B2**. You must include the space between the two groups of characters, but do not type a hyphen.
- If your address does not require a state, province, or county, then you can leave the **State/province** and **County** boxes empty.

5. Select **Continue**.

   If more than one city is associated with your postal code entry, the city screen appears. Select the correct city or city/county combination and select **Continue**.

   The registration form opens.

6. Enter your information. Boxes marked with an asterisk (*) are required.

7. **Personal Information Section**: enter your preferred first and last name in the required First Name and Last Name fields. All your library print and phone notices are addressed to this name.

8. **Name on Identification section**: If the name you entered in the previous step is different from the name that appears on your identification, enter the first and last name as it appears on your identification. The library might use this information for duplicate detection or billing.

9. Select **Use name on ID for print / phone notices** if you'd rather receive library notices addressed to the name as it appears on your ID.

10. Enter your other information.

    Tips:

    - **Phone numbers -** Type your telephone area code, prefix, and number in the **Phone1** box. You can type any additional numbers in the remaining **Phone** boxes. If your library delivers notices, receipts, or other messages by text message and you want to receive text messages, select **TXT** for the phone number that should receive the messages, and select your carrier for that phone number.
    - **E-mail address** - Type your email address if you want the library to have your email address for notices and other messages. You can specify plain text format, if you prefer, after your account is set up.

- **Notification preference** - If the library offers this feature, select your preferred method for receiving notices about your requests and overdue items, or other communications from the library.
  - Email: If you select email, supply an email address.
  - Phone: If you select phone, select the phone number from those you supplied in the **Phone** boxes.
  - Text: If you select **TXT**, click the **TXT** button for the phone number that should receive text messages, and select your carrier for that number.
- **Ereceipts** - If you would like to receive receipts (such as check-out and renewal receipts) by email, text message, or both, select an eReceipt option.
  - Email: If you select email, provide an email address.
  - Text: If you select text message, select **TXT** for the phone number that should receive the receipts, and select your carrier for that phone number.

  > **Note:** You can select one phone number for text messages (notices and receipts).

11. (Optional) If your library offers the user name feature, type a user name in the **Username** box. You can supply your user name instead of a library account number to log in. (You always need a password.)

    The user name must be a minimum of 4 alphanumeric characters, not more than 50 characters, and cannot contain spaces. It must begin with an alpha character. The following special characters are also allowed: **-** (dash), **_** (underscore), **.** (period), and **@** (at). The user name must not contain two special characters next to each other.

12. Type a password.

    The password must be a minimum of 4 characters and a maximum of 16. You can use capital letters, lowercase letters, and numbers, but not special keyboard characters or spaces.

    > **Note:** Your library may require numbers only.

13. Type the same password in the **Verification** box.

14. Select **Submit**. A message displays a temporary barcode you can use until the library issues your permanent account number. You might see an error message asking you to contact the library if there is a matching patron in the database.

Creating a Username

If your library offers these features, you can create a username to use instead of your account barcode number when you log in. Your username is not available to library staff. If you forget *both* your username and password, you must contact the library. Staff can assign a new password. Using this and your account barcode number, you can set up a new username. You must know your account barcode number and password to create a usename.

To create a username for an existing account

1. Click or tap **Log In** at the top of the page, or select **My Record** on the **My Account** menu.

   The log-in form appears.

2. Select **Create Username**.

   The Create Username form opens.

3. Type your account barcode number and your password, and select **Next Step**.

   The My Record page for your account appears. The Change Logon area, where you specify your new username, is expanded.

4. Select (check) **Change Username**.

5. Type your username in the **New Username** box, and type it again in the **Verify Username** box.

   The username must be a minimum of 4 alpha-numeric characters, not more than 50 characters, and cannot contain spaces. It must begin with an alpha character. The following special characters are also allowed: dash (-), underscore (_), period (.), and at(@). The username must not contain two special characters next to each other, and cannot match an existing account barcode.

