

**POLARIS**  
LIBRARY SYSTEMS  
**Count on us.**

**Count on us.**



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*This guide is written for Polaris 4.1R2.*

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# About This Guide



This guide explains how to use Polaris® PowerPAC™, the Web-based public access library catalog to do catalog searches, access library account information, and other functions the library may provide. You need a library account and a password for some functions. This guide does not include information about Polaris functions used only by the library staff.

## Topics

This guide covers the following topics:

- |                                                              |                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Getting Started</b>                                       | Overview of features; how to log in; how to send a question to the library.                                                                                                                                                                                                                                                                                     |
| <b>Searching</b>                                             | Quick searches; keyword, phrase, exact phrase, advanced, and Boolean searches; browsing the catalog; community information searches; finding course reserves; filtering searches; saving searches.                                                                                                                                                              |
| <b>Viewing Search Results</b>                                | Viewing more information about titles; availability of materials; Map It!; accessing digital collection materials.                                                                                                                                                                                                                                              |
| <b>Saving Results with Title Lists</b>                       | Collecting, saving, and managing information in formatted title lists.                                                                                                                                                                                                                                                                                          |
| <b>Sharing Search Results</b>                                | Bookmarking and sharing search results; reader ratings and reviews                                                                                                                                                                                                                                                                                              |
| <b>Searching a Separate Subscription Database (E-source)</b> | Searching subscription databases.                                                                                                                                                                                                                                                                                                                               |
| <b>Obtaining Materials</b>                                   | Requesting a hold or an interlibrary loan to pick up or receive by mail; purchasing a title online.                                                                                                                                                                                                                                                             |
| <b>Managing Your Library Account</b>                         | Registering for a new library account; creating a user name; setting up a password for an old account; reviewing and changing personal account information; reading messages; managing requests; viewing and renewing items checked out; viewing and paying fines and fees; starting and stopping a reading history; reserve statistics for course instructors. |
| <b>Donating to the Library</b>                               | Donating funds to the library by credit card.                                                                                                                                                                                                                                                                                                                   |

# Getting Started



You can search the library's online catalog from a remote location 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 library catalog software has been tested with common operating systems and browsers. If you have problems using the online catalog, contact your library.

**Note:**

The online catalog pages use JavaScript™, which may need to be enabled in your browser to display the pages properly. If so, you will see a message at the top of the page when you first access the library catalog. Check your browser settings to enable JavaScript.

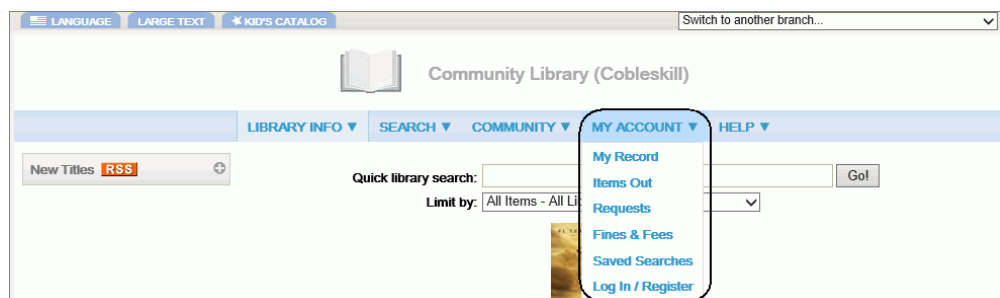
See the following topics:

- [“Page Features”](#) on page 3
- [“RSS Feeds for New Titles”](#) on page 4
- [“Select a Language”](#) on page 5
- [“Switch to Large Text”](#) on page 5
- [“Switch Branches”](#) on page 5
- [“Return to the Home Page”](#) on page 6
- [“Timeout Warning”](#) on page 6
- [“Protect Your Privacy in the Library”](#) on page 6
- [“Identify Yourself as a Registered Library User”](#) on page 6

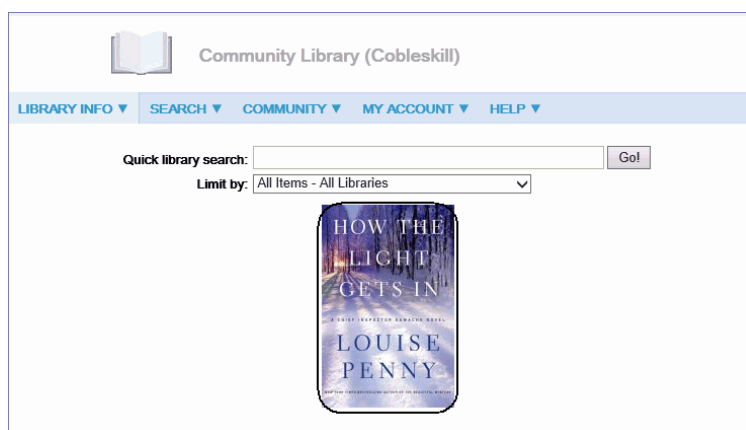
## Page Features

Your library determines the first page you see when you connect to the library Web site. 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.

**Main menu** - Main menu options such as **Search** and **My Account** are near the top of the page. Click a menu option to see choices related to the option.

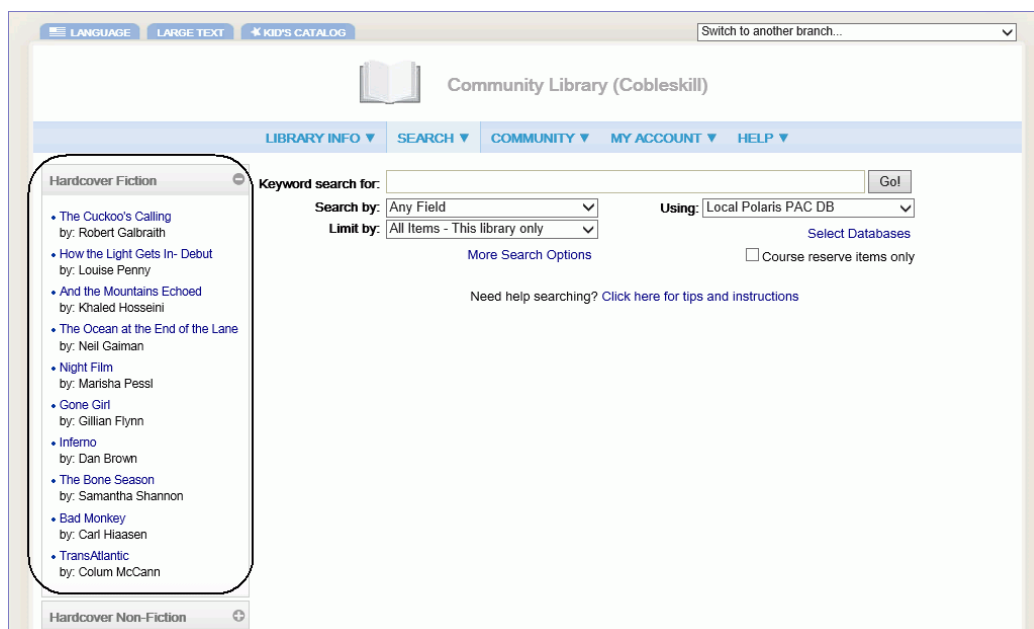


**Cover images** - Your library may display a picture of a book in the center area. The pictured book is taken from current best-seller lists, and changes every time you return to or refresh the portal page. You can click the picture to search for the title in the library catalog, and if the title is 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 any image to search for the item in the catalog.





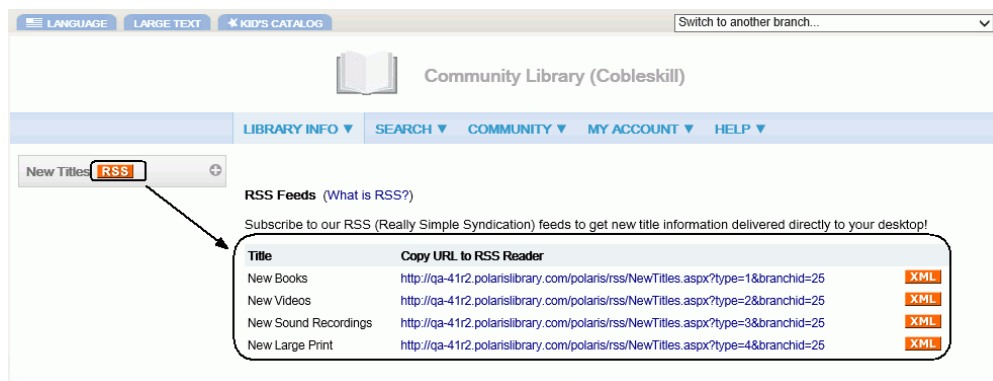
**Sides of the page** - At the side of each page you may see lists such as new arrivals and seasonal items. Click the plus sign + to expand a list. Items on the list are often links. For example, you can click a title on a new titles list to search for the title.



## RSS Feeds for New Titles

Real Simple Syndication (RSS) feeds publish links to content on a Web site. If your library provide RSS feeds from the New Titles list, an orange RSS icon appears on the list at the side of the page. To view RSS feeds, you need an RSS reader, such as SharpReader, My Yahoo!, or Bloglines. The list is updated hourly to show new materials at the library, and the results are sent to your RSS reader. You can click 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 the orange RSS icon to list the RSS feeds.





If you have a Windows-based reader such as SharpReader, you can drag the orange XML icon for each feed you want 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.

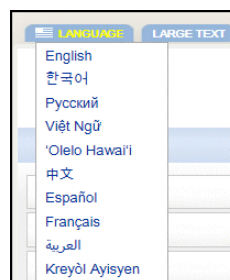
**Note:**

Internet Explorer 7.0 and later includes an RSS feed reader. If you click the XML icon or the URL for a feed, a page opens where you subscribe to the feed in Internet Explorer. If you prefer to use a different RSS reader, copy the URL for the feed and paste it into the reader's setup page.

Your feed will supply new titles for the system or branch to which you are currently connected. See [“Switch Branches”](#) on page 5.

## Select a Language

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



## Switch to Large Text

To switch to a large print version of the catalog, click **Large Text** at the top of the page.

## Switch Branches

To change the library to which you are currently connected, click the arrow symbol by the **Switch to another branch** list at the top of the page, 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 **Library Info** or the library's logo image at the top of the page.

## Timeout Warning

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

## Protect Your Privacy in the Library

If you are logged in to a library computer, click **Log Out** on the **My Account** menu or under your name at the side of the page. Otherwise, click **Library Info** or the library's logo image to end your session.

## Identify Yourself as a Registered Library User

To use some features, you identify yourself by logging in. You log in by typing your library account barcode number 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 may 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/Register** from the **My Account** menu. See [“Log in using your library account information”](#) on page 7.

## 1-2-3

## Log in using your library account information

Follow these steps 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 Polaris. To log out of Polaris only, but remain logged in at the workstation, click **Log Out** under your name at the side of the page, or click Log Out on the My Account menu. To log out of both Polaris and the workstation, remove your card from the reader.

1. Click **Log In/Register** in the My Account menu.

The log-in form is displayed.

If you are not registered for library services, click [here to register now](#)

Please enter your username or barcode, and password.

Username or Barcode:

[Create Username](#)

Password:

[Forgot your password?](#)

*Don't forget to log out...*

2. Type your barcode number (from your library card) in the **Barcode Number** 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, click **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 **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 **Log In**.

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

LANGUAGE LARGE TEXT KID'S CATALOG MY SHOPPING CART Switch to another branch...

Community Library (Cobleskill)

LIBRARY INFO SEARCH COMMUNITY MY ACCOUNT HELP

My Account

Izquierda, Laura

My Lists

Saved Title Lists

- Books I like (17)
- Eastside list (3)
- Education (6)
- Libraries (2)

Quick library search:

Limit by: All Items - All Libraries

Barbara Kingsolver  
Flight Behavior


5. Log out by doing one of the following actions:
  - If you are viewing your library account, click the **Log Out** link at the bottom of the account page, or click **Log Out** in the My Account menu.
  - Click **Log Out** at the side of the page.

**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 **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.

### 1-2-3

## Email a question to a librarian

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

Follow these steps to email a question to a librarian.

1. Click **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 click **Log In**.

**Note:**

Your library may allow you to send a question without logging in. If so, you can click **Guest** on the log-in page to go straight to the form where you 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 clicked **Guest** to open the form, no barcode field is displayed, and your personal information is blank.

3. Type the e-mail address that should receive the response in the **Your email address** box. Your e-mail 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 e-mail to library staff at the library listed at the top of the page. A staff member responds by e-mail or telephone.

**Important:**

If you see your name and a **Log Out** link at the side of the page, you are logged in. Be sure to click **Log Out** before you leave the computer.

# Searching



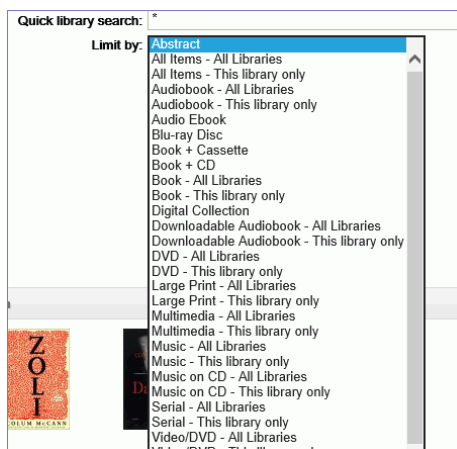
To do a quick search of the library catalog, simply type a word or phrase and click **Go**. If you want your search to be more focused, or you want to search other databases in addition to the library catalog, use another search option. If your library has made other databases available to search along with the library catalog, you can select these databases when you do a keyword, phrase, exact, advanced, or Boolean search.

