

Your **Search Results** list may look similar to this:



The **blue Navigation bar** has changed to give you more search assistance. Use only this bar in your navigation of the search results.

Use **Help** to assist you with searching and citing search results. If there is only one item found for your search you will go directly to a record for that item.

The **Search Results** list gives you the title and author, year of publication, the local availability of the item and its location in the library. It usually gives a short description of plot or information about the book and perhaps a review.



The **Titles** are a blue highlighted link that when clicked on, will bring up more information about the item in another screen. **Item Information** - may include the catalog record, a summary, a table of contents, and maybe even reviews. It also shows the Library's **Current Holdings** information of that item. The **Location** (far right under Current Holdings) tells you the item's availability and location within the Library. If the item is immediately available, a location within the Library is displayed. If the item is unavailable this is also indicated. Other information that may appear in this area are commercially provided services such as curricular connections and reading group resources, similar titles or authors, bibliographic info about the author and other items that reside nearby on the shelf. Some links may require library card and PIN authentication to connect to subscription and electronic resources. The **CITE** box allows you to email yourself a list of selected titles.

Place a Hold - takes you to a request screen and it is electronically sent to the Library. You will be notified when the item is available. If the item is not available through your Library, a message says "no items qualified for hold", go to "ASK US!" and place an Interlibrary Loan request for the item. (See Interlibrary Loan Info on the Library's website.)

WORKING WITH YOUR LIBRARY ACCOUNT

Always use **"GO BACK"** for navigation.

You can log into your account with your library card barcode number and PIN (see below for User PIN info) at any time during a session, logging into My Account at the top of the screen gives you easier access to all the My Account features as well as searching.

My Library Account on the Menu Bar manages your account: **Review My Account** - includes a summary of your account:

Checkouts/Renewals - displays all items currently checked out on your library card, along with the due date and status of the items (overdue or not) and any overdue fines. You can select items to renew here by checking the boxes and clicking Renew Selected Items. The **Find Item** link (next to the author's name) links to the catalog description of the item.

Alerts from the Library - You may receive messages from the Library within your account, either in response to requests you have placed in one of the "Contact Us" options, or there are issues concerning your account. If there are messages for you, click on the word "request", then on the word "view" to see your messages.

Holds - displays all titles currently on hold for you, with current availability status and the library you've designated for pick-up. You can cancel holds or change the pickup library (for items not in transit or awaiting pickup) by selecting titles using the checkboxes, making a selection in the **Edit Selected Hold Options** area, and clicking the **Edit Selected Holds** button. When you want to suspend a hold, select the title from your holds list, then check the **Suspend Selected** button and enter dates by clicking on the calendar icons. You will be kept on the hold list for that item.

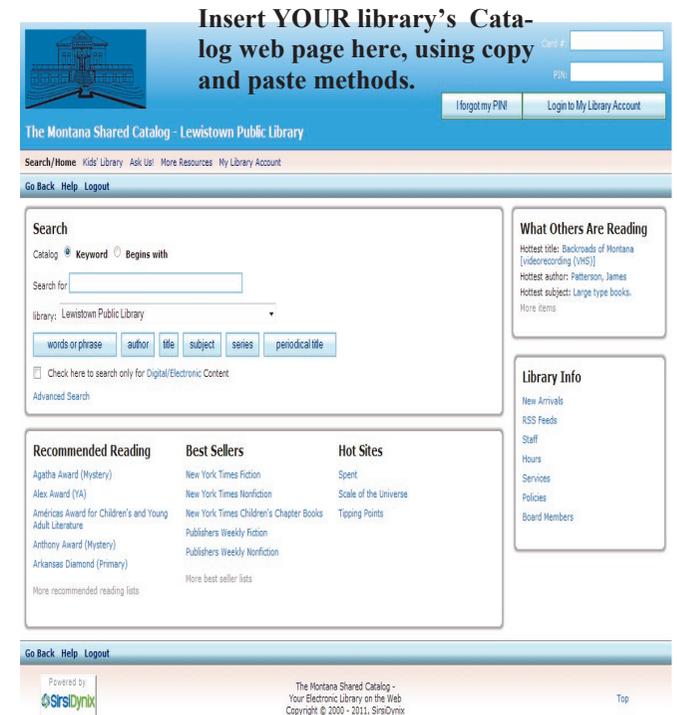
User PIN Change - lets you pick your own PIN or password. Initially to get in, use: changeme and set a new one.

Renew My Materials - a direct route for renewing materials only. Items may not be renewed if the maximum number of renewals has already been reached, or if a title has been requested by another patron. The system will list the items that could not be renewed.

Change My Address - enter your contact information including email address for notifications. You can also create an Alt ID (which can be something case sensitive and short to use instead of your library card number).

If you go to the Navigation Bar's **My Profile**, you can select to have titles of the items you check out to be kept in a favorites list. Tell Me When option sets an email alert that notifies you when new items are added to the catalog that meet your selected criteria.