6. Select **Save**.

   A confirmation message appears. If your library account information includes an email address, you will also receive a confirmation email message.

Account Updates, Preferences, and Messages

You can review your library account at any time by selecting **My Record** on the My Account menu and logging in. The My Record page displays a summary of your library account information. From this page, you can view and edit your personal information and preferences, change your user name and password, and manage your messages from the library:

- [Update account information and preferences](#)
- [Change your user name or password](#)
- [Manage your messages](#)

Update account information and preferences

To see the personal information in your library account record, and to update your account information

1. Select **My Record** on the **My Account** menu and sign in.
2. Select **Contact Information and Preferences** to expand that area of the page.
3. To request an address change:
   a. In the **Address Type** box, select the address you want to update. The **Address Type** box lists the addresses associated with your library record, such as Home, Work, and School. The address displayed when you first expand this area of the page is the one the library has designated to receive notices.
   b. Type or select the new information in the appropriate boxes, as required.

   > **Note:** Your library may also allow you to change your email address or phone number. If so, you can type the new information in the appropriate boxes. Otherwise, contact your library to request changes to your email address or phone numbers. If you receive phone notices, see step 4. You can specify only one phone number for text messages (notices or receipts). Select **TXT** for the number and select a carrier for that number.

4. To set the format of email notices from the library, select a format:

- **Basic, plain text format** - Works with most email accounts but does not include color or any special text features.
- **Full, HTML format** - Can include color and special text features.

5. To set or change your preferred language for notices, select a language in the **Language preference** box.

6. To change your preferred notification method, select a new method in the **library notices** box.

> **Note:** Your library may override your preference for certain types of notices. For example, if your preference is **Email address** you may receive overdue notices by email, but the library may send only printed bills for lost items.

If your preference is email, your record must include an email address. If your preference is Phone, select the phone number that should receive the notices. If your preference is text message, select the **TXT** button for the phone number that should receive the notices and select your carrier for that phone number.

7. If you would like to receive receipts (such as check-out and renewal receipts) by email, text message, or both, select an eReceipt option.

If you select email, you must provide an email address. If you select text message, you must select **TXT** for the phone number that should receive the receipts, and select your carrier for that phone number.

> **Note:** You can select only one phone number to receive text messages (notices or receipts).

To stop receiving eReceipts, clear the check boxes.

8. To specify a preferred pickup location for hold requests, select a location from the **Preferred pickup location** list.

9. Select **Submit Change Request** to submit the new information to the library.

> **Important:** When you submit certain changes in your account information, your account may be blocked from activity until the library processes the new information.

Change your user name or password

To set a new password or user name

1. Select **My Record** on the **My Account** menu and log in.
2. Select **Change Logon**. The Change Logon area, where you specify your user name and password, is expanded.
3. To change your user name:
   a. Select **Change Username**.
   b. Type your new user name in the **New Username** box, and retype it in the **Verify Username** box.

      The user name must be a minimum of 4 alpha-numeric characters, not more than 50 characters, and cannot contain spaces. It must begin with an alpha character. The following special characters are also allowed: dash (-), underscore (_), period (.), and at(@). The user name must not contain two adjacent special characters, and cannot match an existing library account barcode.
4. To change your password:
   a. Select **Change Password**.
   b. Type your current password in the **Old Password** box.

      > **Tip:** Your library may require that the password contains numbers only.

   c. Type the new password in the **New Password** box.

      The password must be a minimum of 4 characters and a maximum of 16. You can use capital letters, lowercase letters, and numbers, but not special keyboard characters or spaces.

   d. Type the new password again in the **Verification** box.
5. Select **Save**.

   A confirmation message is displayed. If your library account information includes an email address, you will also receive a confirmation email message.

Manage your messages

The library may post special messages in your library account. If so, the My Record page displays counts of new messages that are links to open the Messages area of the account. This area is also automatically expanded if you have a new message.