Depending on your library's setup, the following search options may be available:

- **Quick Search** - Type a word or phrase and click **Go** to find the term anywhere in the library catalog. Depending on your library's setup, you can focus the search by selecting a **Limit by** option from a drop-down list box or by selecting a button. You cannot select remote databases with a quick search. However, if your library has enabled one or more remote databases to perform "follow-on searches," those databases will be searched automatically if no results are found with a quick search of the local database.

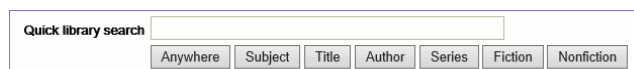
## Example:

Quick Search with a **Limit by** drop-down list.



## Example:

Quick Search with limit buttons.



- **Keyword Search** - With a keyword search, you can search for a term in a specific field in the catalog. You can also select an option from the Limit by drop-down list box to further narrow your search. If your library has made remote databases available for searching, you can click **Select Databases** and select one or more remote databases.

The screenshot shows the 'Keyword search for:' section of the Polaris PowerPAC interface. On the left, there is a sidebar with links: Hardcover Fiction, Hardcover Non-Fiction, Children's Interest, Help, and New Titles (with an RSS icon). The main search area has a text input field, a 'Go!' button, and a 'Using:' dropdown menu set to 'Local Polaris PAC DB'. Below the input field, there are two dropdown menus: 'Search by:' (set to 'Any Field') and 'Limit by:'. A list of search fields is displayed next to 'Limit by:', including Title, Author, Subject, General notes, Publisher, Genre, Series, ISBN, ISSN, LCCN, Publisher No., SuDoc, CODEN, and STRN. To the right of the dropdowns, there is a 'Select Databases' button and a checkbox for 'Course reserve items only'. A link 'Click here for tips and instructions' is also present.

- **Phrase Search** - With a phrase search, you enter multiple words in a specific order, and the search looks for that exact phrase. If you select a **Search by** option, the search looks for the phrase in the selected field. For example, if you know only a portion of the title you are looking for, enter the phrase search and select **Title** from the **Search by** list. You can also select a **Limit by** option to narrow the phrase search. If your library has made remote databases available for searching, you can click **Select Databases** and select one or more remote databases.

The screenshot shows the 'Phrase search for:' section. The text input field contains 'all the wild'. The 'Using:' dropdown is set to 'Local Polaris PAC DB'. The 'Search by:' dropdown is set to 'Any Field', and the 'Limit by:' dropdown is open, showing a list of search fields: Author, Subject, Title, General notes, Publisher, Series, and Genre. The 'Title' option is highlighted. To the right, there is a 'Select Databases' button and a checkbox for 'Course reserve items only'. A link 'Click here for tips and instructions' is also present.

- **Exact Search** - With an exact search, you enter one or more terms, and the search looks for an exact match. You can select a **Search by** option to look in specific fields and a **Limit by** option to focus the search. If your library has made remote databases available for searching, you can click **Select Databases** and select one or more remote databases.

The screenshot shows the 'Exact search for:' section. The text input field is empty. The 'Using:' dropdown is set to 'Local Polaris PAC DB'. The 'Search by:' dropdown is set to 'Author', and the 'Limit by:' dropdown is open, showing a list of search fields: Title, Subject, and Series. The 'Title' option is highlighted. To the right, there is a 'Select Databases' button and a checkbox for 'Course reserve items only'. A link 'Click here for tips and instructions' is also present.



- **Advanced Search** - With an advanced search, you can do a complex, focused search by entering several search terms and selecting a field and search type for each term. The terms can be combined using **And** (find this term in the title field *AND* this term in the author field), **Or** (find this term in the title field *OR* this term in the Subject field), or **Not** (find this term in the title field, but *NOT* this term in the Subject field). You can select a **Limit by** option to further focus the search. If your library has made remote databases available for searching, you can click **Select Databases** and select one or more remote databases.

LIBRARY INFO ▼ SEARCH ▼ MY ACCOUNT ▼ HELP ▼

Find: Any Field Keyword (ALL)

And Title Keyword (ANY)

Or Author Keyword (ANY)

Not Subject Phrase (ADJ)

General notes Exact (==)

And Publisher Keyword (ALL)

Genre

Series

ISBN

ISSN

LCCN

Publisher No.

SuDoc

CODEN

STRN

Limit by

Using: Local Polaris PAC DB

Go! Clear

et of search terms

aries

Search Options

Select Databases

☐ Course reserve items only

### Example:

The Advanced search is set up to look for a phrase in the title, a keyword for the author, and a keyword for the subject. The **Limit by** option is set to look for these terms in audio books in all libraries.

LIBRARY INFO ▼ SEARCH ▼ MY ACCOUNT ▼ HELP ▼

TI ADJ "this much is true" AND AU ANY "lamb, wally" AND SU ANY "twins"

Find: Title Phrase (ADJ) this much is true

And Author Keyword (ANY) lamb, wally

And Subject Keyword (ANY) twins

And Any Field Keyword (ALL)

Go! Clear

Add or exclude another set of search terms

Limit by: Audiobook - All Libraries

Using: Local Polaris PAC DB

More Search Options

Select Databases

☐ Course reserve items only

1 - 3 of 3 Sort: Relevance Page: [1]

1. I know this much is true [sound recording]  
by Lamb, Wally.

Availability

Full Display

... I know this much is true [sound recording] / Wally Lamb. ...

- **Boolean Search** - With a Boolean search, you can do complex, precise searches by typing CQL (Common Query Language) commands for the search terms, the fields to search text, and the operators that link the search terms. If your library has made remote databases available for searching, you can click **Select Databases** and select one or more remote databases.

#### Example:

The Boolean search is set up to look for works by a specific author, published after 2000, in a language other than English.

LIBRARY INFO ▾ SEARCH ▾ MY ACCOUNT ▾ HELP ▾

Boolean search for:

Using:  ▾

[Select Databases](#)

[More Search Options](#)

☐ Course reserve items only

1 - 2 of 2 Sort:  ▾ Page: [1]

1. Billobidu : Toni Morisun changpyon sosol = Beloved  
by Morrison, Toni


... Morrison, Toni ...

Publisher, Date: Soul-si : Tullyok, 2003.  
often test entity 초판.

Description: 463 p. ; 22 cm.

Available system-wide: 0 (of 0)

Call Number: KORE FICTION Morrison

 2003

[Add to My List](#)

- **Browse Search** - With a browse search, you can search the library catalog by entering the first few letters or numbers of your search term, and the results list displays the portion of the catalog index that begins with the text you entered. Browse searching is available only for the local library catalog, not remote databases.

#### Example:

Browse searching for a subject.

LIBRARY INFO ▾ SEARCH ▾ MY ACCOUNT ▾ HELP ▾

Search for:  ▾

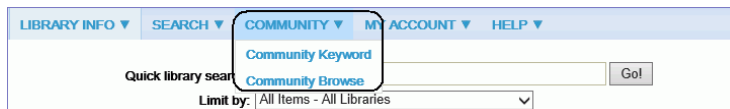
that begins with:

10 ▾ per page

Browse Headings	#
Gandhi, Mahatma, 1869-1948	61
Gandhi, Mahatma, 1869-1948--Assassination--Drama	1
Gandhi, Mahatma, 1869-1948--Audio-visual aids	1
Gandhi, Mahatma, 1869-1948--Childhood and youth	1
Gandhi, Mahatma, 1869-1948--Comic books, strips, etc.	1
Gandhi, Mahatma, 1869-1948--Contributions in political science	1
Gandhi, Mahatma, 1869-1948--Drama	2
Gandhi, Mahatma, 1869-1948--Fiction	3
Gandhi, Mahatma, 1869-1948--Influence	1
Gandhi, Mahatma, 1869-1948--Juvenile literature	4

10 ▾ per page

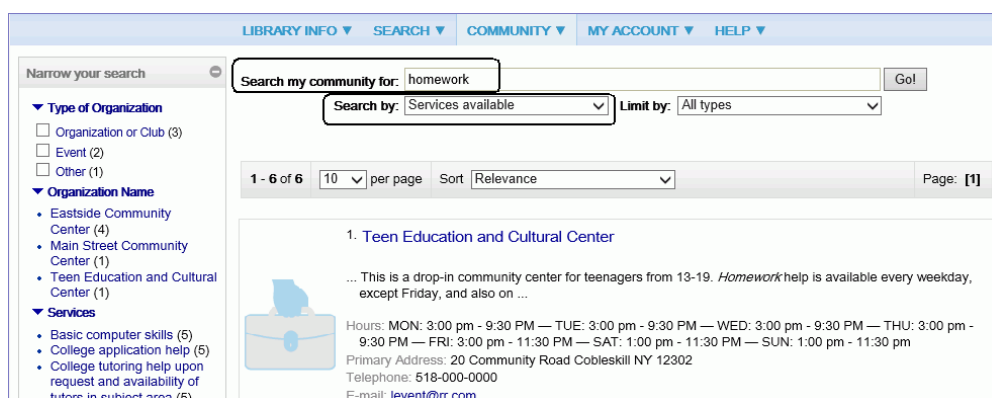
- **Community Information Search** - If your library catalog contains records for community organizations, you can search for this information using a keyword or browse search. Remote databases are not available for community information searches.



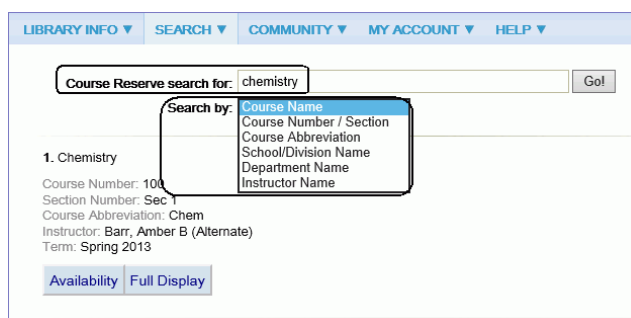
You can select **Search by** and **Limit by** options to focus your search for community information.

### Example:

Community keyword search by **Services available**.



- **Course Reserve Search** - If your library reserves items for courses at an educational institution, you can search for the materials in the catalog. You can select a **Search by** option. Remote databases are not available for course reserve searches.



For details, see these topics:

- [“Quick Searches”](#) on page 15
- [“Keyword Searches”](#) on page 19
- [“Phrase Searches”](#) on page 25
- [“Exact Searches”](#) on page 30
- [“Advanced Searches”](#) on page 35
- [“Boolean Searches”](#) on page 41
- [“Browsing the Catalog”](#) on page 52
- [“Community Information Searches”](#) on page 54
- [“Course Reserve Searches”](#) on page 56
- [“Narrowing Results and Related Searches”](#) on page 59
- [“Saving Searches”](#) on page 61

# Quick Searches

Quick searches look only in the library’s own catalog, not in remote databases. Your library may offer either of two types of quick searching: see [“Do a quick search with Limit by”](#) on page 16, or [“Do a quick search with search buttons”](#) on page 17.

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## 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):  
+ # % \$

## 1-2-3

## Do a quick search with Limit by

Follow these steps to do a quick search of the library catalog with a Limit by option.

1. Type a word or words in the **Quick Library Search** box. See [“Typing Search Text - Quick Searches”](#) on page 15.

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

2. To limit your search, click the arrow symbol in 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. For information about using digital collection search results, see [“Accessing Digital Collection Materials”](#) on page 73.

3. Click **Go**.

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 click 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.

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, click a **Narrow** or **Related** option at the side of the page.

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## More about search results

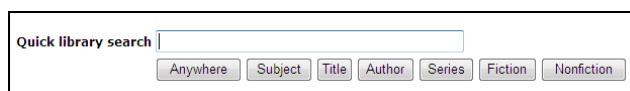
- [“Viewing Title Information”](#) on page 65.
- [“Narrowing Results and Related Searches”](#) on page 59.
- [“Saving Results with Title Lists”](#) on page 77.
- [“Obtaining Materials”](#) on page 88.

### 1-2-3

## Do a quick search with search buttons

Follow these steps to do a quick library search with search buttons (Anywhere, Subject, Title, Author, Series, Fiction, Nonfiction).

1. Type a word or words in the **Quick library search** box. See [“Typing Search Text - Quick Searches”](#) on page 15.



If you see suggested search terms as you type, you can ignore the suggestions and continue to type your search term, or you can click a suggestion to search for the term. Click **Hide Suggestions** if you do not want to see search suggestions. Click 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 clicking a search button, a keyword search anywhere in the catalog starts.

2. Click 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.

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 click 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.

