



Searching the Card Catalog and Managing Your Library Account Online

For questions about the card catalog, please contact mary.cordes@haynerlibrary.org

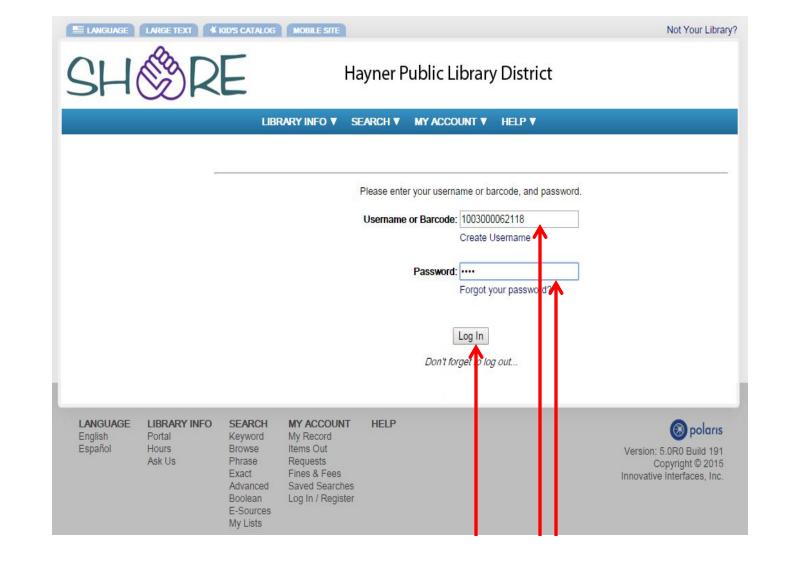
Part 1: Managing Your Library Account Online

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There are two ways to log-in to your account online:

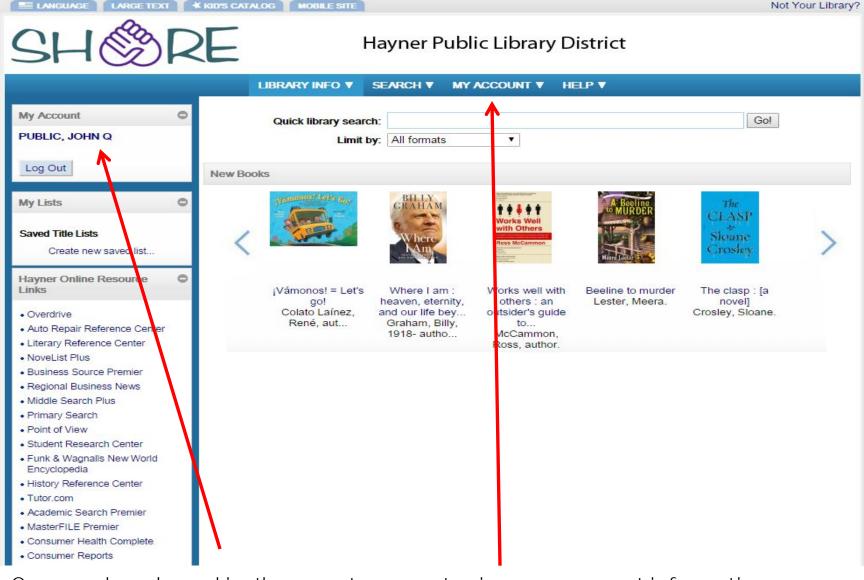
- Click on the My Account link at the top of the page
- Click on the *My Account* link on the left-hand side of the page



Enter your library card barcode number in the *Username or Barcode* box (found on the back of your library card).

Enter your PIN in the *Password* box. Click the *Log In* button. Note: A PIN is assigned at the time you register for your library card. If you are unsure of your PIN, please contact the Circulation Desk for assistance.

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Once you have logged in, there are two ways to view your account information:

- Click on the *My Account* link at the top of the page
- Click on your name—located on the left-hand side of the page

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Note: You can view instructions for every aspect of the card catalog and your online account by clicking on the *HELP* icon at the top of the page.

The *HELP* icon is always available at the top of the screen, whether you are performing a search or are viewing your online account.

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Saved Searches	3	Message No messages						
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LANGUAGE English Español	LIBRARY INFO Portal Hours Ask Us	Keyword Browse Phrase Exact Advanced	MY ACCOUNT My Record Items Out Requests Fines & Fees Saved Searches Log Out	HELP			Co	DORO Build 191 pyright © 2015 Interfaces, Inc.