You can read your messages and delete them if you wish. Your library may automatically delete messages as they age.

To read and delete your messages from the library

1. Select **My Record** on the **My Account** menu and log in.
2. Select **Messages** to expand the Messages area of the page if necessary.
3. To mark messages as read, select the messages and select **Mark as read**.
4. To delete messages, select the messages and select **Delete**.

Reset, Recover, or Create a Password

You can reset your library account password or recover your password if you have forgotten it. If you have a library account but have never created a password for your account, you can create one.

To reset, recover, or create a password

1. Select **Log In** at the top of the page or **Log In/Register** from the My Account menu.

   The Log In page appears.

2. Click the **Forgot your password?** link.

   A Reset Password page appears.

3. Enter your user name or barcode in the **Username or Barcode** box.

4. Click **Submit**.

   Your library sends an email to the email address associated with your library account.

5. Open the email and click the provided reset password link.

   A Reset Password page opens in a new browser window or tab.

6. Enter your new password in the **New Password** box.

7. Enter your new password in the **Confirm Password** box.

8. Click **Submit**.

   A confirmation message appears and your library account is updated with your new password.

Managing Your Requests

You can review the requests you have made for materials, and suspend, reactivate, or cancel the requests. For each request, you can see the format and title of the item, the pickup location you designated, and the status of the request. The following statuses are common listings:

> **Note:** Your library might use different names for these statuses.

- **Active** - Your request for the item is active and the pickup location will receive the item when it is available.
- **Inactive** - A request for an item in the library system has an activation date in the future; for an interlibrary loan item, the library must review the request before it is sent.
- **Pending** - An item has been requested within the library system, and the request is active.
- **Held** - The item you requested has been located. The library notifies you when it is available for pick-up.
- **Out** - The item has been checked out. When you return the item, the request is deleted.
- **Shipped** - An item was trapped at a branch other than the pickup location and is being shipped to the pickup location.
- **Received** - An interlibrary loan item is in the library and is set aside for you to check out. (After you check out an interlibrary loan item, the request is no longer displayed.)
- **Not-Supplied** - There are no items to fill a request that you placed in the library.
- **Cancelled** - The request has been canceled.
- **Sent** - Used by libraries that offer Borrow by Mail. The requested item has been checked out and mailed to you.

> **Note:** You may see a Hold Position column. The numbers in the Hold Position column indicate the status of your request compared to other patrons' requests for the same item. The library may have policies that override the hold position. An item may occasionally be used to fill a different request even if your request is the first in the hold request list for the item.

Your library may also allow you to change the pickup location of your request.

Manage your requests for materials

To manage your requests

1. Select **Requests** on the **My Account** menu and log in. The requests page displays a list of your current requests.

> **Tip:** Select a title in the list to search for the title in the library catalog and see full information about the title in the search results. (This feature does not apply to interlibrary loan requests.)

2. To sort the list, select a column name. For example, select **Title** to sort the list by title.

> **Note:** If your library offers Borrow by Mail and you requested an item to be mailed, the **Pickup Library** is Borrow by Mail.

3. To suspend or reactivate requests, and specify the date to reactivate them:

   a. Select the check box by the title for each request that you want to suspend or reactivate, and select **Suspend/Reactivate Selected Requests** (or select **Suspend/Reactivate AllRequests** to suspend or reactivate all your requests). The Suspend/Reactivate Hold Requests dialog box appears. You can suspend library system requests with the status **Active** or **Pending,** and you can reactivate requests with the status **Inactive**. You cannot suspend interlibrary loan requests.

   b. Type the date when suspended requests should be reactivated, or type today's date to reactivate an inactive request. Type the date in the format mm/dd/year .

   c. Select **Submit**.

   > **Active** and **Pending** requests become **Inactive**. **Inactive** requests become **Active**.