The screenshot shows the Polaris PowerPAC search interface. At the top, there are navigation tabs: LIBRARY INFO, SEARCH, COMMUNITY, MY ACCOUNT, and CONNECTIONS. The SEARCH tab is active. On the left, there is a sidebar with a 'Save Search' button and a 'Related searches' section. Under 'Related searches', there is a '▼ Other Searches' dropdown menu with options: Any Field Search, Title Search, Author Search, Subject Search, General Notes Search, Publisher Search, and Genre Search. The main search area has a 'Keyword search for:' field containing 'van der waals'. Below this, there are dropdown menus for 'Search by:' (Any Field) and 'Limit by:' (All Items - All Libraries). To the right of the search field, there is a 'Go!' button and text indicating 'Using: 1 selected databases' with a 'Select Databases' link. Below the search field, there is a 'More Search Options' link. A red text suggestion 'Did you mean van doer waals?' is displayed. Below this, a message states 'No matches were found in the library database' followed by a link 'Click here to see 920 result(s) found in follow-on databases.' At the bottom, it says 'No titles found (0 hits) - Try these tips:'.

3. To see more information about a title in your search results list, click 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, click a **Narrow** or **Related** option at the side of the page.

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## More about search results

- “Viewing Title Information” on page 65.
- “Narrowing Results and Related Searches” on page 59.
- “Saving Results with Title Lists” on page 77.
- “Obtaining Materials” on page 88.



# 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 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.

### 1-2-3

## Do a keyword search

Follow these steps to do a keyword search.

1. Click **Keyword** on the **Search** menu.
2. Type the text to search for in the **Keyword search for** box. See [“Typing Search Text - Keyword Searches”](#) on page 19.

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

3. Click 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, click the arrow symbol in 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. For information about using digital collection search results, see [“Accessing Digital Collection Materials”](#) on page 73.

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 **Go**, you will need to re-type your search term.

- a) Click **More Search Options**.

The search options window opens.

The screenshot shows a 'Search Options' window with several sections, each containing a dropdown menu and an 'Exclude' checkbox:

- Libraries:** All, Amsterdam Free Library, Argyle Free Library, Ballston Spa Public Library, Bancroft Public Library (Salem)
- Publication Dates:** All, 2014, 2013, 2012, 2011
- Detailed Material Types:** All, Art, Audiobook, Book, Book and CD
- Target Audiences:** All, Adolescent, Adult, General, Juvenile
- Collections:** All, space in name test, !special character test 3, "special character test 25, ##special character test 5
- Languages:** All, Chinese, English, French, Italian

At the bottom of the window are three buttons: 'Set Search Options', 'Reset', and 'Close'.

- b) Select the settings you want. 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.

You can also exclude items from a search. Select them from the appropriate list, and click 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.

- c) Click **Set Search Options**, and click **Close** to close the options window.

The search bar displays a highlighted message that options have been set. To change them, click the **Change** link in the highlighted **Options have been set** message, set new values and click **Set Search Options**. Then do a new search.

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

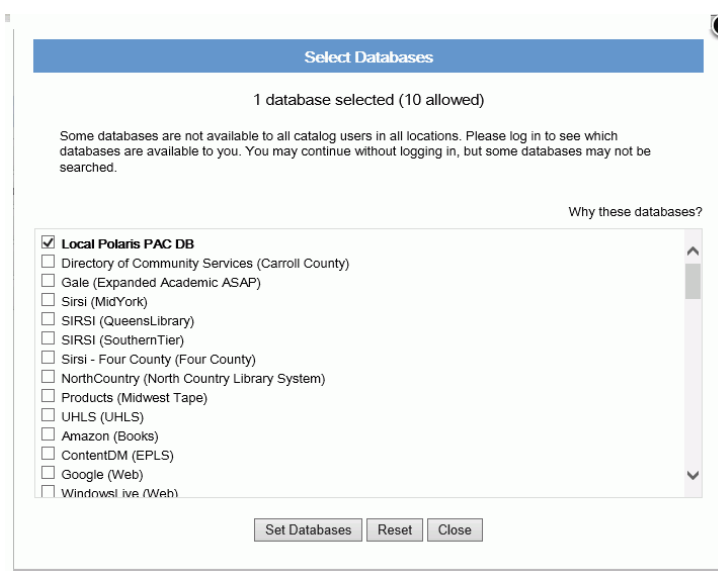
**Important:**

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

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

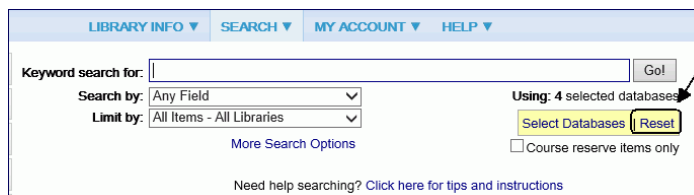
- a) Click **Select Databases**.

The Select Databases window opens with the local database 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) Click **Set Databases** to save your selections, and click **Close** to close the Select Databases window.

Your selections remain until you reset them. To reset the search databases, click **Reset**.



## 7. Click Go.

- 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.
- 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**.

The screenshot shows the Polaris PowerPAC search interface. At the top, there are tabs for LIBRARY INFO, SEARCH, MY ACCOUNT, and HELP. The SEARCH tab is active. The search bar contains the keyword 'neuroplasticity'. Below the search bar, there are dropdown menus for 'Search by:' (set to Subject) and 'Limit by:' (set to All Items - All Libraries). To the right, it says 'Using: 5 selected databases' with buttons for 'Select Databases' and 'Reset'. Below these, there is a checkbox for 'Course reserve items only'. The search results are displayed in a list. The first result is '1. Society for Neuroscience' with a description: '... game creations and neuroscience applications. All types of *neuroplasticity* "target areas" of what we are going... more > ...'. There is a 'Full Display' button and a 'Place Request' button next to the result. At the bottom of the result, it says 'Source: MEDLINEplus (museglobal.MEDLINEplus)'. On the left side, there is a 'Narrow your search' section with filters for Database, Type of Material, and Publication Date. There is also a 'Related searches' section with links to 'Any Field Search', 'Title Search', 'Author Search', 'Subject Search', and 'Other Databases'. At the bottom of the search results, there is a 'Search Status' button.

- You can click **Search Status** to see the number of results for all the selected databases.

Search Status			
Database	Status	Pending	Retrieved
Infotrieve: ArticleFinder (museglobal.ArticleFinder)	Done	0	0
Springer Science Online (museglobal.Springer)	Done	0	0
MEDLINEplus (museglobal.MEDLINEplus)	Done	0	7
PubMed Central (museglobal.PubMedCentral)	Done	160	0
Gale (Expanded Academic ASAP)	Not Available	0	0

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.

The screenshot shows a message box with the text: '[CQL] (0x00040403) The following limiters have been discarded because they are not supported by the native search engine: AB = "103".' Below the message box is a table showing the search status for various databases. The table has columns for Database, Status, Pending, and Retrieved. The databases listed are Scirus (via MuseGlobal), PubMed Central (via MuseGlobal), and Polaris. The status for all three is 'Done'. The pending results are 0 for Scirus, 0 for PubMed Central, and 0 for Polaris. The retrieved results are 200 for Scirus, 20 for PubMed Central, and 0 for Polaris. There is a 'Go!' button at the bottom right of the table.

Database	Status	Pending	Retrieved
Scirus (via MuseGlobal)	Done	0	200
PubMed Central (via MuseGlobal)	Done	0	20
Polaris	Done	0	0

- ## 8. To see more information about a title in your search results list, click the title or cover image.

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

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## More about search results

- [“Viewing Title Information”](#) on page 65.
- [“Narrowing Results and Related Searches”](#) on page 59.
- [“Saving Results with Title Lists”](#) on page 77.
- [“Obtaining Materials”](#) on page 88.

# 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 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.

### 1-2-3

## Do a phrase search

Follow these steps to do a phrase search.

1. Click **Phrase** on the **Search** menu.
2. Type the words to search for in the **Phrase search for** box. See [“Typing Search Text - Phrase Searches”](#) on page 25.

If you see suggested search terms as you type, you can ignore the suggestions and continue to type your search term, or you can click a suggestion to search for the term. Click **Hide Suggestions** if you do not want to see search suggestions. Click 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, click the arrow symbol in 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. For information about using digital collection search results, see [“Accessing Digital Collection Materials”](#) on page 73.

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 **Go**, you will need to re-type your search term.

**a) Click More Search Options.**

The search options window opens.

The screenshot shows a 'Search Options' window with several sections, each containing a dropdown menu and an 'Exclude' checkbox:

- Libraries:** All (selected), Amsterdam Free Library, Argyle Free Library, Ballston Spa Public Library, Bancroft Public Library (Salem).
- Publication Dates:** All (selected), 2014, 2013, 2012, 2011.
- Detailed Material Types:** All (selected), Art, Audiobook, Book, Book and CD.
- Target Audiences:** All (selected), Adolescent, Adult, General, Juvenile.
- Collections:** All (selected), space in name test, !special character test 3, ~special character test 25, ##special character test 5.
- Languages:** All (selected), Chinese, English, French, Italian.

At the bottom of the window are three buttons: 'Set Search Options', 'Reset', and 'Close'.

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. You can also exclude items from a search. Select them from the appropriate list, and click 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.

- b)** Click **Set Search Options**, and click **Close** to close the options window.

The search bar displays a highlighted message that options have been set. To change them, click the **Change** link in the highlighted **Options have been set** message, set new values and click **Set Search Options**. Then do a new search.

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

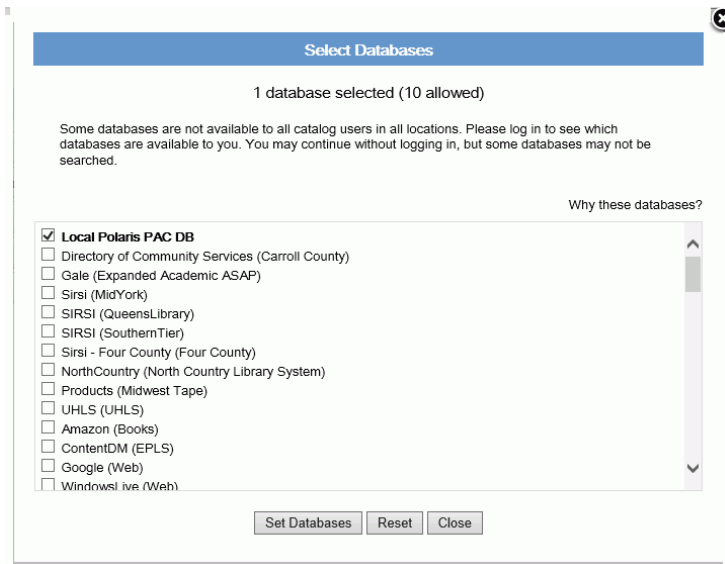
**Important:**

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

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

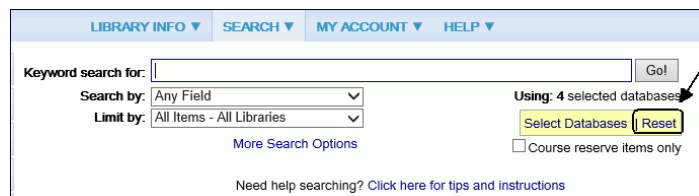
- a)** Click **Select Databases**.

The Select Databases window opens with the local database 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) Click **Set Databases** to save your selections, and click **Close** to close the Select Databases window.

Your selections remain until you reset them. To reset the search databases, click **Reset**.



## 7. Click Go.

- 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.
- 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**.

LIBRARY INFO ▾ SEARCH ▾ MY ACCOUNT ▾ HELP ▾

Save Search

Narrow your search

▼ Database

☐ Yahoo (museglobal.Yahoo) (50)

▼ Type of Material

☐ Electronic Resources (50)

▼ Publication Date

☒ 2013

☐ uuuu (+7)

Related searches

▼ Other Searches

- Any Field Search
- Title Search
- Author Search
- Subject Search

Phrase search for: fatal familial insomnia

Search by: Any Field

Limit by: All Items - All Libraries

Using: 5 selected databases

Select Databases | Reset

☐ Course reserve items only

More Search Options

1 - 10 of 50 10 per page Sort: Relevance

Page: [1] 2 3 ... 5 ▶

Done retrieving (360 results pending). Add Pending Results

Search Status

1. *Fatal Familial Insomnia. Part 1: What Is Fatal Familial Insomnia?*

Full Display

Place Request

Web Link

Source: Yahoo (museglobal.Yahoo)

2013

Add to My List

- You can click **Search Status** to see the number of results for all the selected databases.

Search Status			
Database	Status	Pending	Retrieved
Infotrieve: ArticleFinder (museglobal.ArticleFinder)	Done	0	0
Springer Science Online (museglobal.Springer)	Done	0	0
MEDLINEplus (museglobal.MEDLINEplus)	Done <a href="#">⬇</a>	0	7
PubMed Central (museglobal.PubMedCentral)	Done	160	0
Gale (Expanded Academic ASAP)	Not Available <a href="#">⬇</a>	0	0

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.

Search Status			
Database	Status	Pending	Retrieved
Scirus (via MuseGlobal)	Done <a href="#">⬇</a>	0	200
PubMed Central (via MuseGlobal)	Done <a href="#">⬇</a>	0	20
Polaris	Done	0	0

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

## More about search results

- “Viewing Title Information” on page 65.
- “Narrowing Results and Related Searches” on page 59.
- “Saving Results with Title Lists” on page 77.
- “Obtaining Materials” on page 88.

# 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 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.

## 1-2-3

## Do an exact search

Follow these steps to do an exact search.

1. Click **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”](#) on page 30.
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, click the arrow symbol in 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. For information about using digital collection search results, see [“Accessing Digital Collection Materials”](#) on page 73.