Once you are logged in to your account, by clicking on the links above, you can:

- View your account information (such as messages, contact information, etc.)
- View and renew the materials you currently have checked out
- View any requests you may have—and cancel those you no longer want
- View and pay any fines and fees you may have
- Turn on your *Reading History*
- View any Saved Searches or Saved Title Lists you have created

		LIBRARY INFO V	SEARCH V	MY ACC	OUNT V	HELP V
My Account PUBLIC, JOHN Q	0	Name: Barcode: Username: Registered at:	PUBLIC, JO *********410 [None] Hayner PLD	0	vn Branch (ł	HYNP-ZED)
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Turn On Reading History:

- 1. Click on the Contact Information and Preferences link
- 2. Check the *Maintain Reading History* box
- When you check the Maintain Reading History box, you will be prompted to accept a "privacy" message from the Illinois Heartland Library System. If you agree and wish to proceed, click OK.
- 4. Click the *Submit Change Request* box.

Your reading history will now be saved.

Note: Your reading history will only include items you check out AFTER you turn your reading history on. Nothing will appear that was checked out before you turned your reading history on. 📰 LANGUAGE 🝸 LARGE TEXT 🍸 🕊 KID'S CATALOG 🍸 MOBILE SITE

Not Your Library?

View Reading History:

Note: For privacy reasons, your reading history is only available once you, the patron, turn it on. Instructions for turning on your reading history are available on a previous page in this packet.

Click on the *Reading History* link to view a list of materials previously checked out to you.

The *Reading History* section is divided into columns indicating the item title, item author, the date the item was checked out, and the **item's owning library name.**

To delete items from your reading history, click the check box next to the item(s) you wish to delete and then click on the *Delete Selected* box. This will remove the selected items from your reading history.

You may turn off your reading history by clicking on the *Change Preferences* box and then deselecting the *Maintain Reading History* box.

Hayner Public Library District

	LIBRARY INFO V SEARCH V MY ACCOUNT V HELP V	
My Account	Name: PUBLIC, JOHN Q Barcode: *********************************	
PUBLIC, JOHN Q	Username: [None] Registered at: Hayner PLD - Downtown Branch (HYNP-ZED) Patron code: Resident-Adult	
My R cord	Late of original registration: 10/12/2015 prior date: 10/12/2018	
Items Out (3)		
Requests (4)	Reading History	
Fine Fees Reading History	Classic Dino [sound recording]: the best of Dean Martin. Martin, Dean, 1917-1995. 2/11/2015 Hayner PLD - Downto Branch (HYNP-ZED)	own
Saved Searches	That's amore : Dean Martin's greatest love songs [sound recording] Martin, Dean, 1917-1995. 2/11/2015 Hayner PLD - Downto Branch (HYNP-ZED)	own
Log Out	The Capitol years [sound recording] Martin, Dean, 1917-1995. 2/11/2015 Hayner PLD - Downto Branch (HYNP-ZED)	own
My Lists O	Image: Television without pity : 752 things we love to hate (and hate to love) Ariano, Tara. 1/29/2015 Hayner PLD - Downto Branch (HYNP-ZED)	own
Saved Title Lists	Bridget Jones's diary [sound recording] : music from the motion picture. 1/29/2015 Hayner PLD - Downto Branch (HYNP-ZED)	
Create new saved list	<u>The tomb in Turkey</u> Brett, Simon, author. 1/21/2015 Hayner PLD - Downto Branch (HYNP-ZED)	own
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	Allure. vol. 24 no. 2 (December 1/3/2015 Hayner PLD - Alton S 2014) Viewing Page 1 of 4	quare
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Advanced

E-Sources

Fines & Fees

Log Out

Reading History

Saved Searches

Not Your Library?

Innovative Interfaces, Inc.

Items Out:

Click on the *Items Out* link to view a list of materials currently checked out to you.

Within the *Items Out* section, you are able to view how many renewals you have left on items—and renew the items if possible.

To renew an item, click the check box next to the title(s) you wish to renew. Click on the *Renew Selected Items* button. Your new due date will appear in the *Due Date* column.

You also have the option to renew all items at the same time (if possible) by clicking on the *Renew All Items* button, should you wish to do so.

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LANGUAGE English Español	LIBRARY INF Portal Hours Ask Us	O SEAR Keywo Brows Phrase	ord e	MY ACCOUNT My Record Items Out Requests	HELP				Dependences

Hayner Public Library District

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Pitch by pitch : my view of one unforgettable game

by Gibson, Bob, 1935- author.

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Not Your Library?

Pending

(as of 10/12/2015)

Requests:

Click on the *Requests* link to view your outstanding requests.

Within the *Requests* section you can cancel requests, suspend and reactivate requests, and view the status of your requests.

Canceling Requests

Click the check box next to the request(s) you wish to cancel. Click on the *Cancel Selected* button. A second screen will appear asking you to confirm your cancellation. Click *Yes* to finalize your cancellation.

You also have the option to cancel all items at the same time by clicking on the *Cancel All* button.