4. To cancel one or more requests, select the check box by the title for each request that you want to cancel, and select **Cancel Selected Requests.** Or select **Cancel AllRequests** to cancel all your requests.

You can cancel requests within the library system with the status **Active**, **Inactive**, or **Pending**. You can cancel interlibrary loan requests with the status **Active** or **Inactive**.

5. To see more information about a particular request, select the blue information icon by the request. Detailed information about the request is displayed. You can cancel, suspend, or reactivate the request from this view.

6. To read a note about a request, place your cursor over the flag icon if you are working on a desktop computer. The note text appears. You can also select the note icon on any device to see more information about the request. The information includes the note.

Viewing and Renewing Items Out

When you are logged in, you can view a list of the materials you currently have checked out, and renew items if your library provides this option. Occasionally, you may not be able to renew items because there is a problem with your account, an item may satisfy another patron's hold request, or it has already been renewed the maximum number of times allowed. Library policy determines if an item can be renewed.

To view and renew the items you have checked out

1. Select **Items Out** on the **My Account** menu and log in. The Items Out page is displayed.

    > **Note:** When you click or tap **Log In** at the top of the page or **Log In/Register** on the My Account Menu, your Items Out page is automatically displayed.

    > **Tip:** You can select a title in the list to search for the title in the library catalog and see full information about the title in the search results.

2. To sort the list, select a column name. For example, select **Title** to sort the list by title.

3. To view details about an item, select the blue information icon next to the item you want to view. More information about the item is displayed.

4. To renew one or more items, select (check) each item that you want to renew, and select **Renew selected items**, or select **Renew all items** to renew all the items.

    > **Note:** Some items may be limited to a specific number of renewals. This number is displayed in the **Renewals left** column.

    A message informs you which items have been renewed. If you selected **Renew all items**, the message also tells you whether any renewals have been blocked. If you have set your account for eReceipts, you will receive an email or text message receipt for the renewals.

Your Reading History

Your reading history is a list of items you have checked out since the reading history began. (The library may limit the length of the history.) You can stop the history and clear it from your library account and the system, and start a new reading history at any time. The library may also allow you to remove individual items from your reading history.

Important: Your reading history is associated with your library account. If you have concerns about your privacy, contact the library for specific information about the library's privacy policies.

To start a reading history

1. Select **My Record** on the **My Account** menu and log in.
2. Select **Contact Information and Preferences** on the My Record page. The Contact Information area expands.
3. Select (check) **Maintain reading history**.
4. Select **Submit Change Request**.

    Your reading history will begins with the next item you check out, but the item may not actually appear in your reading history list until the next day.

To view an existing reading history

1. Click or tap **Log In** at the top of the page, or select **Log In** on the **My Account** menu and log in if you have not already done so.
2. Select **Reading History** on the **My Account** menu. Your reading history is displayed.

    Tip: You can click a title in the list to search for the title in the library catalog and see full information about the title in the search results.

    - To sort the list, select a column name. For example, select **Title** to sort the list by title.
    - To remove individual titles from your reading history, select the check box by each title you want to remove and select **Delete Selected**. To delete all the titles on the page, select the check box at the top of the list and select **Delete Selected**.

To clear and stop your reading history

Note: If you receive outreach services from the library, your reading history is always active. You cannot clear and stop it.

1. Select **Contact Information and Preferences** on the My Record page, or select **Change Preferences** on the Reading History page.

2. Select the **Maintain reading list** check box to clear it.

   Important: When you stop the reading history, the information in the history is not stored. It is permanently removed from the system.

3. Select **Submit Change Request**.

Viewing and Paying Fines and Fees

Your library account record includes information about your library charges. Your library may allow you to view detailed information about your library charges. You may also be able to pay your fines and fees online, using a credit card.

View fines and fees

To view the fines and fees on your account

1. Select **Fines & Fees** on the **My Account** menu and log in.

2. Your list of fines and fees is displayed.

3. To view details about an entry, select the information icon for the entry you want to view.

Pay fines and fees

To pay your fines and fees online

Your library may accept online credit card payments for fines and fees. If so, you see a **Pay Fines Now** link below your fines and fees list.