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 **Go**, you will need to re-type your search term.

- a) Click **More Search Options**.

The search options window opens.

The screenshot shows a 'Search Options' window with several filter categories, each with a dropdown menu and an 'Exclude' checkbox.

- Libraries:** All (selected), Amsterdam Free Library, Argyle Free Library, Ballston Spa Public Library, Bancroft Public Library (Salem).
- Publication Dates:** All (selected), 2014, 2013, 2012, 2011.
- Detailed Material Types:** All (selected), Art, Audiobook, Book, Book and CD.
- Target Audiences:** All (selected), Adolescent, Adult, General, Juvenile.
- Collections:** All (selected), space in name test, !special character test 3, ~special character test 25, ##special character test 5.
- Languages:** All (selected), Chinese, English, French, Italian.

At the bottom are buttons: Set Search Options, Reset, and Close.

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. You can also exclude items from a search. Select them from the appropriate list, and click 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.

- b)** Click **Set Search Options**, and click **Close** to close the options window.

The search bar displays a highlighted message that options have been set. To change them, click the **Change** link in the highlighted **Options have been set** message, set new values and click **Set Search Options**. Then do a new search.

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

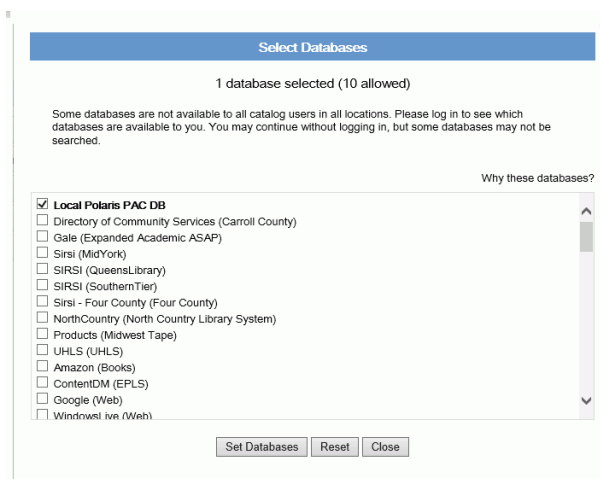
**Important:**

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

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

- a)** Click **Select Databases**.

The Select Databases window opens with the local database 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) Click **Set Databases** to save your selections, and click **Close** to close the Select Databases window.

Your selections remain until you reset them. To reset the search databases, click **Reset**.

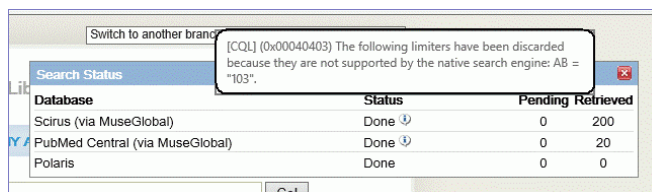
## 7. Click Go.

- 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.
- 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.

Search Status			
Database	Status	Pending	Retrieved
Infotrieve: ArticleFinder (museglobal.ArticleFinder)	Done	0	0
Springer Science Online (museglobal.Springer)	Done	0	0
MEDLINEplus (museglobal.MEDLINEplus)	Done	0	7
PubMed Central (museglobal.PubMedCentral)	Done	160	0
Gale (Expanded Academic ASAP)	Not Available	0	0

- 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.



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

## 1-2-3

## Do an advanced search

Follow these steps to do an advanced search.

1. Select **Advanced** on the **Search** menu.  
The Advanced search bar appears.
2. Click the first Find **Any field** arrow symbol, and select a search field from the list. For search field descriptions, see [“Keyword Searches”](#) on page 19.
3. Type the search text in the empty box next to the first field. See [“Typing Search Text - Advanced Searches”](#) on page 35. You must type a search term in the first **Find** field.
4. Click the first **And** arrow symbol, and select an operator (And, Or, Not) to combine the first term with the next term. See [“Connecting Search Terms \(Operators\)”](#) on page 35.

**Note:**

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

5. Click the second **Any field** arrow symbol, select a search field from the list, and type the second term in the empty box next to the second field.  
You can click **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) Click **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 click 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, click the arrow symbol in 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. For information about using digital collection search results, see [“Accessing Digital Collection Materials”](#) on page 73.

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

- a) Click **Open Search Options**.

**b) Select the settings you want.**

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. You can also exclude items from a search. Select them from the appropriate list, and click 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.

**c) Click **Set Search Options**, and click **Close** to close the options window.**

The search bar displays a highlighted message that options have been set. To change them, click the **Change** link in the highlighted **Options have been set** message, set new values and click **Set Search Options**. Then do a new search.

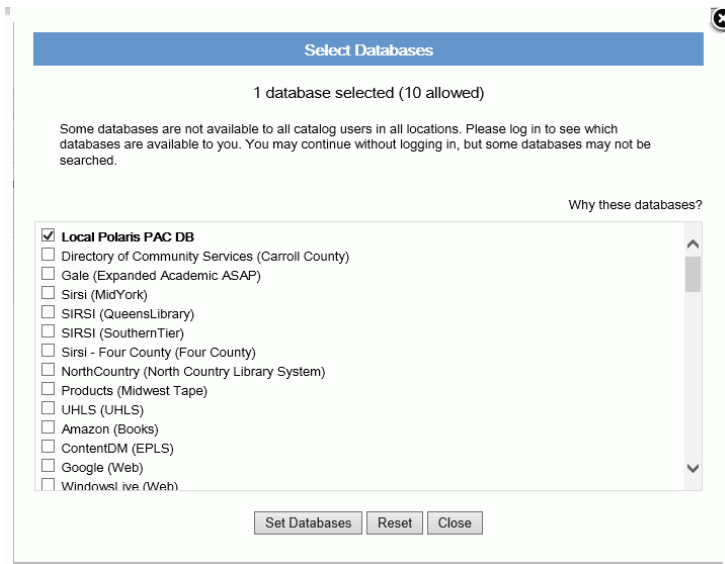
To reset the search options to their original values, click the **Reset** link in the highlighted **Options have been set** message. The search is done again, using the original values.

**Important:**

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

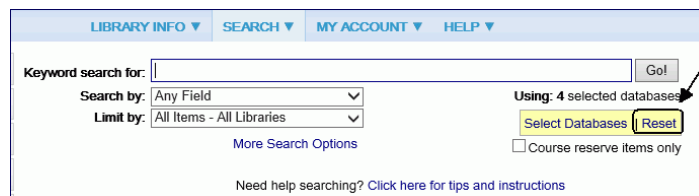
**10. To search a database other than the library's catalog, or select multiple databases to search:****a) Click **Select Databases**.**

The Select Databases window opens with the local database 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) Click **Set Databases** to save your selections, and click **Close** to close the Select Databases window.

Your selections remain until you reset them. To reset the search databases, click **Reset**.



## 11. Click Go.

- 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.
- 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**.

LIBRARY INFO ▾ SEARCH ▾ MY ACCOUNT ▾ HELP ▾

Save Search

Keyword search for:  Go!

Search by:  Using: 5 selected databases

Limit by:  Select Databases | Reset

More Search Options

1 - 7 of 7 Sort:  Page: [1]

Done retrieving (160 results pending). Add Pending Results

Search Status

1. Society for Neuroscience

... game creations and neuroscience applications. All types of *neuroplasticity* "target areas" of what we are going... more » ...

- Web Link

Source: MEDLINEplus (museglobal.MEDLINEplus)

Full Display

Place Request

Add to My List

- You can click **Search Status** to see the number of results for all the selected databases.

Search Status			
Database	Status	Pending Retrieved	
Infotrieve: ArticleFinder (museglobal.ArticleFinder)	Done	0	0
Springer Science Online (museglobal.Springer)	Done	0	0
MEDLINEplus (museglobal.MEDLINEplus)	Done	0	7
PubMed Central (museglobal.PubMedCentral)	Done	160	0
Gale (Expanded Academic ASAP)	Not Available	0	0

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.

Switch to another brand

[CQL] (0x0040403) The following limiters have been discarded because they are not supported by the native search engine: AB = "103".

Database	Status	Pending Retrieved	
Scirus (via MuseGlobal)	Done	0	200
PubMed Central (via MuseGlobal)	Done	0	20
Polaris	Done	0	0

Go!

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

## More about search results

- "Viewing Title Information" on page 65.
- "Narrowing Results and Related Searches" on page 59.
- "Saving Results with Title Lists" on page 77.
- "Obtaining Materials" on page 88.



# 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](#)” on page 45)
- Operators (connectors) that link one part of the search with another (see “[Operators](#)” on page 42)

## 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

**Tip:**

Advanced searching also offers Boolean operators which you can use without typing the CQL command statement. See [“Advanced Searches”](#) on page 35.

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”](#) on page 43)
- AND = 2
- OR = 3
- NOT = 4

## Relative Operators

Relative operators are symbols that compare search terms:

<i>Symbol</i>	<i>Relative Operation</i>
=	Equal to search term
<>	Not equal to a single search term: <b>PD &lt;&gt; 1970</b> For a range of dates, use NOT: <b>NOT PD = 1970-1980.</b>
>=	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”](#) on page 45 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”](#) on page 45 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”](#) on page 45.

**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**

**Note:**

The Boolean search field in Polaris PowerPAC does not limit the number of characters you can enter, but to see long queries, you may have to use the arrow keys on your keyboard.

## Search Text That Includes Operators or Special Characters

To search for text that includes an operator 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.

## 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 <b>AVAILABILITY &gt; 0</b> . Example: To find Harry Potter titles with at least one available item, type <b>TI = Harry Potter AND AVAILABILITY &gt; 0</b> . The <b>AVAILABILITY</b> access point works only for values greater than 0. ( <b>AVAILABILITY = 0</b> 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)
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 <a href="#">"LA (Language) Codes"</a> on page 46)
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)
STRN	Standard Technical Report Number
SU	Subject (keyword)
TA	Target audience (see <a href="#">“TA (Target Audience) Codes”</a> on page 47)
TI	Title (keyword)
TOM	Format/Type of Material (see <a href="#">“TOM (Format/Type of Material) Codes”</a> on page 47)
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 Web site:  
[www.loc.gov/marc/languages](http://www.loc.gov/marc/languages)

<i>Language</i>	<i>Code</i>	<i>Language</i>	<i>Code</i>
Arabic	ARA	Korean	KOR
Bosnian	BOS	Latin	LAT
Chinese	CHI	Multiple Languages	MUL
Czech	CZE	Polish	POL
Danish	DAN	Portuguese	POR
Dutch	DUT	Romanian	RUM
English	ENG	Russian	RUS
French	FRE	Serbian	SCC
German	GER	Sign	SGN
Modern Greek	GRE	Spanish	SPA
Hebrew	HEB	Ukrainian	UKR
Hindi	HIN	Vietnamese	VIE
Italian	ITA	Yiddish	YID
Japanese	JPN		

## 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.

<i>Target Audience</i>	<i>Code</i>
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**.

<i>Format/Type of Material</i>	<i>Code</i>	<i>Format/Type of Material</i>	<i>Code</i>
Abstract	abs	Microform	mic
Audio books	abk	Mixed materials	mix
AudioEbook	aeb	Motion picture	mot
Blu-Ray Disc	brd	Music CD	mcd
Book + Cassette	bcs	Musical sound recording	msr
Book + CD	bcd	Newspaper	new
Book	bks	Nonmusical sound recording	nsr
Braille	brl	Periodical	per
Cartographic material	cmt	Printed cartographic material	pcm
Digital media collection	dmc	Printed music	pmu
DVD	dvd	Printed or manuscript music	mus
Ebooks	ebk	Projected medium	pgr
Electronic resources	elr	Serial	ser
Globe	glb	Sound recording	rec
Kit	kit	Three-dimensional object	art

<i>Format/Type of Material</i>	<i>Code</i>	<i>Format/Type of Material</i>	<i>Code</i>
Large print	lpt	Two-dimensional nonprojected graphic	ngr
Manuscript cartographic material	mcm	Videorecording	vid
Manuscript material	mss	Videotape	vcr
Manuscript music	mmu	Visual materials	vis
Map	map		

## 1-2-3

## Do a Boolean search by typing a CQL command

Follow these steps to search by typing a Common Query Language (CQL) command.

### Note:

For more information about CQL commands, see [“Operators”](#) on page 42, [“Search Text That Includes Operators or Special Characters”](#) on page 45, and [“Search Access Point \(Field\) Codes”](#) on page 45.

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 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 **Go**, you will need to re-type your search term.

- a) Click **More Search Options**.

The search options window opens.

The screenshot shows a 'Search Options' window with several filter categories, each with a dropdown menu and an 'Exclude' checkbox:

- Libraries:** All, Amsterdam Free Library, Argyle Free Library, Ballston Spa Public Library, Bancroft Public Library (Salem)
- Publication Dates:** All, 2014, 2013, 2012, 2011
- Detailed Material Types:** All, Art, Audiobook, Book, Book and CD
- Target Audiences:** All, Adolescent, Adult, General, Juvenile
- Collections:** All, space in name test, !special character test 3, "special character test 25, ##special character test 5
- Languages:** All, Chinese, English, French, Italian

At the bottom of the window are three buttons: 'Set Search Options', 'Reset', and 'Close'.

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. You can also exclude items from a search. Select them from the appropriate list, and click 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.

- b) Click **Set Search Options**, and click **Close** to close the options window.

