Instructions for using the Lake City Public Library Online catalog

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How to get to the online catalog

From the library's website (www.lakecity.lib.ia.us), click on the link "Click here to go to our NEW Catalog"

Search the Catalog

You can search the catalog by entering a title, author, series or keyword. In the example we searched for "Heaven is for real".

1. **Heaven is for real : a little boy's astounding story of his trip to heaven and back**
   by Burpo, Todd; Vincent, Lynn.
   Material type: Book Format: print bibliography; Nature of contents: ; Literary form: not fiction ; Audience: General;
   Publisher: Nashville, Tenn. ; Thomas Nelson, c2010
   Availability: No items available Checked out (1).

   ☆☆☆☆☆

   ⮑ Place hold   🛒 Add to cart

2. **Heaven is for real : a little boy's astounding story of his trip to Heaven and back**
   by Burpo, Todd; Vincent, Lynn.
   Edition: Large print ed
   Material type: Book bibliography; Nature of contents: ; Literary form: not fiction ; Audience: Adult;
   Publisher: Detroit [Mich.] : Christian Large Print, c2011
   Availability: No items available Checked out (1).

   ☆☆☆☆☆

   ⮑ Place hold   🛒 Add to cart

3. **Heaven is for real [DVD]**
   by Wallace, Randall; Kinnear, Greg; Reilly, Kelly; Church, Thomas Haden; Glennie-Smith, Nick; Burpo, Todd; Vincent, Lynn.
   Edition: Widescreen.
   Material type: Visual Material; Type of visual material: videorecording ; Audience: General;
   Publisher: 2014
   Availability: No items available Checked out (1).

   ☆☆☆☆☆

   ⮑ Place hold   🛒 Add to cart

6. **Proof of heaven : a neurosurgeon's journey into the afterlife**
   by Alexander, Eben.
   Edition: First Simon & Schuster hardcover edition.
   Material type: Book; Format: print bibliography; Nature of contents: ; Literary form: not fiction
   Availability: Items available for loan: Lake City Public Library [617.4 ALE] (1).

   ☆☆☆☆☆

   ⮑ Place hold   🛒 Add to cart

Material type will tell you if it is a book, movie, periodical, etc
Edition will tell you if it is large print.
The Availability will tell you if the book is available or checked out.

On the left column, you can narrow your search. In this case we searched for "Thunder point".

Refine your search

Availability

Limit to currently available items.

You can limit your search to only books that are not currently checked out. By clicking on this link, you will get a list of your current search items that are available.

Authors

Carr, Robyn,
Carr, Robyn.
Le May, Alan,
MacDonald, William C...
Paine, Lauran.
Show more

You can select the author you are looking for.

Item types

Book
Large Print Book

You can select the type – in this case Large Print or regular print.

Series

A Thunder Point nove...
A Thunder Point nove...
The Thunder Point no...
Wheeler Publishing L...
Wheeler Publishing l...
Show more

If the displayed books are part of series, you can select the series. This is helpful if you are searching by author for all the books in a series.

Places

Oregon

If the books listed take place in a specific area, they will be listed for you to choose.

Topics

FICTION / Romance / ...
Large type books.
Man-woman relationsh...
Self-actualization (...
Western stories.
Show more

You can further select by topic.

Detailed Item View

To see more details about an item, click on the title.

To be able to reserve or renew items, make lists, review books, add tags and rate books, you will need to log in to your account.

This screen tells you the subject key words. You can search for other items with the subject by clicking on the subject link. You can add a tag to the item.

If there are reviews available from popular sources you will see the Readometer icon. You can click on this to read the reviews.

You can rate the item by clicking on one of the stars. You can see your rating and the average rating with number of votes.

If a book in checked out, you will see the due date listed.

You can add comments or reviews of an item. Any comments added by patrons will display under the Comments tab.

Sign in

When you first go to the catalog, you will see the login area on the center right of the screen. If you do not see it, click **Home** on the gray bar below the search bar.

Log in to your account:

Login:

[   ]

Password:

[   ]

[Log in]

Don't have an account? Register here.

Your login is you library number. (If you don't know your number, contact the library.)
Your password for the first time is your last name (capitalize the first letter).

If you do not have a Lake City Public Library card, you can click the **Register here** to request one.
You will still have to come into the library to get your card. You will be able to place up to 2 holds, but you will still need to come into the library to get your card number.

Once logged in to your account you will see any items you have checked out. *To return to your account information at any time, click on your name in the upper right corner of the screen.*

	Title	Due	Call No.	Renew
No cover image available	The house of Hades / Riordan, Rick,	10/20/2014	YA RIO	☐ Renew (2 of 2 renewals remaining)

[Renew selected]

[Renew all]

The date is the due date. If the date is red, the item is overdue.