1. Select **Fines & Fees** on the **My Account** menu and log in.

   Your list of fines and fees appears.

2. Select (check) the boxes next to the charges you want to pay.

3. Select **Pay Fines Now**.

   > **Note:** Your library may set a minimum amount that you can pay by credit card. If the amount you owe falls below this limit, the **Pay Fines Now** link is not available. Also, your library may charge a processing fee for credit card payments. If so, you see a message. You can click **Accept** and continue, or cancel your payment.

The Payment form appears. Information in the address fields is taken from the address recorded in your library account. If your credit card billing address is different, type your billing address instead.

4. Supply the required information in the fields marked by an asterisk (*). Unmarked fields are generally optional.

- If you want an email receipt for your payment, supply an email address.
- Your library may also require a card security code for certain types of credit cards. Select **Help** by the **Card Security Code** box to locate this code on your credit card.

5. Select **Next**. A Payment Verification message is displayed.

6. If the information is correct, select **Submit Payment**.

If you need to correct the information, select **Previous** to go back to the Payment form, then submit the payment again. When the payment is successfully submitted, a confirmation page is displayed. Click or tap the printer icon to print the page, or note the transaction details for your records.

Viewing Course Reserve Statistics

If you are a primary or alternate instructor for at least one active course, and the course has at least one item on temporary or permanent reserve, you can see circulation statistics for the items on reserve for the course. You can also email the statistical report to yourself if your library account includes an email address.

To view course reserve statistics

1. Click or tap **Log In** at the top of the page, or select **My Record** on the **My Account** menu and log in.

2. Select **Courses** on the **My Account** menu to display the list of active courses for which you are an instructor.

3. To view the statistical report for a course, select the information icon by the course name. The report includes the author, title, call number, type of material, owner, and number of checkouts for each item on reserve for the course.

4. To send the report to the email addresses in your library record, select **Send me this report**. A confirmation message indicates that the report will be sent within the next 24 hours.

5. Select the information icon again to hide the course report and return to the course list.

Making a Donation to the Library

If you see **Make a Donation** at the side (desktop computer or tablet) or bottom (phone) of the page, your library accepts credit card payments for donations. If you choose to donate, the donation must be at least $1.00. You do not have to have a library account to make a donation.

To make a donation to the library by credit card

1. Select **Make a Donation**.
2. Select **Donate Now**.The Donation form opens.
3. Supply the required information in the fields marked by an asterisk (*). Unmarked fields are optional.
    - You do not need a library account barcode number to make a donation, but you can enter it if you want the library to know that you made the donation. If you have a library account and you have already logged in, your barcode is filled in automatically.
    - If you want the library to send a printed acknowledgement of your donation, select the **acknowledgement/card** option.
    - Your library may offer the option of specifying a subject area for a title purchase.

        Note: For security purposes, you may need to identify a picture or select **I'm not a robot** to continue.

4. Select **Next**.

    Note: Your library may charge a processing fee for credit card payments. If so, you see a message. You can click or tap **Accept** and continue, or cancel your payment.

    The Donation Payment form opens.

5. Supply the required information in the fields marked by an asterisk (*). Unmarked fields are generally optional.
    - If you want an email receipt for your donation, supply an email address.

- Although the option is not marked as required, your library may require a card security code for certain types of credit cards. Select **Help** by the **Card Security Code** box to locate this code on your credit card.

6. Select **Next**. The Payment Verification form opens.

    - If the information is correct, select **Submit Payment**.
    - If you need to correct the information, select **Previous** to go back to the Payment form, then submit the payment again. When the payment is successfully submitted, a confirmation page is displayed.

7. Select the printer icon to print the page for your records, or note the transaction details for your records.

8. Select **Back to Home Page**.