The search bar displays a highlighted message that options have been set. To change them, click the **Change** link in the highlighted **Options have been set** message, set new values and click **Set Search Options**. Then do a new search.

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

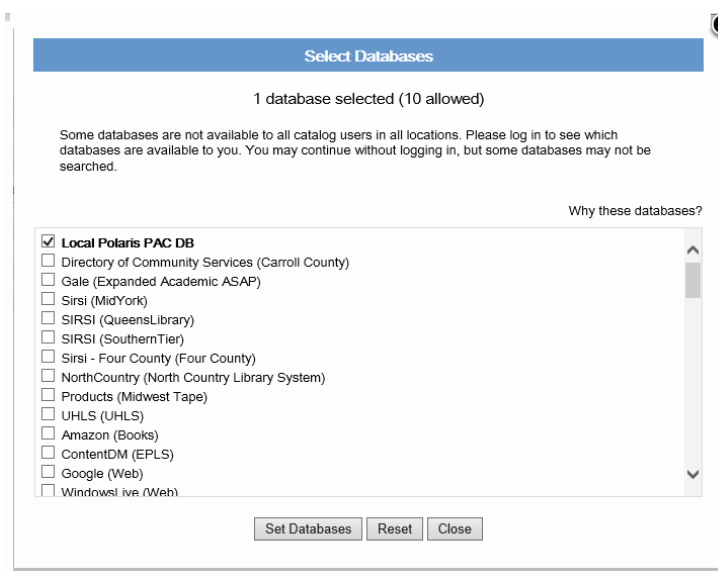
**Important:**

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

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

- a) Click **Select Databases**.

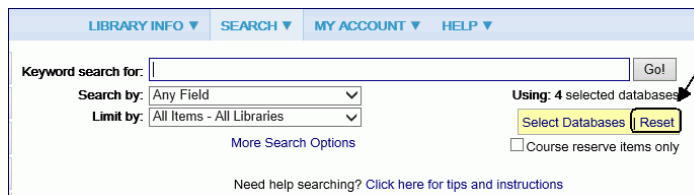
The Select Databases window opens with the local database selected. If you do not want to search the local catalog along with the remote databases, select the check box next to the local database to clear the check box.



- 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) Click **Set Databases** to save your selections, and click **Close** to close the Select Databases window.

Your selections remain until you reset them. To reset the search databases, click **Reset**.



5. Click **Go**.

- 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.

- 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**.

The screenshot shows the Polaris PowerPAC search interface. At the top, there are tabs for LIBRARY INFO, SEARCH, MY ACCOUNT, and HELP. The SEARCH tab is active. A keyword search for 'neuroplasticity' is entered. The search is limited by 'Subject' and 'All Items - All Libraries'. It is using 5 selected databases. The results show 1 - 7 of 7 items, sorted by Relevance. A message indicates 'Done retrieving (160 results pending)' and a button 'Add Pending Results' is visible. The first result is 'Society for Neuroscience' with a description about game creations and neuroscience applications. There are buttons for 'Full Display', 'Place Request', and 'Add to My List'.

- You can click **Search Status** to see the number of results for all the selected databases.

Search Status			
Database	Status	Pending	Retrieved
Infotrieve: ArticleFinder (museglobal.ArticleFinder)	Done	0	0
Springer Science Online (museglobal.Springer)	Done	0	0
MEDLINEplus (museglobal.MEDLINEplus)	Done	0	7
PubMed Central (museglobal.PubMedCentral)	Done	160	0
Gale (Expanded Academic ASAP)	Not Available	0	0

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.

The screenshot shows the Search Status table with a message box overlaid. The message says: "[CQL] (0x00040403) The following limiters have been discarded because they are not supported by the native search engine: AB = \*103\*." The table shows results for Scirus (via MuseGlobal), PubMed Central (via MuseGlobal), and Polaris.

Database	Status	Pending	Retrieved
Scirus (via MuseGlobal)	Done	0	200
PubMed Central (via MuseGlobal)	Done	0	20
Polaris	Done	0	0

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

# Browsing 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.

## 1-2-3

### Do a browse search

Follow these steps to do a browse search.

1. Select **Browse** on the **Search** menu.
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 **Go**.

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:
  - Click **<<Previous 10 Headings (Listings)** or **Next 10 Headings (Listings)>>** to browse through the index.
  - Title listings may show different types of material for the same title, such as **Book**, **DVD**, and **Videotape**. You can click 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 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.
- 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.

**6.** Click a heading or listing to display the associated titles.

To return to the headings list, click **Go Back to Browse Results** at the top or bottom of the page.

---

## More about search results

- [“Viewing Title Information”](#) on page 65
- [“Saving Results with Title Lists”](#) on page 77
- [“Obtaining Materials”](#) on page 88

# 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.

## 1-2-3

### Do a community keyword search

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

Follow these steps to do a community keyword search.

1. Click **Community Keyword** on the **Community** menu.
2. Type the text to search for in the **Search my community for** box.  
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 **boy\***, you might find **boy scouts** and **boys and girls clubs**.
3. Select a search field from the **Search by** list:
  - **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, click an option in the **Limit by** list. For example, you can limit your search to events or people.
5. Click **Go**. The search results list shows all the community records that matched your search. You can hover the cursor over the community icon to see more information, or click the record name to see more details.

---

### Related Information

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

**1-2-3**

## 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.

Follow these steps to do a community browse search.

1. Click **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 **Go**.

The results list displays the index headings. Click **<<Previous 10 Listings** or **Next 10 Listings>>** to browse through the index.

5. Click a heading to see the organizations and events connected with the heading. To return to the headings list, click **Return to list** at the top of the page.

# 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 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.



**1-2-3**

## 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.

Follow these steps to find a course record.

1. Select **Course Reserves** on the **Search** menu.
2. Type the text to search for in the **Course Reserve search for** box. See [“Typing Search Text - Course Reserve Searches”](#) on page 56.
3. Click the **Search by** arrow symbol, 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 **Go**.

The results appear in the center area of the page.
5. To see more information about a course, click the course name, the **Availability** button, or the **Full Display** button.
6. If necessary, click 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. (Click the plus sign by a location to see the listings for that location.)
7. Click **Full Display** to display more information about the course itself.

---

## Related Information

- **Navigate the results list** - See [“Viewing Title Information”](#) on page 65.
- **Request an item** - See [“Obtaining Materials”](#) on page 88.
- **Reserve statistics** - Instructors can view circulation statistics for items on reserve for a course by logging in to their library accounts. See [“View course reserve statistics”](#) on page 106.

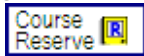
**1-2-3**

## 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.

Follow these steps to find an item on reserve.

1. Select any search method except Browse on the **Search** menu.
  2. Select (check) **Course reserve items only** on the search bar.
  3. If you want to find only a certain kind of course reserve material, click the arrow symbol in 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.
  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 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. Click the **Search by** arrow symbol, and select a search field from the list.
  6. Click **Go**.
- The search results are displayed.
7. To see more information about the items on reserve, click the **Availability** button.

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*, click the Course Reserve icon  next to the item in the Availability list.

---

## More about search results

- [“Viewing Title Information”](#) on page 65.
- [“Obtaining Materials”](#) on page 88.
- [“View course reserve statistics”](#) on page 106.

# 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.

## 1-2-3

### Narrow your search results

When your search results are displayed, the area at the side of the page shows **Narrow your search** 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.

Follow these steps to narrow your search results.

1. With your search results displayed, look for the links under **Narrow your search** at the side of the page.

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 the page to see all the links.

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

2. Click a link under a category to filter your search results by that link.

For example, you might click 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.

You can continue to click **Narrow your search** links to further filter your results. Each filter is displayed at the top of the **Narrow your search** list, displayed with a check mark.

3. To remove a filter and display the results without the filter, uncheck the filter at the top of the **Narrow your search** list.

The new results are displayed.

**1-2-3**

## Do a related search

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

Follow these steps to do a related search.

1. With your search results displayed, look for the links under **Related** at the side of the page.

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 click the up or down arrow by 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:
    - Click a link under **Subject**, **Author**, or **Series** to browse the catalog for subjects, authors, or series related to your original search results.
    - Click a link under **Other Searches** to keyword-search for your original search term in a different field.
    - Click 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 e-mail to an address you specify. The e-mail 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 searches, 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. For more information about setting up a library account, see [“Set up a new library account”](#) on page 96.

**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.

## 1-2-3

## Set up and save a search

Follow these steps to set up and save a search.

1. Set up and run a keyword, phrase, exact, advanced, or Boolean search. See “Searching” on page 10.

The search results are displayed. Even if there are no search results, each subsequent automatic search uses 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. Click **Save Search** near the top of the page.
3. If the log-in page appears, type your library account barcode number or user name and password and click **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, click **Yes**.

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

LIBRARY INFO ▼ SEARCH ▼ MY ACCOUNT ▼ HELP ▼

**My Account**

**Izquierda, Laura**

My Record

Items Out

Requests

Fines & Fees

**Saved Searches**

My shopping cart

Community

Log Out

**My Lists**

Saved Title Lists

**Name:** Izquierda, Laura

**Barcode:** \*\*\*\*\*1954

**Username:** [None]

**Registered at:** Digital Branch

**Patron code:** Regular

**Date of original registration:** 10/12/2011

**Expiration date:** 10/12/2014

**Search name:** Neurobiology

**Note:** term paper

**Search command:** FIND KW={freetext}neurobiology/{freetext}

**Email results to:** laura.izquierda@polarislibrary.com

**Email format:** HTML

**Email if no results:** ☒

**Search frequency:** Monthly

**Number of times to run:** 3

**Save Search** **Reset**

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 e-mail address that should receive the results.

- **Email format** - HTML or plain text. Select the format you prefer for e-mail. Your selection applies to all your saved searches.
- **Email if no results** - Check the box if you want to receive an e-mail 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. See [“View and edit saved searches”](#) on page 64, and [“Run a saved search manually”](#) on page 63.
- **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.** Click **Save Search**.

The search is saved.

**6.** Click **Back** to return to the search page.

## 1-2-3

## 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.


Follow these steps to run a saved search manually.

- 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 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 of the page, click the triangle  by the search you want to run.
    - On the Saved Searches page of your library account, click the name of the search you want to run, and click **Search** on the search form.

The search results are displayed.

**1-2-3**

## View and edit saved searches

Follow these steps 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, click **Show All** beneath the Saved Searches list at the side 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. Click the name of the search in the Saved Searches list at the side 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”](#) on page 62.

**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”](#) on page 62).


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

**1-2-3**

## 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.

Follow these steps to delete a saved search.

1. Display the complete list of your saved searches by one of these methods:
  - If you are logged in, click **Show All** beneath the Saved Searches list at the side 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 of the page, click  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 click **Delete Selected Search**. To delete all searches at once, select **Delete All Searches**.

A message asks you to confirm the deletion. Click **Yes** to delete the search, or click **No** to cancel the deletion.



# Viewing Search Results



After you enter a search and results are found, you can easily move through your search results list, view information about each title, and return to the list. When you select a title, you can see brief information about the title, the full title display, a librarian's view of the record, availability information regarding the branches where a copy of the title can be found, and a map where the branches are located.

In addition to the information from the catalog, your library may subscribe to summaries, reviews, cover images, Google Preview, and other services. If your library has a collection of digital materials, you can view them in search results.

See the following topics:

- [“Viewing Title Information”](#) on page 65
- [“Availability”](#) on page 69
- [“Locate Items With Map It!”](#) on page 71
- [“Accessing Digital Collection Materials”](#) on page 73

## 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, click the page number links at the top or bottom of the page. Click 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, click the arrow by 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 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.) Click **Availability** to see details about the issues at each branch. See "[Availability](#)" on page 69.

**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** - Click the author's name to browse for more titles by this author. For more information about browse searching, see "[Browsing the Catalog](#)" on page 52.
- **Internet links** - A globe icon  and **Web Site** link in a title listing indicate that the title is an electronic resource (Web site), or that a related Web site is available. Click the **Web Site** link to open the site in a secondary 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 **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 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** - Click the title itself, the **Availability** button, or the **Full Display** button to see more information about the title. See "[Viewing More Details](#)" on page 67.

## Viewing More Details

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

### Note:

Click **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

Click **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 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.

The screenshot shows a search result for the book "The battered stars : one State's Civil War ordeal during Grant's overland campaign : from the home front in Vermont to the battlefields of Virginia" by Coffin, Howard, 1942-. The result includes a thumbnail image of the book cover and buttons for "Availability", "Full Display", and "Place Request". An arrow points from the "Full Display" button to a larger window showing the full bibliographic record. This record includes the title, author, publisher (Woodstock, VT : Countryman Press, 2002), description (415 p. : ill. ; 24 cm.), format (Book), and a list of subjects including Grant, Ulysses S. (Ulysses Simpson), 1822-1885, and various historical contexts like Vermont -- History -- Civil War, 1861-1865 -- Social aspects. A "Notes" section mentions bibliographical references and an index. At the bottom, there are links for "Expand All" and "Collapse All", and a button for "Availability".

### 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. Click **Availability** to see specific items and locations.

## MARC Record (Librarian's View)


You may see a **Librarian's View** option. Click **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. The Librarian's View is also available by clicking the format icon for the title.

## 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. Click the title, the book jacket, or the **Full Display** button for a title in the search results list. Detailed information about the title is displayed. Scroll the page down and click 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.