Hayner Public	Library	District
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My Account PUBLIC, JOHN Q My Reford Items t (3) Requests (4) Fines & Fees	Name: Barcode: Username: Registered at: Patron code: Date of original registration: Expiration date: Requests	PUBLIC, JO [None] Hayner PLD Resident-Ad 10/12/2015 10/12/2018	• Downtown Branch (0 - mor ™ - add	e information itional note o eContent
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Hayner PLD - Downtown Branch (HYNP-ZED)

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Not Your Library?

Requests (continued):

Suspending/Reactivating

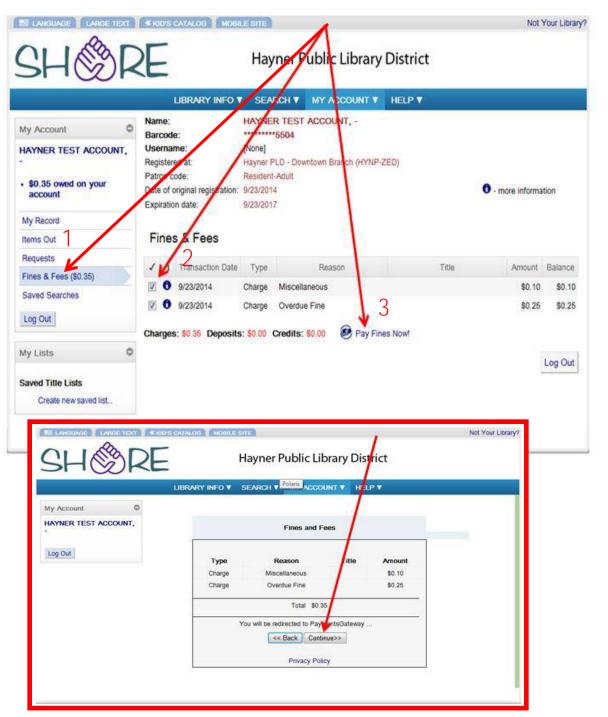
Should you wish to remain on the request list for an item but find yourself unavailable to pick up a request during a certain time period (vacation, illness, etc.), you have the option to suspend and reactivate your request.

Click the check box next to the request(s) you wish to suspend. Then click on the *Suspend/Reactivate Selected* button. A second screen will appear asking you to enter a new activation date for the request. Click on the *Submit* button when you have entered the date on which you would like the request to reactivate.

You also have the option to suspend/reactivate all requests at the same time by clicking on the 12 *Suspend/Reactivate All* button.



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	LIBRARY INFO V SEARC	H V MY ACCOUNT	T▼ HELP▼	
My Account C PUBLIC, JOHN Q	Barcode: ******* Username: [None] Registered at: Hayne	IC, JOHN Q *** 4100 - 	nch (HYNP-ZED)	
My Record Items Out (3) Requests (4) Fines & Fees	Date of original registration: 10/12/ Expiration date: 10/12/	2015	🤧 -	more information additional note resh eContent
Reading History	1 Format Title		Pickup Library	Status
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Log Out			Hayner PLD - Downtown Branch (HY) ZED)	
My Lists C Saved Title Lists	O The sword of summer by Riordan, Rick, auth	or.	Hayner PLD - Downtown Branch (HY) ZED)	NP- Pending (as of 10/12/2015)
Create new saved list	O O D Thank you and good nig by McDonnel Patrick, illustrator.		Hayner PLD - Downtown Branch (HY) ZED)	NP- Pending (as of 10/12/2015)
	Cancel Selected Cancel All Su	Ispend/Reactivate Se	lected Suspend/Reactivate All	Log Out
	Suspend/React	tivate Hold Req	uests	
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Requests		8	appear on a second so	creen.
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Pitch by pitch : my by Gibson, Bob,	view of one unforgettable game 1935- author.	Hayner PLD - D	Downtown Branch (HYNP-ZEE	D) Pending (as of 10/12/2015)



Fines & Fees:

Note: All libraries in the Illinois Heartland Library System, of which The Hayner Public Library District is a member, use the Illinois ePay electronic payment system for online payment transactions.

- 1. Click on the *Fines & Fees* link to view your outstanding fines.
- 2. Click the check box next to the fine(s) you wish to pay.
- 3. Click on the Pay Fines Now! link
- 4. A payment box will appear. Click on the *Continue* button. This will direct you to the Illinois ePay website where you can pay your fine(s).

Once on the Illinois ePay site, you will be prompted to enter your name, contact information, and credit/debit card information. The ePay program will accept most major credit/debit cards; it will not accept Visa. You will receive a receipt upon payment. Your fine will automatically clear from your account when the payment is received.

Part 2: Searching the Card Catalog





Begin Your Search:

There are two ways to access the card catalog: the Hayner Library website or the *SHARE Library Locator*.

Visit <u>www.haynerlibrary.org</u> and enter your search term in the *Search Catalog* box and click on the *Go* button.