How to use the Library's Online Catalog



Welcome to the
MONTANA SHARED eLIBRARY CATALOG
(the public interface to the Library's materials catalog)

You can access the Library's online catalog at the Library or from home. At the Library, the Catalog link maybe on the homepage or the Catalog may already be open. At home, open your Internet Browser and type **http://your library's url** in the address bar. Find the Library's link to the Catalog on the webpage.

NOTE: You do not have to have a library account to use the Library's Catalog.

If you have an Apple Mobile device you are invited to use it to search the catalog thru the BookMyne application. The link is on the Library's homepage.

How to use the Library's Online Catalog



Insert YOUR library's Catalog bar here, using copy and paste methods. Highlight this area on your website, getting both menu and navigation bars. Copy it and paste over this one. With Office 10 use the Snippet Tool.

Card #:

PIN:

[I forgot my PIN!](#)

[Login to My Library Account](#)

The Montana Shared Catalog - Lewistown Public Library

[Search/Home](#) [Kids' Library](#) [Ask Us!](#) [More Resources](#) [My Library Account](#)

[Go Back](#) [Help](#) [Logout](#)

If you are a Library Patron you may choose to LOGIN to your account now. At the top right of the screen, you can login to your library account by entering your library card number and PIN. (See Working with My Account on the other side) This allows you to browse, place holds (putting items on hold, if they are not immediately available), see your list of materials, renew your materials, see a list of what you have read, change address and phone number, etc. If you are expecting to do some of these actions, logging in immediately will enable you to take advantage of your account's functions.

Directly below the blue header and login area is the Menu bar which gives you some options:

[Search/Home](#) - always take you to the initial search screen.

[Search/Home](#) [Kids' Library](#) [Ask Us!](#) [More Resources](#) [My Library Account](#)

[Kids' Library](#) - an easy visual catalog of juvenile materials available at the library.

[Ask Us!](#) - allows patrons to place an interlibrary loan request. Ask for a search material request, make suggestions for purchases or contact the library with a question.

[More Resources](#) - provides fast access to other library catalogs and online quick reference links.

[My Library Account](#) - allows you another opportunity to login to review your account information, change your PIN and address, renew your materials and change or cancel holds you may have, and lists requests and bills.

Below the menu bar is the Navigation bar

[Go Back](#) [Help](#) [My Profile](#) [Logout](#)

[Go Back](#) - provides you with navigation while you are using the catalog. It is highly recommended to use this navigation button instead of the commercial 'browser' navigation buttons at the top of your screen.

[Help](#) - provides assistance beyond this brochure for making the most of your search efforts and using the catalog.

[My Profile](#) - is there if you have logged in and allows patron some options to keep track of their favorites.

[Logout](#) - is only viable if you are logged in.

SEARCHING THE CATALOG

[Go Back](#) [Help](#) [Logout](#)

Search

Catalog Keyword Begins with

Search for:

library: Lewistown Public Library

[words or phrase](#) [author](#) [title](#) [subject](#) [series](#) [periodical title](#)

Check here to search only for Digital/Electronic Content

[Advanced Search](#)

If you're not sure of the spelling, take your best shot, and the software may offer a corrected search term or a list for you to click on to run a new search.

Keyword—you can use a word, a subject or a group of words to search for what you want and the computer tries to find it for you.

Begins with - is a title search, but don't use : A, AN or THE to begin this search.

Search for - allows you to type in what you are looking for.

Library - defaults to your library for searching but also can be used to look at all or some of the Montana Shared Catalog libraries' items. (See Interlibrary Loan on the Library's website for more information)

The following boxes allow you to narrow down your search and act as a go to button or enter button:

words or phrase - Searches all fields within the catalog, especially good when not sure of exact words in a title

author - Searches only the Author, last name first

title - Searches only the Title, no need to start with A, AN or THE

subject - Searches for Library of Congress subject headings.

series - Searches for books published in a Series

periodical title - Searches for magazine titles

The Montana Shared Catalog also provides your library with many items in digital or electronic form for use on your computer. Only registered library patrons can get full access and here you may choose to only look for those items. (See Access to NetLibrary and MTLIB2GO information on the Library's website)

Advanced Search - helps to narrow your search by using specific information and Boolean search techniques. For more information on advanced searching techniques use [Help](#) on the Navigation bar.

Below the Navigation Bar, there are several boxes besides the Search box that have "Just For Your Information" kind of materials such as:

What Others are Reading - this uses the Library's statistics to show what titles, authors and subjects are being checked out the most

Recommended Reading - lists of literary awards and their selections from around the world

Best Sellers - commercials for recommendations of good reads

Hot Sites - commercially fed websites with no particular selection criteria and changes daily.

Library Info

Local information about your library that you might be interested in.

New Arrivals - information taken from items recently cataloged by your library.

RSS feed - if you wanted library updates sent to your computer.

Staff, Services, Hours, etc. - The library adds its information here.