### Tip:

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

- **Summary, Reviews, Large Cover Images, Excerpts** - This type of information is displayed when you click the option. (**Awards** appear in a secondary browser window.)
- **Tags, Other Editions, Similar Titles** - Click 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 a title to search for the title in the library catalog, or click another tag to list titles that have been tagged with the new term.
- **Link to NoveList** - Your library may offer Ebsco's NoveList®, a readers' advisory service for fiction titles. You can click a link to view additional information about a title in your search results, and do further searches for fiction within NoveList. When you click this link the NoveList Web site opens in a new window. Links to external resources such as NoveList are marked by an icon .
- **More titles like this** - Click 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 click a title link to search for the title in the library. In the More Titles Like This list, you can click **Why This Title?** to display the reason for the title suggestion. When the reason is displayed, you can click the minus sign by the link to suppress the reason.
- **More authors like this** - Click this option for a list of similar authors. Click 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 Web site 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 the button, the preview is displayed in its own window. You can use the preview controls to page through the preview. Click X in the corner of the window to close the preview and return to your search results.

## Recently Viewed Titles

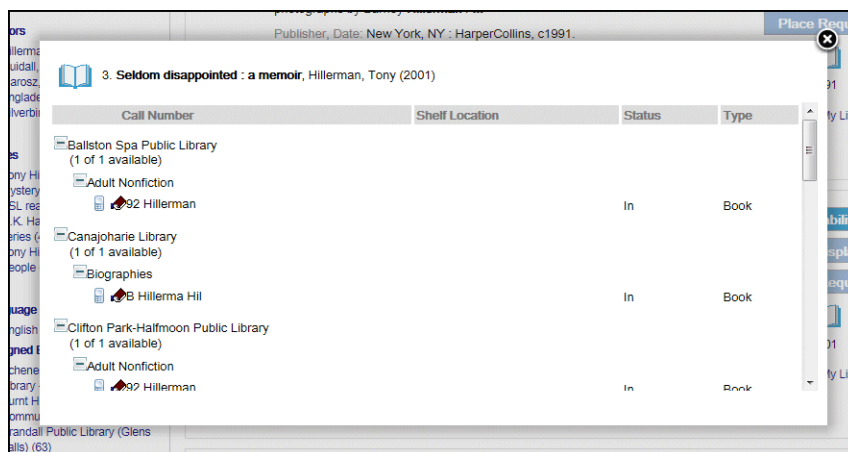
### Tip:

If you are working in the library and are concerned about your privacy, click **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 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 clicking **Turn off recently viewed titles**. This action clears the list. You can start it again by clicking **Turn on recently viewed titles**.

## Availability

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







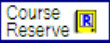
Since there may be several copies of a title in the library or the library system, there may be more than one entry in the list. Each entry is a separate item. The entries are organized first by location, then by collection at each location. You can click the plus sign (+) to expand the listings for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

-  You may be able to request that the library hold a specific copy of the title for you. Click the icon to request a specific copy.
-  Some item information may include notes in which the library offers additional information about items. Click 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 click 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 click **Send**.
-  There is a charge to check out this item.
-  An item on reserve for a course is marked by the course reserve icon. Click the icon to search for the course record.
- **Designation** - If you are viewing a periodical such as a magazine, a Designation column displays the volume number, issue, and date of each entry.

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™.

## 1-2-3

### View a map of branches with items matching your search

Follow these steps too see a map of branch locations that have available items.

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

Detailed information about the title is displayed.

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

The screenshot displays a library search results page. On the left, a book jacket for "Skipping Christmas" by John Grisham is shown. To the right of the jacket, the following details are listed:

- Author: Grisham, John.
- Title: Skipping Christmas / John Grisham.
- Publisher, Date: New York : Dell, 2004.
- Description: 227 p. ; 18 cm.
- Format: Book
- Subjects: Man-woman relationships -- Fiction. Christmas stories.
- Genre: Humorous fiction.
- ISBN: 0440242576
- System Availability: 4
- Current Holds: 0
- # Local Items: 0
- Control Number: 655890
- Call Number: Fict Gri
- Course Reserves: 0
- # Local Items in: 0
- # System Items in: 3

Below the details, a navigation menu includes "Availability", "Map It!", "Tags, Other Editions, S...", and "Full Display". An arrow points from the "Map It!" button to a map window titled "Map It!".

The map window shows a map of the Schenectady, NY area. A legend at the bottom of the map indicates:

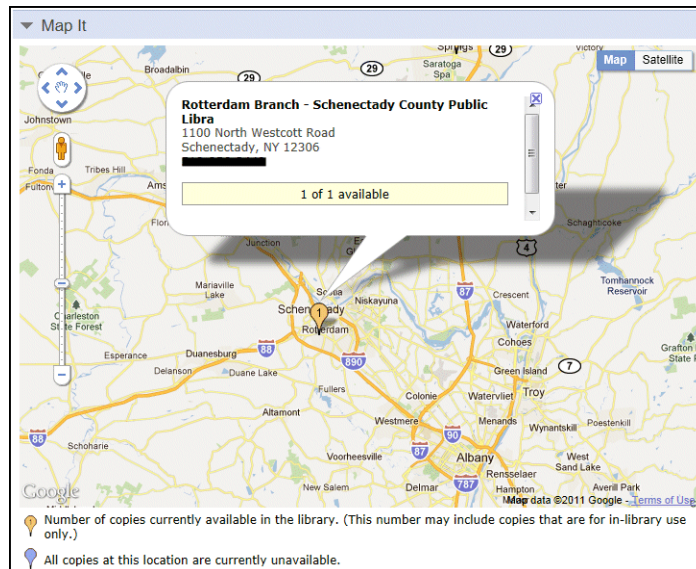
- Number of copies currently available in the library. (This number may include copies that are for in-library use only.)
- All copies at this location are currently unavailable.



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.

You can place the cursor over a marker to see the branch name.

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




4. Click **Get Directions** in the hours window to get directions to the branch from any address. Simply enter your address and clicks **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.

Click **Full size image** to view a bigger version of an image. Sound files and video clips are played on your computer'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 click an item to see more information about each item. You can click any small image to see the full size version or play the sound file or video clip. Or click **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”](#) on page 74.
- [“Purchase access to digital materials”](#) on page 74.
- [“View and download previous shopping cart items”](#) on page 76

**1-2-3**

## Request access to restricted digital materials

When you click a digital item image, you may see a message telling you that you must log in. Follow these steps to log in to view restricted materials, and to request access if necessary.

1. Click **OK** on the message.  
The log-in form is displayed.
2. Type your user name or barcode and your password, and click **Log In**.  
The page returns to your search results. If you already have permission to access the item, you can click 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 click **Yes, I agree**.
6. If you clicked **Yes, I agree**, click **Request Access**. A message indicates that the request has been placed.
7. Click **X** in the corner of the window to close the window.  
If your library record includes an e-mail address, you will receive a message when access has been granted. If the library has no e-mail 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.

**1-2-3**

## 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. Follow these steps 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, click 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 click **Yes, I agree**.

5. Click **Add to shopping cart**. A message indicates that the item has been added.
6. Click **X** in the corner of the window to close the window.  
Repeat steps 2-6 to continue to add items to the shopping cart.
7. To view your shopping cart, click **My shopping cart** on the **My Account** menu.

The shopping cart page displays the items in your cart.

**Note:**

To delete an item from your cart, click the  icon next to the item.

8. To pay for access to the items in your cart, click **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.
9. Supply the required information in the fields marked by an asterisk (\*).  
Unmarked fields are generally optional.
  - If you want an e-mail receipt for your payment, supply an e-mail address.
  - Your library may require a card security code for certain types of credit cards. Click **Help** by the **Card Security Code** box to locate this code on your credit card.
10. Click **Next**.

The Payment Verification form opens.

11. If the information is correct, click **Submit Payment**.

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

You can now search for and access the items.

**1-2-3**


## View and download previous shopping cart items

Follow these steps to view and download items from previous shopping cart transactions.

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

2. Click **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, click the information icon  by the transaction.

The transaction details (**Contents of shopping cart**) are displayed.

4. To download an item, click the file name link in the **Contents of shopping cart** section.

The copyright notice appears.

5. Click **Yes, I agree**, and click **Download**. Previewing and downloading instructions for your computer appear. Follow the instructions to preview or download the item.

# Saving Results with Title Lists



Title lists gather and save information from your search results. You can create a working title list from your current search results, then print it, send it by e-mail, or save it to a disk. When you print, send, or save your working title list, you have the following format choices:

- 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. You may need to edit the format to match specific requirements.
- American Psychological Association (APA) bibliography - Check the requirements of your school, college, or journal. 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 in association with your library account. Whenever you log in, you can see and work with your saved lists. You can move or copy titles among lists, and print, send, or save to disk any list you have saved in your library account.

See the following topics:

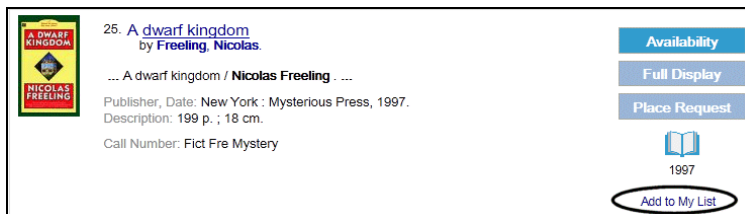
- [“Create and edit a working title list”](#) on page 78
- [“Save a title list in your library account”](#) on page 80
- [“Save a title list to a computer drive or disk”](#) on page 82
- [“Print a title list”](#) on page 83
- [“Send a title list by e-mail”](#) on page 84

## 1-2-3

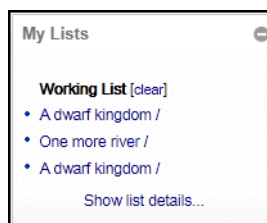
## Create and edit a working title list


Follow these steps to build 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 My List**.



The title is added to **My Lists** at the side of the page.



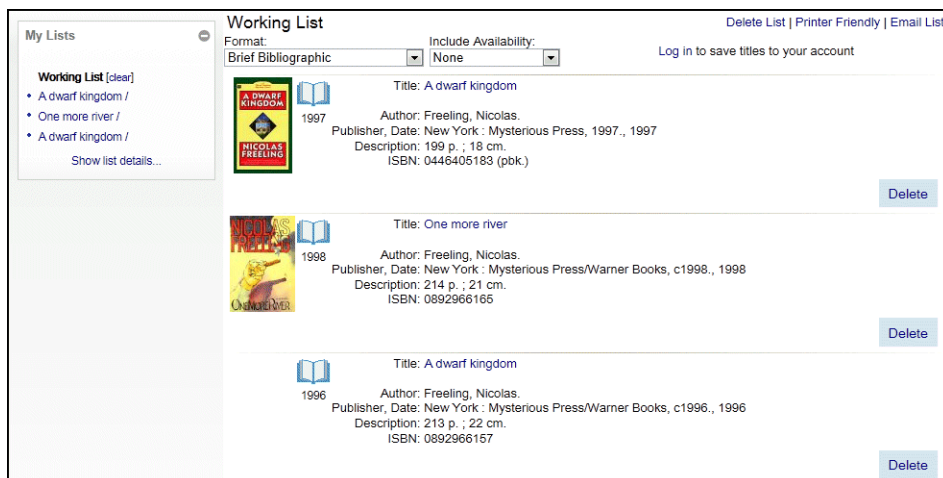
In the search results display, a Remove icon  **Remove** replaces the **Add to My List** link. You can click **Remove** to take the title off the working title list.

2. Repeat step 1 to add titles to the title list.
3. To view information about the titles in the title list, click **Show list details** at the side of the page.

The titles on the list are displayed in the center of the page in Brief Bibliographic display format.

### Note:

Each title in your title list is a link. You can click 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. If you want to delete one or more titles from the working title list, do one of the following actions:
  - To delete all the titles, click **Delete List** at the top of the title list, or click **clear** by the working list summary at the side of the page.
  - To delete one or multiple titles from the title list, click **Delete** by each title you want to delete. The titles are removed from the title list.

**Important:**  
The working title list remains in the at the side of the page 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 title list before you leave the workstation.
6. 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](#)” on page 80
  - “[Save a title list to a computer drive or disk](#)” on page 82
  - “[Print a title list](#)” on page 83
  - “[Send a title list by e-mail](#)” on page 84

## 1-2-3

## 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. Follow these steps to create a title list that is saved with your library account.

1. From one or several sets of search results, create a working title list. See [“Create and edit a working title list”](#) on page 78.
2. At the bottom of the working list summary at the side of the page, click **Show list details**.

The title list is displayed in the center of the page.

3. Click **Log in to save titles to your account** at the top of the title list.

The log-in form appears.

4. Type your barcode or user name and password, and click **Log In** to submit the information.

Your name and the **Log Out** link are displayed at the top of the page when you are logged in. The working list is again displayed in the center of the page.

5. Click **Create new saved title list** at the top of the title list.

The screenshot shows a web interface titled "Working List". At the top right, there are links: "Delete List", "Printer Friendly", and "Email List". Below these, a button labeled "Create new saved title list" is circled in red. The main area displays three book entries, each with a book cover icon, title, year, author, publisher, date, description, and ISBN. Each entry has a "Delete" button, a "Copy to:" button, a "Move to:" button, and a "Grafton" dropdown menu.