Note: Once you enter your search term and click *Go*, you will be able to narrow your search.



Welcome to the SHARE Library Locator

Did you know: Each library has a shortcut address that you can use for direct access to the Online Patron Access Catalog. Example address: salp.illshareit.com You can bookmark your library's shortcut address for quick access.



© 2013 SHARE

Begin Your Search (continued):



 Visit illshareit.com and enter your ZIP code into the ZIP Code search box

2. Select your library's URL

3. Click on the *Click Here To Continue to Your Library* link (and be sure to bookmark this URL)





Alton IL 62002 Catalog: hygp.illshareit.com

Hayner PLD - Downtown Branch 4.0mi 326 Belle Street Alton IL 62002 Catalog: hynp.illshareit.com

East Alton Public Library District 4.4mi 250 Washington Avenue East Alton IL 62024 Catalog: ealp.illshareit.com



(Close)

You are headed to your ILLSHAREIT site:

http://hynp.illshareit.com/

Please bookmark this address for future use.

Click here to continue to your library

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Searching the Card Catalog:

Enter your search term into the *Quick Library Search* box.

At this point you may limit your search parameters by selecting search criteria from the *Limit By* drop-down menu.

Note: You will also have the ability to limit your search later if you choose not to do so now.

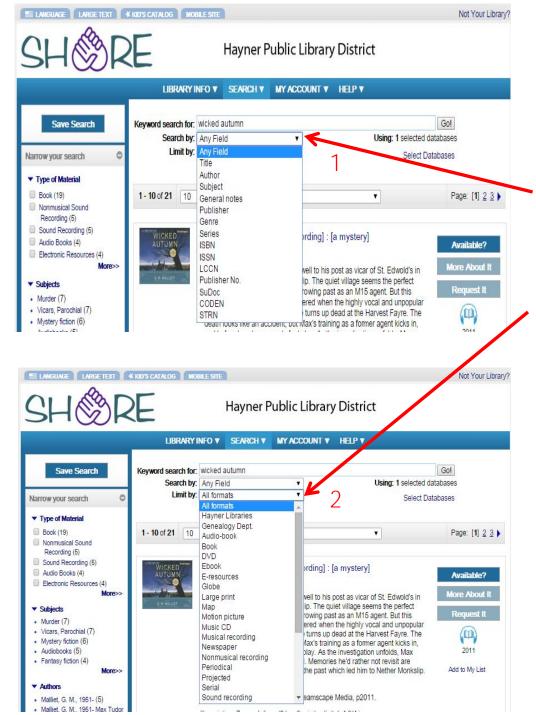
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Searching the Card Catalog (continued):

You may also choose to begin your search by clicking on the *Search* link located at the top of the page and selecting a search-type from the *Search* drop-down menu.

Once you click on a search-type from the *Search* drop-down menu, you will be directed to the next page, where you can enter your search terms.

No matter how you prefer to begin your search, both ways eventually take you to the same page, where you can review your search results and make further adjustments to your search parameters.



Limiting Your Search Further:

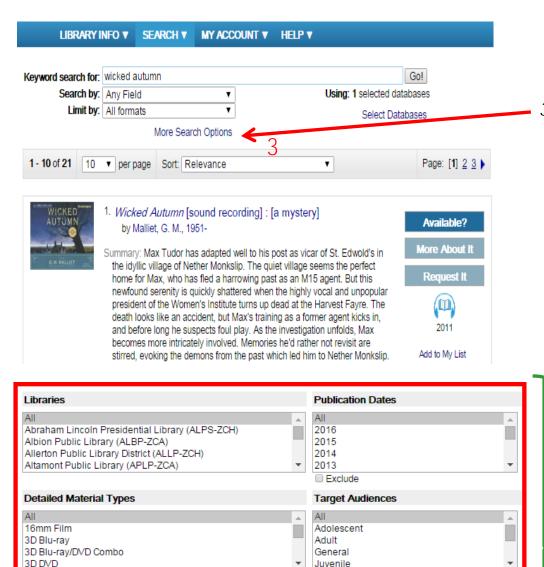
If you have performed a search and are overwhelmed by the number of search results returned, you can limit your search results in three different ways:

- 1. Search By drop-down menu: This menu allows you to search fields within the bibliographic record for specific titles, authors, subjects, publishers, ISBNs, etc.
- 2. Limit By drop-down menu: This menu allows you to limit your search by material types such as books, DVDs, large print books, music CDs, audiobooks, etc.

You can select items from BOTH drop-down menus at the same time in order to narrow your search.

As you limit your search, fewer items will appear in your search results. If you are unsure of exactly what you are looking for, it is best to start with a broad search and then begin to limit your search.

If you still need to limit your search, you can...