Renewing an item

To renew an item, click on the box next to renew and click on **Renew selected**. If you want to renew all of your checkouts, just the **Renew all** button. You don't need to check any boxes.
You are allowed 2 renewals. Next to Renew, you will see how many renewals are left.
If there are no renewals left, you will not be able to renew your book online.
If you have any outstanding fines (lost items) you will not be able to renew any books online until the balance is paid.

Updating your personal details

Click on **your personal details** located on the left side of the screen on the menu bar beneath the library hours.
Update or add any information. Any boxes in red must be filled in before you can submit the form. Once submitted, the changes won't happen until the library staff approve the changes.

Change your password

It is recommended that you change your password the first time you log in online. If you forget your password, you can contact the library and they will reset it to your last name. Once you have changed your password, the library staff will not be able to see it.

To change your password, click on **change your password** located on the left side of the screen on the menu bar beneath the library hours.
Once you submit the changes, your password will be changed immediately.

Your search history

You can see your past catalog searches by clicking on **your search history** located on the left side of the screen on the menu bar beneath the library hours. This will give you a list of all your recent searches. To initiate a search again, click on the link under **Search**.

To delete your search history, click on **Delete your previous catalog search history**.

Your reading history

To see your past checkouts, click on **your reading history** located on the left side of the screen on the menu bar beneath the library hours. Unfortunately, the only history you will be able to see is any checkouts since the new system 10/27/14. For any previous checkouts, contact the library and we may be able to get checkouts from the old system. Your reading history will be kept unless you change your privacy setting. If you do not wish to have your reading history kept, click on **your privacy** located on the left side of the screen on the menu bar beneath the library hours. Using the dropdown, change your privacy rule to **Never** and click **Submit**. If you select Default or Forever, the checkout history will be kept. If you want to delete the checkout history, click **Immediate deletion.**

Your messaging

You can specify what emails you would like to get from the library. You will automatically get an email if you have an item overdue. You cannot change this option.

If you want an email when you check out an item, select the corresponding box under Email.
If you want an email when a book that you have requested a hold on is available, select the corresponding box under Email
If you want an email to remind you when your items are due, select the corresponding box under Email. If you just check Email, you will get a separate email for every item due. If you also check Digests only, you will get an email with all the items.
If you want an email when an item has been checked in, select the corresponding box under Email.
Advanced notice allows to specify how many days in advance for the items due that you want the email. If you leave the default, it will send you an email on the due date.
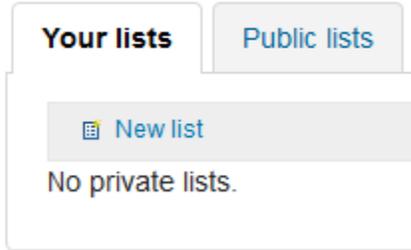Click **Submit changes**.

Creating a list

You can create your own list of items. To create a new list, click on the **Lists** located on the top menu bar. Select New list.

Click on **New list** on the Your lists tab.

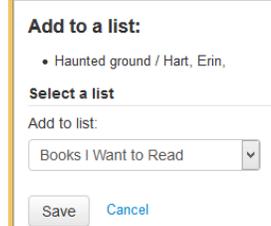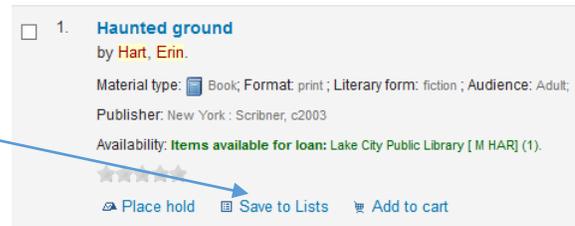Type in a name for your list and select the sort order. Click **Save.**

You can now add items to your list.

Adding Items to a List

From the search screen click on **Save to Lists**

A pop-up box will appear. Select a list and click on **Save**.

To see you your lists, click on the **Lists** located on the top menu bar and select your list.

From the list screen, you can email the list, print the list, change the sort of the list by editing it, share the list by email, delete items or the entire list.

Placing an Item on Hold

Placing an item on hold through the online catalog generates a message to the librarians to pull the book from the stack if it is available or when it becomes available. If you have your messaging set to send you an email when a hold is available, you will receive an email notifying you that the book is ready for you.
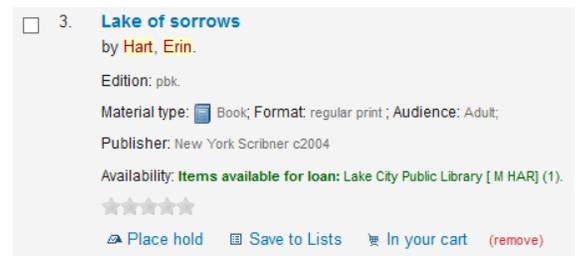
To place a hold, click on Place hold located on the item.