Title	Year	Author	Publisher, Date	Description	ISBN
A dwarf kingdom	1997	Freeling, Nicolas.	New York : Mysterious Press, 1997., 1997	199 p. ; 18 cm.	0446405183 (pbk.)
One more river	1998	Freeling, Nicolas.	New York : Mysterious Press/Warner Books, c1998., 1998	214 p. ; 21 cm.	0892966165
A dwarf kingdom	1996	Freeling, Nicolas.	New York : Mysterious Press/Warner Books, c1996., 1996	213 p. ; 22 cm.	0892966157

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 of the page, under **Saved Title Lists**. You can also click **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 these characters: plus sign, single quote, double quotes, or backslash (\).

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

7. Add titles to your new saved list using one of the following methods:
  - To copy a title from the working list to the saved list, be sure the name of the saved list is displayed in the box with the title information, then click **Copy To**. The title remains on the working list, but it is also added to the saved list.
  - To move a title from the working list to the saved list, be sure the name of the saved list is displayed in the box with the title information, then click **Move To**. The title is removed from the working list and added to the saved list.

The screenshot shows the 'Working List' interface. At the top, there are controls for 'Show List' (set to 'Working List'), 'Format' (set to 'Brief Bibliographic'), and 'Include Availability' (set to 'None'). There are links for 'Delete List', 'Printer Friendly', and 'Email List', and a button for 'Create new saved title list'. Below these are two book entries. The first entry is 'A dwarf kingdom' by Freeling, Nicolas, published in 1997. The second entry is 'One more river' by Freeling, Nicolas, published in 1998. For each entry, there are 'Delete', 'Copy to:', 'Move to:', and 'Grafton' buttons. The 'Copy to:' and 'Move to:' buttons for the first entry are circled in red.

8. To return to your current set of search results, click the Back button on the browser.

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## Related Information

- **Editing saved lists** - You can delete saved lists and copy and move titles from one list to another using the procedures described in [“Create and edit a working title list”](#) on page 78 and [“Save a title list in your library account”](#) on page 80. 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 of the page, and you can click a saved list to display the titles in the center of the page. You cannot display availability information for titles in a saved title list.
- **Add a title directly to a saved list** - 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 to a computer drive or disk”](#) on page 82
- [“Print a title list”](#) on page 83
- [“Send a title list by e-mail”](#) on page 84

## 1-2-3

## Save a title list to a computer drive or disk

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

Follow these steps to save a title list.

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 at the side of the page, click **Show list details**.
  - **Saved title list** - Log in to your library account if you have not already done so. The saved lists are displayed at the side of the page, and you can click the list you want.

The titles on the list are displayed in the center of the page.

2. To change the display format, select a format in the **Format** list.  
The title list is displayed in the format you selected.
3. Click **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.

4. Click **Save to Disk**.

**Note:**

This method works only with Internet Explorer. If you are using a different browser such as Firefox®, select **Save** in the browser's **File** menu.

The Save As dialog box opens.

5. Select the folder or disk drive in which to save the title list in the **Save In** box.

**Note:**

In the library, you may be limited to saving files to the disk drive only. In this case, insert a disk in the drive.

6. 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.

7. Type a name for the title list file in the **File Name** box.

8. Click **Save** to complete the save operation.  
The Save As dialog box closes.
9. Click **Back to Title List** to return to the My Lists view.

### 1-2-3

## Print a title list

If you are working from a remote computer, you can print a title list 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.

Follow these steps to print the title list.

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 at the side of the page, click **Show list details**.
  - **Saved title list** - Log in to your library account if you have not already done so. The saved lists are displayed at the side of the page, and you can click the list you want.

The title list is displayed in the center of the page.

2. To change the display format, select a format in the **Format** list.  
The title list is displayed in the format you selected.
3. Click **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.
4. Click **Print**.  
The printer selection dialog box opens.
5. Select the printer to use.
6. Specify the number of title list copies to print in the **Number of Copies** box, and click **OK** to confirm your printer settings.
7. Click **Print**.  
The printer dialog box closes and your title list is printed.
8. Click **Back to Title List** to return to the title list.

**1-2-3**

## Send a title list by e-mail

If you are working from a remote computer, you can send your title list by e-mail to anyone. If you are working at the library, and the library permits you to send e-mail, sending the title list to yourself is a good way to keep title information without printing or saving it. Follow these steps to send your title list by e-mail.

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, click **Show list details**.
  - **Saved title list** - Log in to your library account if you have not already done so. The saved lists are displayed at the side of the page, and you can click the list you want.

The title list is displayed in the center of the page.

2. To change the display format, select a format in the **Format** list.

The title list is displayed in the format you selected.

3. Click **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.

4. Type the destination e-mail address in the **E-mail List to** box.
5. Click **E-mail List to**.

The title list is sent by e-mail to the destination address. A message at the top of the My Lists view informs you that the e-mail has been sent.

# Sharing Search Results



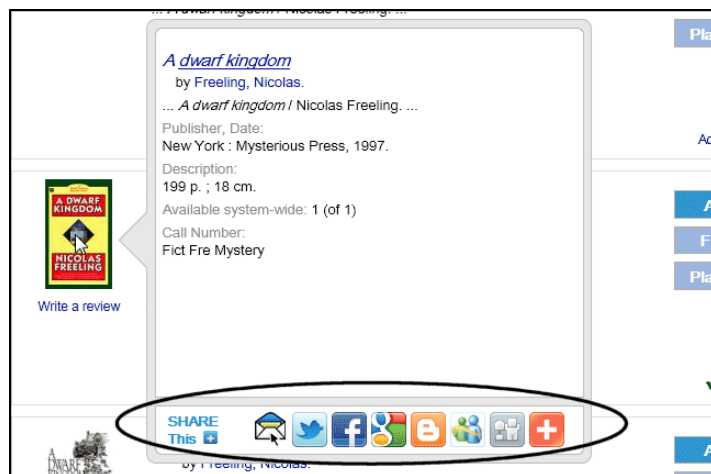
Depending on the options your library offers, you may be able to share bookmarks to titles and participate in ratings and reviews.

See the following topics:

- “[Bookmarking and Sharing \(Social Bookmarks\)](#)” on page 85.
- “[Reader Ratings and Reviews](#)” on page 86

## 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.

Format: Book  
Author: Freeling, Nicolas.  
Title: *A dwarf kingdom* / Nicolas Freeling.  
Publisher, Date: New York : Mysterious Press, 1997.  
Description: 199 p. ; 18 cm.  
ISBN: 0446405183 (pbk.)  
System Availability: 1  
Current Holds: 0  
Control Number: 317018  
Call Number: Fict Fre Mystery  
Course Reserves: 0

Write a review

Expand All | Collapse All

Availability

Place Request  
Purchase  
1997  
Remove  
Share  
My Lists  
Help

Click an icon to e-mail title information or share the information on the Web sites represented by the icons. To see more sites, click the Share 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.

3. *The client*  
by Grisham, John.  
... The client / John Grisham . ...  
Publisher, Date: New York : Doubleday, c1993.  
Edition: 1st ed.  
Description: 422 p. ; 24 cm.  
Call Number: Fict Gri

Reader rating  
6 reviews

Availability  
Full Display  
Place Request  
Add to My List

Click the review link and follow the instructions to read or write reviews.

# Searching a Separate Subscription Database (E-source)



Your library may offer some subscription databases that can be searched along with the library catalog. These remote databases are available when you click **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.

## 1-2-3

### Tip:

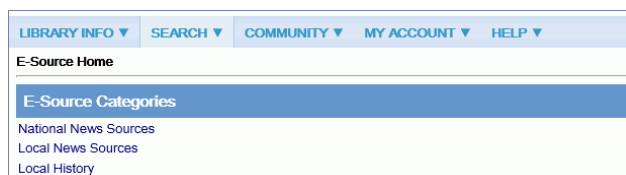
Other subscription databases may be available to search along with the library catalog. These are available under **Select Databases**. E-sources are subscription databases that are searched separately.

## Search an e-source

Follow these steps to search a subscription database that is searched separately from the library catalog.

1. Click **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.)

### Note:

Click the plus sign  to see more information about a target or category.

3. To navigate among categories and subcategories, click 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 click **Log In**.

The Web page for the e-source opens in a secondary browser window.

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

# Obtaining Materials



From your search results list, you may be able to request materials from the library or other libraries. Your library may also offer opportunities to purchase titles in your search results.

See the following topics:

- “Request any copy of a title” on page 88
- “Request a specific item” on page 90
- “Purchase a title from a vendor” on page 92
- “Purchase from the library bookstore” on page 93

## 1-2-3

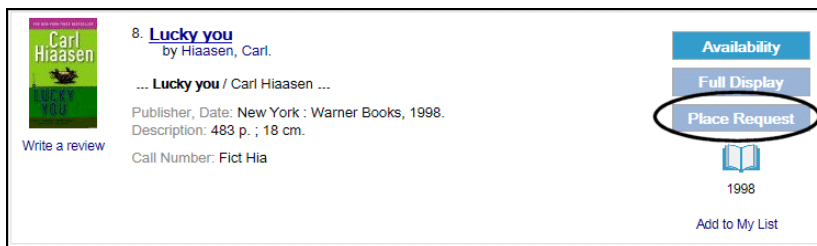
### Tip:

To request your library’s newest materials, check the area at the side of the page. You may see lists such as **New Titles** and **On-Order Items**. Click a title in a list to search for the title, then follow these steps to request it.

## Request any copy of a title

Follow these steps to request any copy of a title listed in your search results.

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



### Note:

The **Place Request** button may not be available for titles that represent Web sites, electronic resources, or other types of material the library may designate.

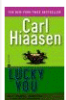
The log-in form appears if you are not already logged in.

2. Type your barcode number (library account number) or user name and password in the appropriate boxes, and click **Log In**.

The request form appears.



Place a request:



**Lucky you**  
 Author: Hiaasen, Carl.  
 Publisher, Date: New York : Warner Books, 1998.  
 ISBN: 0446604658 - Description: 483 p. ; 18 cm.

Placing a request will log you in to the system. Don't forget to log out.

Barcode: \*\*\*\*\*4321  
 Username: moon

Pickup Library:  ☐ Please mail this to me.

Activation Date:   
 (ex: mm/dd/yy)

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, check **Please mail this to me**.

**Note:**

The library may charge a fee for this service. When you check **Please mail this to me**, a message states the fee and you can cancel your request if you wish.

4. If you want to activate your request at a future time, type the date in the **Activation Date** box in the format *mm/dd/year* (for example, **4/05/2013** for April 5, 2013).

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. Click **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 check-out fee. In either case, you can choose to continue or cancel the request.

If you click **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. A message is displayed if your request cannot be placed.

If the confirmation message displays your contact information, you can review and update it if necessary from the link **Click here to update your contact information**.

7. Click **Return to search results** to display your search results again, click **Go to list of hold requests** to access your library account and see your current list of requests (if this link is available), or click **Log Out** if you have finished working with your hold request and do not plan to do anything else that involves your library account.

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## Related Information

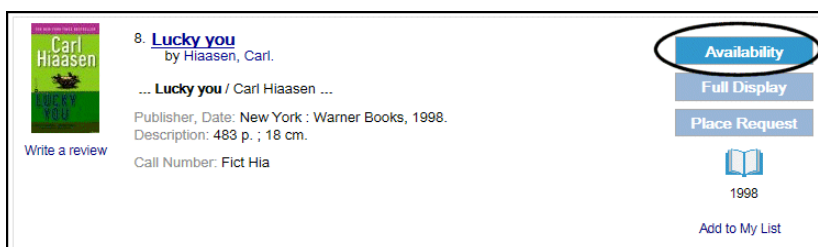
To review the status of your requests, and suspend, reactivate, or cancel them online, click **Requests** on the **My Account** menu. See “[Manage your requests for materials](#)” on page 102.

### 1-2-3

## 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 multi-part set, if your library provides these options.

1. When the title you want is displayed in your search results, click **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. Click the Place Request icon  next to the item you want to request.

### Note:

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

The log-in form appears if you are not already logged in.

3. Type your barcode number (library account number) or user name and password in the appropriate boxes, and click **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, check **Please mail this to me**.

**Note:**

Your library may charge a fee for this feature. When you check **Please mail this to me**, a message states the fee and you can cancel your request if you wish.

5. If you want to activate your request at a future time, type the date in the **Activation Date** box in the format *mm/dd/year* (for example, **3/05/2013** for March 5, 2013).

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. Click **Submit Request**.

A message ask you to confirm that you want this specific copy. If you do, click **This item only**. If you decide that any copy is acceptable, click **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 click **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. Click 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 check-out.

8. Click **Return to search results** to display your search results again, click **Go to list of hold requests** to see your current list of requests, or click **Log Out** if you have finished working with your hold request and do not plan to do anything else that involves your library account.

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## Related Information

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

## 1-2-3

## Purchase a title from a vendor

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 click **Purchase**.