Exclude

Languages

English

Spanish

Chinese

Exclude

Close

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French

Reset

Set Search Options

Exclude

Collections

Administration

Cassette, Blues

Adult

Adult DVD

Exclude

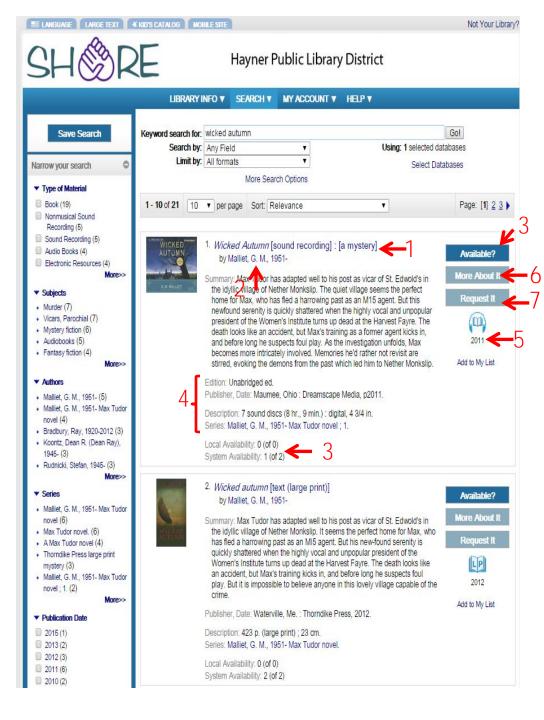
Limiting Your Search Further (continued):

3. More Search Options link: Clicking on this link will prompt a dialogue box to open. From here you can further limit your search by selecting specific library collections, publication dates, detailed material types, target audience ages, collections, and languages.

You can also exclude certain search criteria by clicking on the *Exclude* check box below each limiter.

Once you select your limiters, click on the *Set Search Options* box. Your new search results will now appear.

Note: This dialogue box will appear after you click on the *More Search Options* link



Search Results: What Does It All Mean?

Your search results are actually bibliographic records. Bibliographic records contain information about the material, including, but not limited to:

- 1. Title: The full title of an item, including any subtitles an item may have.
- 2. Author: All author information, including any co-author names, will be listed.
- 3. Whether the item is owned/currently available at your home library, and if not, which library owns the item, and its availability (there are two places to view this information).
- 4. Edition and description information: Describes the physical characteristics of the item—how many pages a book has, how many discs are in an audio CD, whether an item is abridged/unabridged, publisher, etc.
- 5. Material type: Is it a book, large print book, DVD, VHS, audio CD, periodical, etc.? Using your mouse, hover over the icon to view the material type (most icons are easy to determine without hovering).
- 6. More About It: Click on the More About It button to view all of the item's information on a single page.
- 7. Request It: Click on this link to request 拉he item.

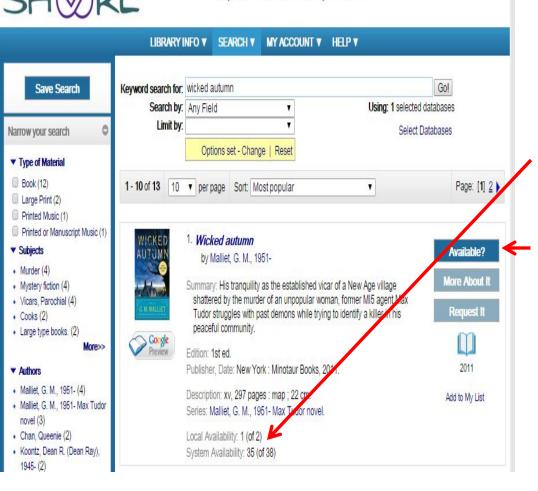
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Not Your Library?

Locating Your Item on the Shelf:

Once you have found the item you are looking for, the next step is to find out if it is available at your home library or whether you will have to place a request for the item to be delivered via Interlibrary Loan.

The Local Availability and System Availability information for each item is located directly below the Description information. However, to view <u>specific</u> availability information, including item call numbers, you must click on the Available? button.



Hayner Public Library District

ec ect	1. Wicked autumn, Malliet, G. M., 1951- (2011)			
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en) s.	Call Number Shelf L	ocation Status	Туре	1
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200	Click here to see items from all branches			
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ary (2)	al accident, but Max's training kicks in, and before long he su	uspects foul		-

This box will indicate:

- The name of the owning library •
- The call number for the item (MYS F MAL, 917.54 MAL, etc.) ٠
- The item's status (Checked Out, In, Missing, etc.) ٠
- The item type (Book-Hardcover, Book-Paperback, etc.) ٠

Locating Your Item on the Shelf (continued):

After you click on the Available? button, a dialogue box will appear.

The first item(s) to appear in the dialogue box will be your home library's item(s).