You will get a screen asking you to confirm your hold request. To confirm click on Place hold.

You can specify a future date to start the hold and a date that you want to hold cancelled if it is not yet available. Click on Show more options on the Confirms holds page.

Then select the dates.

Your holds will now appear on your summary page. To get to this page, click on your name in the upper right corner of the screen. Click on the Holds tab next to the checked out tab to see your holds.

Suspending/Cancelling Holds

You can cancel a hold from your summary page. Click on your name in the upper right corner of the screen. Click on the **Holds** tab next to the checked out tab. To delete a hold click on the **Delete** button next to the item.

Title	Placed on	Expires on	Pick up location	Priority	Status	Suspend	Modify
Moms' night out	11/03/2014	Never expires	Lake City Public Library	1	Suspended	▶ Resume	✖ Cancel
False mermaid / Hart, Erin,	11/03/2014	Never expires	Lake City Public Library	1	Suspended until 11/17/2014	▶ Resume	✖ Cancel
Crossings / Steel, Danielle.	11/04/2014	Never expires	Lake City Public Library	1	Pending	‖ Suspend	✖ Cancel

‖ Suspend all holds until [   ] Clear date to suspend indefinitely

▶ Resume all suspended holds

You can suspend the hold on an item if you will be gone. You can suspend an individual item by clicking on the **Suspend** link in the item line. You will get a pop-up screen where you can enter a date in the **Suspend until** box. Your hold will automatically resume on that date. If you do not enter a date the hold will be suspended until you come back to this screen and click the **Resume** link. You can also suspend and resume all your holds by clicking on the **Suspend all holds** and **Resume all suspended** holds buttons at the bottom of the screen. Suspending a hold does not lose you place on the wait list. Once resumed, you will be put back in your original place.

Adding an Item to Your Cart

You can add an item to your cart by clicking on the **Add to Cart** link in the search results next to the Save to Lists link. Adding to a cart is similar to adding to a list. You have the same tools available – print, send, etc.

Adding Tags and Posting Comments

You can add tags to an item. Any tags you add will go through an approval process. The librarians will get a message and determine if the tag is approved. Once approved, any online catalog user will see that tag attached to the item.

To add a tag, click on the item title from the search results screen. This will bring up the detailed view of the item. Click on the **Add Tag(s)** link.
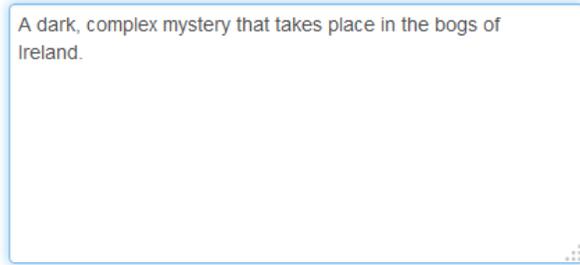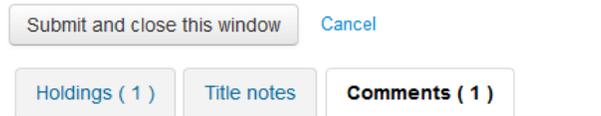
Enter the tags separated by a comma and click on **Add**.

To add a comment or review, go to the detailed view of the item. Click on the **Comments tab**. Any patron comments will be listed. Scroll down and click on **Post or edit your comments on this item**.

Comments on *Haunted ground /*

A dark, complex mystery that takes place in the bogs of Ireland.

Note: Your comment must be approved by a librarian.

Submit and close this window   Cancel

| Holdings (1) | Title notes | **Comments (1)** |

Comment by Michele

11/04/2014

A dark, complex mystery that takes place in the bogs of Ireland.

Post or edit your comments on this item.

A pop up screen will display.

Enter your comments in the text box.

Click **Submit and close this window.**

The comment will then be sent to the librarians for approval. Once approved, the comment will display to any online catalog user.

You will be able to edit any approved comments you make. Other users will see the comment with your first name.

Purchase Suggestions

You can make purchase suggestions for the library collection.
Go to your summary page by clicking on your name in the upper right corner of the screen.
Click on **your purchase suggestions** located at the lower left of your screen.
Your purchase suggestions screen displays. Click on the **New purchase suggestion** link.
Fill out as much of the form that you can. The Title is the only required field.
Click the **Submit your suggestion** button. You will be notified by email when the book has arrived.