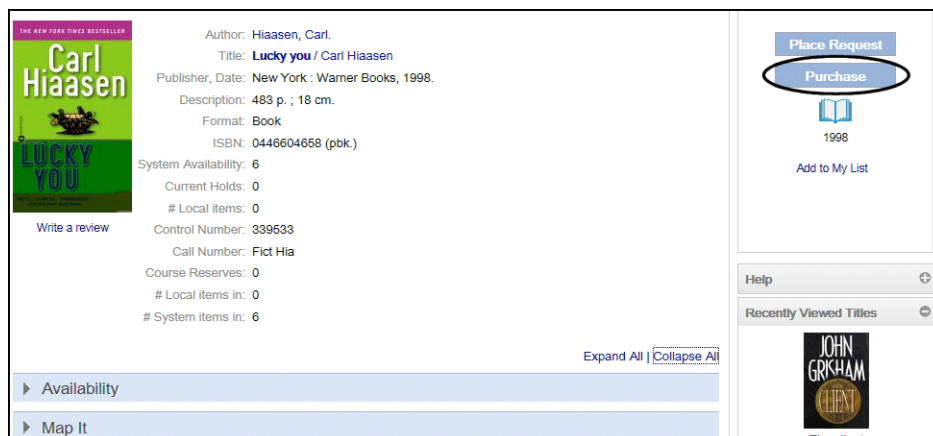
### Note:

Instead of a **Purchase** button, 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 "[Purchase from the library bookstore](#)" on page 93.

1. Navigate the search results list to display the title you want to purchase.
2. Click the title, the book jacket, or the **Full Display** button for a title in the search results list.

Full information for the title is displayed.

3. Click the **Purchase** button at the side of the page.



The vendor's Web site is searched for the title, and the Web site 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.

**1-2-3**

## Purchase from the library bookstore

You may see a **Buy It Now** button 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 in the area at the side 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. Click the title, the book jacket, or the **Full Display** button for a title in the search results list.

Full information for the title is displayed.

3. Click the **Buy It Now** button at the side of the page.

**Note:**

If the title is not available in the online library bookstore, the link 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 finished, close the bookstore window to return to your search results.

# Managing Your Library 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.

Depending on your library's policies, the following options may be available for you to manage your account:

- **Register for a library account** - The library may allow you to register for a library 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 usually pick them up at this library unless you specify a different location.

- **Create a user name or password**- If your library offers these features, you can create a user name to use instead of your account barcode number when you log in and a password. You need your library account number to set up the password. Your user name is not available to library staff. If you forget *both* your user name and password, you must contact the library. Staff can assign a new password.
- **Review and edit your account information and preferences** - You can review your library account at any time by clicking **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.
- **Review 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 pick-up library you designated, and the status of the request. The following statuses are common listings:

**Note:**

Your library may use different names for these statuses.

- **Active** - Your request for the item is active and the pick-up library 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.
- **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 cancelled.
- **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.

- **Renew items you have checked out** - When you are logged in, the area at the side of the page shows the total number of items you have currently checked out from the library. 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.
- **Manage 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.

- **View and pay 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 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 e-mail the statistical report to yourself if your library account includes an e-mail address.

See the following topics:

- “Set up a new library account” on page 96
- “Create a user name for an existing account” on page 98
- “Set up a password for an existing account” on page 99
- “Update account information and preferences” on page 100
- “Change your user name or password” on page 101
- “Manage your messages” on page 102
- “Manage your requests for materials” on page 102
- “Start a reading history” on page 104
- “View an existing reading history” on page 104
- “Clear and stop your reading history” on page 104
- “View fines and fees” on page 105
- “Pay fines and fees” on page 105
- “View course reserve statistics” on page 106

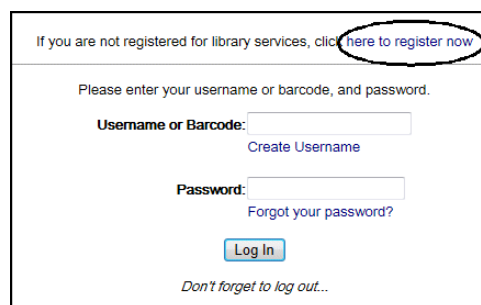
## 1-2-3

### Set up a new library account

Follow these steps to set up your new library account.

1. Click **My Record** or **Log In/Register** on the **My Account** menu.

The log-in form is displayed.

A screenshot of a web form for logging in or registering for library services. At the top, a message says "If you are not registered for library services, click [here to register now](#)", with the link circled in red. Below this, it says "Please enter your username or barcode, and password." There are two input fields: "Username or Barcode:" and "Password:". To the right of the first field is a link "Create Username". To the right of the second field is a link "Forgot your password?". Below the fields is a blue "Log In" button. At the bottom, it says "Don't forget to log out..."

2. Click **here to register now**.

The home library selection form is displayed.

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 will 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 U.S.A., type your five-digit U.S. Zip Code in the **Postal Code** box.
- If you live in Canada, click the country box, select **Canada**, and type your Canadian 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. Do not type a hyphen between the two groups of characters.
- If you live outside the U.S.A. or Canada, click the country box and select **Other**.

**5. Click 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 click **Continue**.

The registration form is displayed. Boxes marked with an asterisk \* are required.

**Tips:**

- **Phone numbers** - Type your telephone area code, prefix, and number in the **Phone 1** 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 e-mail address if you want the library to have your e-mail address for notices and other messages. You can specify plain text format, if you prefer, after your account is set up. See [“Update account information and preferences”](#) on page 100.
- **Birth date** - Type your birth date in this format: month (two digits), day (two digits), and year (four digits) in the appropriate boxes.
- **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. If you select e-mail, you must supply an e-mail address. If you select phone, you must select the phone number from those you supplied in the **Phone** boxes. If you select **TXT**, you must 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 e-mail, text message, or both, select an eReceipt option. If you select e-mail, you must provide an e-mail 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 one phone number for text messages (notices and receipts).

6. (Optional) If your library offers this 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 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 special characters next to each other.

7. 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.

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

If the passwords do not match, a message is displayed. Type the password in the **Password** and **Verification** boxes again.

9. Click **Submit**.

A message displays a temporary barcode you can use until the library issues your permanent account number.

**1-2-3**

## Create a user name for an existing account

Follow these steps to create a user name for your account.

1. Click **My Record** on the **My Account** menu.

The log-in form is displayed.

2. Click **Create Username**.

The Create Username form opens.

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

The My Record page for your account opens. The Change Logon area, where you specify your new user name, is expanded.

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

5. Type your user name in the **New Username** box, and type it again 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 special characters next to each other, and cannot match an existing account barcode.

6. Click **Save**.

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

## 1-2-3

### Set up a password for an existing account

Follow these steps to set up a password for your account.

1. Click **My Record** on the **My Account** menu.

The log-in form is displayed.

2. Click **create a password**.

The password form is displayed.

3. Type your library account number in the **Barcode Number** box.

4. Type a password in the **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.

**Note:**

Your library may require numbers only.

5. Type the same password in the **Verify Password** box.

**Note:**

If the passwords do not match, a message is displayed. Type the password in the **Password** and **Verify Password** boxes again.

6. Click **Create Password**.

**1-2-3**

## Update account information and preferences

Follow these steps to see the personal information in your library account record, and to update your account information.

1. Click **My Record** on the **My Account** menu and log in.
2. Click **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 e-mail 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 e-mail address or phone numbers. If you receive phone notices, see step 6. 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 e-mail notices from the library, select a format:
  - **Basic, plain text format** - Works with most e-mail 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 e-mail, but the library may send only printed bills for lost items.

If your preference is e-mail, your record must include an e-mail address. If your preference is Phone, select the phone number that should receive the notices. If your preference is text message, click 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 e-mail, text message, or both, select an eReceipt option.  
If you select e-mail, you must provide an e-mail 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. Click **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.

**1-2-3**

## Change your user name or password

Follow these steps to set a new password or user name.

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

The My Record page is displayed.

2. Click **Change Logon**.

The Change Logon area, where you specify your user name and password, is expanded.

3. To change your user name:

- a) Select (check) **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 (check) **Change Password**.

- b) Type your current password in the **Old Password** box.

- 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. Click **Save**.

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

**Tip:**

Your library may require that the password contains numbers only.

## 1-2-3

## Manage your messages

The library may post special messages in your library account. If so, the area at the side portion of 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. Follow these steps to read and delete your messages from the library.

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

## 1-2-3

## Manage your requests for materials

Follow these steps to manage your requests.

1. Click **Requests** on the **My Account** menu and log in.  
The requests page displays a list of your current requests.
2. To sort the list, click a column name. For example, click **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 click **Suspend/Reactivate Selected Requests** (or click **Suspend/Reactivate All Requests** to suspend or reactivate all your requests). 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.

The Suspend/Reactivate Hold Requests dialog box appears.

**Suspend/Reactivate Hold Requests**

New Activation Date:  (ex: mm/dd/yy)

Note: Enter today's date to reactivate request(s).

**Tip:**

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. (This feature does not apply to 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* (for example, **3/05/2013** for March 5, 2013).

c) Click **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 click **Cancel Selected Requests**. Or click **Cancel All Requests** 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, click 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 note icon . The note text appears.

You can also click the note icon to see more information about the request. The information includes the note.

---


## Related Information

**Requesting materials** - See "[Obtaining Materials](#)" on page 88.

1. Click **Items Out** on the **My Account** menu and log in.

The Items Out page is displayed.

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

3. To view details about an item, click  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 click **Renew selected items**, or click **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 clicked **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 e-mail or text message receipt for the renewals.

### 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.

**1-2-3**

## Start a reading history

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

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

**1-2-3**

## View an existing reading history

1. Click **Log In** on the **My Account** menu and log in if you have not already done so.
2. Click **Reading History** on the **My Account** menu.
3. Your reading history is displayed.
  - To sort the list, click a column name. For example, click **Title** to sort the list by title.
  - To remove individual titles from your reading history, click the check box by each title you want to remove and click **Delete Selected**. To delete all the titles on the page, click the check box at the top of the list and click **Delete Selected**.

**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.

**1-2-3**

## 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. Click **Contact Information and Preferences** on the My Record page, or click **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. Click **Submit Change Request**.



**1-2-3**

## View fines and fees

Follow these steps to view the fines and fees on your account.

1. Click **Fines & Fees** on the **My Account** menu and log in. Your list of fines and fees is displayed.
2. To view details about an entry, click  for the entry you want to view.

**1-2-3**

## Pay fines and fees

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. Follow these steps to pay your fines and fees online.

1. Click **Fines & Fees** on the **My Account** menu and log in. Your list of fines and fees is displayed.
2. Select (check) the boxes next to the charges you want to pay.
3. Click **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 e-mail receipt for your payment, supply an e-mail address.
  - Your library may also require a card security code for certain types of credit cards. Click **Help** by the **Card Security Code** box to locate this code on your credit card.

5. Click **Next**.



A Payment Verification message is displayed.

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

If you need to correct the information, click **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 the printer icon to print the page, or note the transaction details for your records.

**1-2-3**

## View course reserve statistics

1. Click **My Record** on the **My Account** menu and log in.
2. Click **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, click  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 e-mail addresses in your library record, click **Send me this report**.  
A confirmation message indicates that the report will be sent within the next 24 hours.
5. Click the information icon  again to hide the course report and return to the course list.

# Donating to the Library



If you see **Make a Donation** at the side 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. Follow these steps to make a donation to the library by credit card.



## Donate money to the library using a credit card

Follow these steps to make a donation to your library using a credit card.

1. Click **Make a Donation**.
2. Click **Donate Now**.

The Donation form opens.

A screenshot of a web form titled "Donation". The form has a light gray background with a white border. It contains several sections: a thank-you message, a required field for the donation amount, a dropdown menu for the branch, a text field for a barcode number, another required dropdown for the gift purpose, a checkbox for an acknowledgement, and a text field for a subject area. A legend at the bottom indicates that asterisks mark required fields. A "Next>>" button is at the bottom right.

**Donation**

Thank you for supporting our library by making an online credit card donation. Please complete the secure form below or call the library to make your gift over the phone.

\* Amount you would like to donate

\* Branch you would like to receive the donation  
County Cooperative Library Services

Your Barcode Number

\* I would like my gift to go toward  
Anniversary Contribution

☐ I would like the library to send an acknowledgement/card on my behalf.

Please purchase a title in the following subject area

\* - Indicates required fields Next>>

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.

**4. Click Next.****Note:**

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 Donation Payment form opens.

The screenshot shows a web form titled "Donation Payment". At the top, it displays "Amount: \$5.00". Below this, the "Billing Address" section contains several fields: a required field for "Billing Name (exactly as it appears on your credit card)", and optional fields for "Address 1", "Address 2", "City", "State" (a dropdown menu currently showing "Alabama"), "Zip", and "Country" (a dropdown menu currently showing "USA"). There is also an optional "Email Address" field. The "Credit Card" section includes a required field for "Credit Card Number (no spaces)", an optional "Card Security Code" field with a "(Help)" link, a required "Credit Card Type" dropdown menu (currently showing "Visa"), and a required "Expiration (MM/YY)" dropdown menu (currently showing "1 / 2006"). At the bottom of the form are two buttons: "<< Previous" and "Next >>". A legend at the bottom right indicates that an asterisk (\*) denotes required fields.

**5. Supply the required information in the fields marked by an asterisk (\*).**

Unmarked fields are generally optional.

- If you want an e-mail receipt for your donation, supply an e-mail address.
- Although the option is not marked as required, your library may require a card security code for certain types of credit cards. Click **Help** by the **Card Security Code** box to locate this code on your credit card.

**6. Click Next.**

The Payment Verification form opens.

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

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

**8. Click the printer icon to print the page for your records, or note the transaction details for your records.****9. Click the Back to Home Page link.**

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