If other libraries also own the item, a Click Here to See Items from All **Branches...** link will also appear at the bottom of the dialogue box. Click on this link to view other owning libraries.

If your home library does NOT own this particular item, only the Click Here to See Items from All Branches... link will appear. Click the link to view a list of the libraries that do own the item.

Text it! Searching at home? Want to save time? You can text an item's call number to yourself by clicking on the cell phone icon (above, circled). Enter your number, select your carrier, and click on Send! It's that easy!



Title

(charges from your carrier may apply) Wicked autumn Mobile phone Carrier <Select a carrier> ٠ Clear Close Send

Text this call number to your mobile phone

2. Wicked autumn [text (large print)] by Malliet, G. M., 1951-	Placing a R
Summary: Max Tudor has adapted well to his post as vicar of St. Edwold's in the idyllic village of Nether Monkslip. It seems the perfect home for Max, who has fied a harrowing past as an MI5 agent. But his new-found serenity is quickly shattered when the highly vocal and unpopular president of the Women's Institute turns up dead at the Harvest Fayre. The death looks like an accident, but Max's training kicks in, and before long he suspects foul play. But it is impossible to believe anyone in this lovely village capable of the crime. Publisher, Date: Waterville, Me. : Thorndike Press, 2012.	Sometimes your librar item. Sometimes the it marked missing, or ha another library to fill a patron.
Description: 423 p. (large print) ; 23 cm. Series: Malliet, G. M., 1951- Max Tudor novel. Local Availability: 0 (of 0)	Placing a request will a
System Availability: 2 (of 2)	library to send you the Interlibrary Loan.
	To place a request:
	1. Click on the Reque
SHORE Hayner Public Library District	2. A new screen will library card barco (located on the ba
Place a request: Wicked autumn [text (large print)] Author: Malliet, G. M., 1951- Publisher, Date: Waterville, Me. : Thorndike Press, 2012. ISBN: 9781410444004 (hardcover) - Description: 423 p. (large print) ; 23 cm.	card) along with y
Please enter your username or barcode, and password. Placing a request will log you in to the system. Don't forget to log out. Barcode or Username: 1003001374100 Create Username Password: Forgot your password? Log In Cancel	-

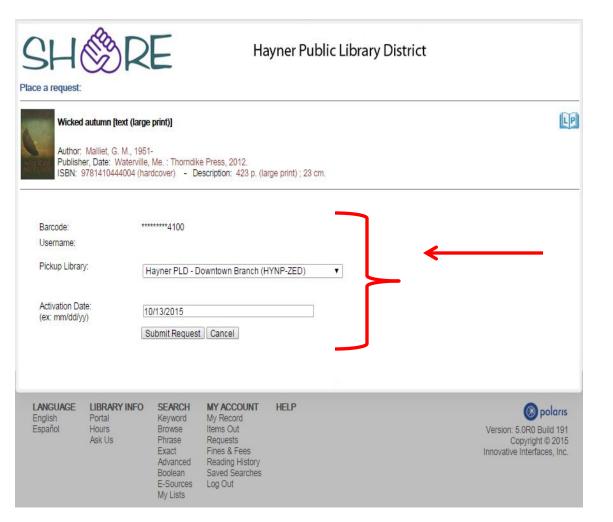
Request:

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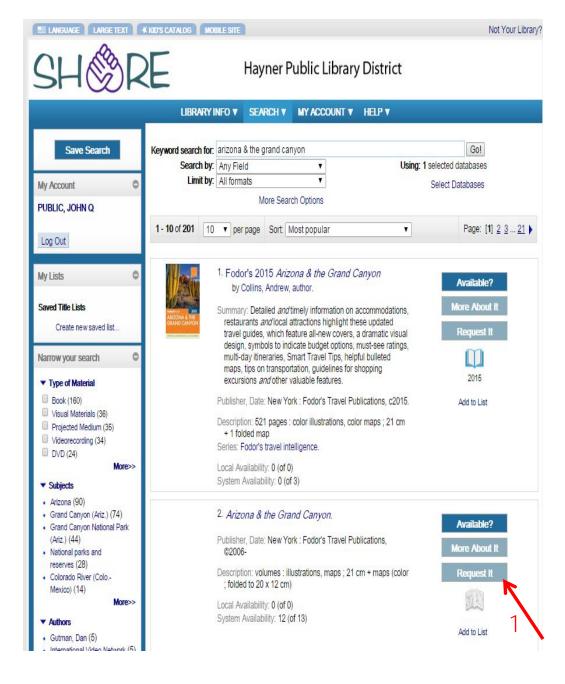
allow another neir item via

- *lest It* button
- appear. Enter your ode number ack of your library your PIN. Click on Ι.



