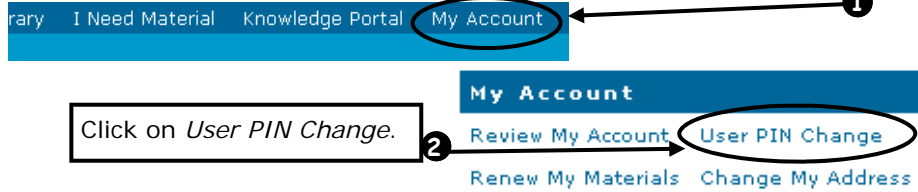


PINS

What is my PIN? How can I change my PIN?

If you have a new library card from a participating library, your PIN is the four digit number the library gave you. If you don't know your PIN, type "changeme." If that doesn't work, call your library.

To change your PIN, click on *My Account*.



Click on *User PIN Change*.

user ID:

or, Alternate ID:

PIN:

Enter new PIN:

Re-enter new PIN:

Type in your library card number. Leave *Alternate ID* blank. Type in your current *PIN* and then enter your new *PIN* twice. Click *Change PIN*.

The next screen will tell you your *PIN* has been changed, click *OK*.

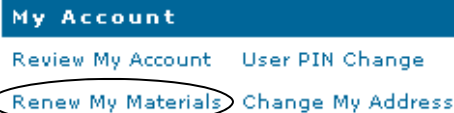


Once you know your PIN, you can change it. PIN numbers must be between 1 to 10 digits. Just letters or just numbers or a combo are acceptable.

Renew Materials

MY ACCOUNT

Under *My Account*, click on *Renew My Materials*.



At the next screen, type in your *user ID* (library card #) & PIN and then click *List Charged Items*.

Check off the item(s) you would like to renew or check *Renew all* and then click on *Renew Selected Items*.

Select Items to Renew
4 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Selected Items Renew all

<input type="checkbox"/> All that remains : a novel Cornwell, Patricia Daniels.	Due: 3/8/2007,23:59 Times renewed:
<input type="checkbox"/> The firm Grisham, John.	Due: 3/8/2007,23:59 Times renewed:
<input type="checkbox"/> Jurassic Park : a novel Crichton, Michael, 1942-	Due: 3/8/2007,23:59 Times renewed:
<input type="checkbox"/> Emma Austen, Jane, 1775-1817.	Due: 3/8/2007,23:59 Times renewed:

The next screen will tell you if the items were renewed. A new due date will be listed. Click *OK*. If an item failed to renew, it could be because another patron is waiting for the item, or you have reached your renewal limit. Contact your library if you have any questions.



System Catalog

http://www.cclslib.org/catalog.htm

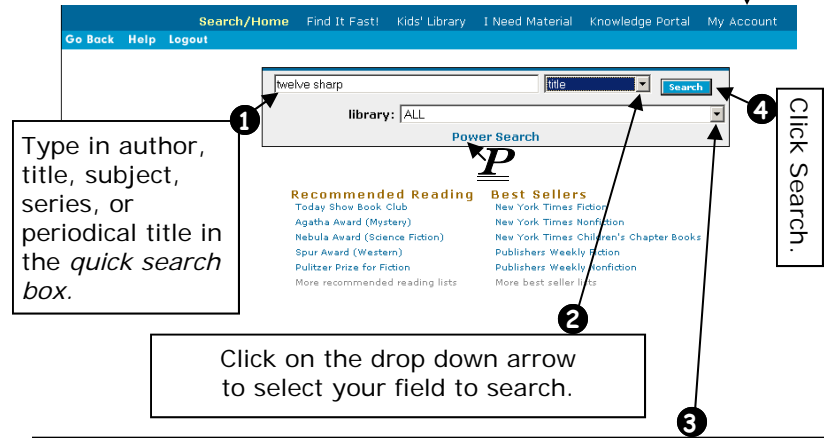
Instructions

Our System Catalog is a computer card catalog of the books, magazines, DVDs, videos, audios, and other materials owned by our participating member libraries.

Basic Features

Search/Home Page

Click on *My Account* to view your checkouts & holds, cancel holds, renew items, and change your PIN.



Type in author, title, subject, series, or periodical title in the *quick search box*.

Click on the drop down arrow to select your field to search.

Limit your search to holdings of a specific library in the *library box*, or use the default of *ALL* to search through the holdings of all participating member libraries and Bookmobile.

Power Search is the advanced search. This feature allows you to: search multiple fields at the same time; browse by author, subject, call number, and more via a scrolling list (great option if unsure of a spelling or need to view subheadings); limit your results by publication year, library, format (e.g., DVD, audio books, large print), and more!



all lower case is ok! grisham, john or john grisham is acceptable. If you retrieve zero results, try the *words or phrase* field which is a keyword search. Search for actors under the author field.

Search Results

Records are sorted by the date they were added to the System Catalog.

book

large print

sound recordings



Separate records may be displayed for the same format if libraries catalog the item with different call numbers, e.g., sound recordings. XX in the call number stands for on-order. Click on the on-order record, other libraries may have copies.

Place Holds

When you want an item that is checked out to another patron, you can place a hold on it. When the item is returned to the library, the item is checked in. If there is a hold on the item, it is placed on a special shelf, and the library notifies you to pick it up. Some libraries may charge a hold fee.

Use the *expiration* and *suspension start & end dates* to let us know if you don't want the item after a certain date or if you need to stop a hold and restart it after a vacation, etc...

Click *Place Hold*. A confirmation screen will then appear, click *OK*. If you have any problems or questions, please call your library.

Item Information

View summaries & reviews under *A Look Inside*.

View *MARC record* under **Catalog Record*.

Keep adds your item to a shopping cart. This feature allows you to print or email your titles. You don't place holds here.

View owning libraries under *Holdings*.

The number of copies each participating library owns is listed.

Location indicates where an item is shelved in the library and will display the availability of the item. *Checked/charged out* indicates the item is unavailable. The item may be reserved by placing a hold.

*To view *MARC record*, click *Change Display* (top of screen) > *Unformatted Display: Yes* > *OK*

Cancel or Edit Holds

MY ACCOUNT

3 - Cancel Holds
Click in the *Cancel* box and then click on *Cancel selected holds* to be taken off the waiting list.

4 - Edit Holds
Click on *Edit Hold* to *suspend* and *restart* a hold; e.g., you're going on vacation!