Placing a Request (continued):

- 3. A new screen will appear. From the *Pickup Library* drop-down menu, select the library you wish to have your items delivered to. Note: The pickup location automatically defaults to your home library.
- 4. Enter the Activation Date you wish your request to become active. Note: The activation date defaults to the current day which most patrons prefer. The activation date is great for students who do not yet need materials for a research paper, patrons going on vacation, etc.
- 5. Click on the *Submit Request* button.
- 6. A confirmation page will appear indicating that your request was successful. If there is a problem with your request, an error message will appear instead. Please ask a library employee for assistance if you receive an error message.²⁵



Placing a Request for Multi-Volume Materials:

There may be a time when you need to request an item that has multiple volumes (examples: magazines, travel guides, seasons of a DVD series, etc.).

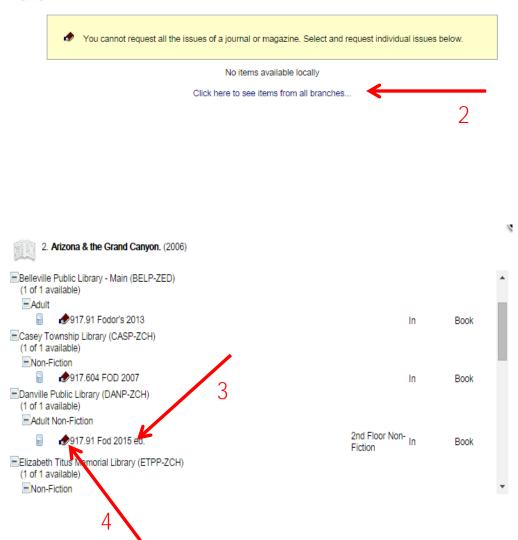
A few extra steps are required in the request process to ensure that you receive the correct volume.

In this example, a request is being placed for the book *Arizona & the Grand Canyon*. This book is published every year, and several libraries own copies from various years.

The first step in the request process requires that a specific volume be selected.

To place a request for multi-volume materials:

1. Click on the Request It button



Placing a Request for Multi-Volume Materials (continued):

- 2. A dialogue box will pop up explaining that you must select a specific volume before the request can be made. Click on the *Click Here to See Items from All Branches...* link.
- 3. Another dialogue box will pop up. This box will list all of the volumes available to request. Note: Each call number also lists the particular edition of the book, DVD, periodical, etc.
- 4. Determine the volume you wish to request and click on the " 🛷" icon next to the volume's call number.
- 5. Proceed with your request. Use the instructions from the previous pages if needed.

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SHO	2E	Hayner Public Lib	arary District				
	LIBRARY	NFO V SEARCH V MY ACCOU	NT▼ HELP▼				
Save Search	Keyword search for: Search by:		Using: 1 selected	Go!			
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Log Out	1 - 10 of 394 10	per page Sort: Most popular	•	Page: [1] <u>2</u> <u>3</u> <u>40</u> ▶			
My Lists		VEGAN BAKING recipes for plant-based treats made even Available?					
Saved Title Lists Create new saved list		healthier : from wholesome <i>cookies and</i> cupcakes to breads, biscuits, <i>and</i> more by Steen, Celine.					
Narrow your search Type of Material	Coogle Preview	Summary: Presents one hundred recipe items, including such options as break cookies, and pancakes, with a discuss baking techniques.	ds, muffins, pies,	2013			
Book (394)		Publisher Date: Reverly MA : Fair Wind	ts Press 2013	Add to List			

Saved Searches:

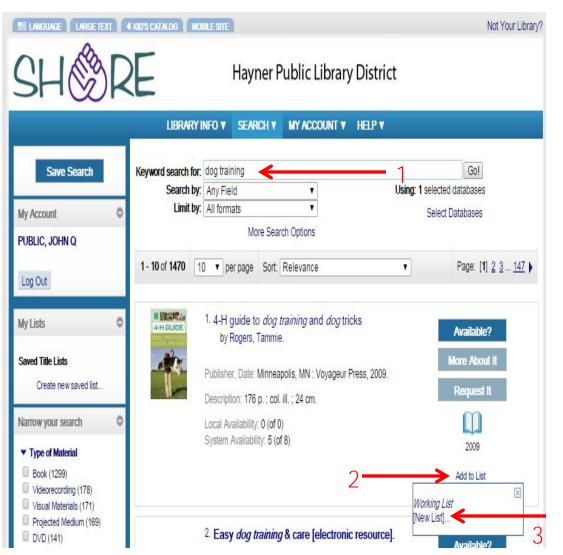
If you find yourself performing the same search time after time, you can save your search terms in individual *Saved Searches* lists. These lists will then be run automatically by the card catalog system on a weekly or monthly basis. The automated search results will be emailed to the email address of your choice.

- 1. Perform your search using any limiters you wish.
- Click on the Save Search button located at the top of the screen. When you check the Save Search button, you will be prompted to accept a "privacy" message from the Illinois Heartland Library System. If you agree and wish to proceed, click OK.

	T & KOD'S CATALOG MOBI	Hayner Public Library District	Not Your Library
SHO			
My Account	Name: Barcode:	PUBLIC, JOHN Q	
PUBLIC, JOHN Q • 2 request(s) ready for pickup	Username: Registered at: Patron code: Date of original registra Expiration date:	[None] Hayner PLD - Downtown Branch (HYNP-ZED) Resident-Adult	
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Requests (3)	Search name:	Baking Cookies	3
Fines & Fees	Note:	Type note here if you wish (optional)	4
Reading History	Search command:	FIND KW={freetext}cookies and baking{/freetext} AND TOM=bks	
Saved Searches	Email results to:	johnqpublic@emailaddress.com	5
Log Out	Email format: Email if no results: Search frequency:	HTML • 6	
My Lists	Number of times to run:		
Saved Title Lists Create new saved list	Save Search Co. Back	9	Log Out

Saved Searches (continued):

- 3. Name your search by typing it into the *Search Name* box. (Name it anything you like.)
- 4. You can add additional information regarding your search by typing it into the *Note* box.
- 5. Type an email address into the *Email Results To* box.
- 6. Choose *HTML* or *Plain Text* from the *Email Format* drop-down menu.
- 7. Choose *Weekly* or *Monthly* from the *Search Frequency* drop-down menu.
- 8. Enter the number of times you wish this automatic search to be performed in the *Number of Times to Run* box. Note: The maximum times a search can be performed is 99 times. This means, for example, that if you choose the *Monthly* search option, your search will be run 99 months in a row. After month 99, you will have to re-save your search terms in a new list. The list automatically defaults to 99 times.
- 9. Click on the *Save Search* button. A confirmation screen will appear.
- 10. Your *Saved Searches* lists can be viewed by clicking on the *Saved Searches* link.



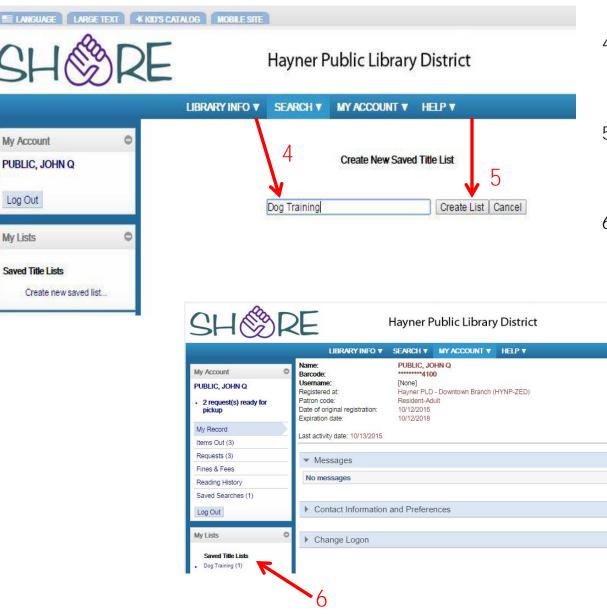
Saved Title Lists:

You have the ability to create and save *Saved Title Lists* in your online library account.

This comes in handy when you are browsing the card catalog and want to keep track of items you would like to read, DVDs you would like to watch, new authors you would like to try, etc., in the future.

- 1. Perform a search in the online card catalog. Find a title you wish to add to a *Saved Title List*.
- 2. Click on the *Add to List* link. A small dialogue box will appear just below this link.
- 3. Click on the *New List* link. Note: When you click on the *New List* link, you will **be prompted to accept a "privacy"** message from the Illinois Heartland Library System. If you agree and wish to proceed, click *OK*.

Note: If you already have *Saved Title Lists* created, click on the list you wish to save items to. Items will then be added to this list.



Saved Title Lists (continued):

- 4. Name your list by typing it into the *Create New Saved Title List* box.
- 5. Click on the *Create List* button. The item will be saved to your new *Saved Title List*.
- 6. You can view your *Saved Title Lists* in the *My Account* menu.

Miscellaneous:

Each bibliographic record contains lots of information designed to enhance your library experience:

Google Preview: Some bibliographic records contain the *Google Preview* icon. Clicking on this icon allows you to read a sample of the book before you check it out.



Click on an item's title to view more information (detailed on the next page).



Miscellaneous (continued):

Click on an item's title to view more information:

- 1. Map It: Click on the *Map It* link to view a Google map of the local libraries that own the item.
- 2. Large Cover Image: Click on the Large Cover Image link to view **the item's cover in large format.**
- 3. Librarian's View: Click on the Librarian's View link to see the view that library staff see when they are working in an item's record. This is called a MARC record.