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
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.
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
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.
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
Turn On Reading History:

1. Click on the Contact Information and Preferences link

2. Check the Maintain Reading History box

3. 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.
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.
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.
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.

Note: This dialogue box will appear on a second screen.
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 **Suspend/Reactivate All** button.

Note: This dialogue box will appear on a second screen.
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 [www.haynerlibrary.org](http://www.haynerlibrary.org) 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: saal.illshareit.com
You can bookmark your library's shortcut address for quick access.

If you do not know the shortcut address you can enter your zip code below to find your library.

Zip Code: [Input Field] [Submit Button]

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Begin Your Search (continued):

— OR —

1. 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)
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.
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...
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 the item.
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 specific availability information, including item call numbers, you must click on the Available? button.
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.

This box will indicate:

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

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!
Placing a Request:

Sometimes your library doesn’t own an item. Sometimes the item is checked out, marked missing, or has been sent to another library to fill a request for their patron.

Placing a request will allow another library to send you their item via Interlibrary Loan.

To place a request:

1. Click on the Request It button

2. A new screen will appear. Enter your library card barcode number (located on the back of your library card) along with your PIN. Click on the Log In button.
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.
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.
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.

2. 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.
Saved Searches (continued):

3. Name your search by typing it into the \textit{Search Name} box. (Name it anything you like.)

4. You can add additional information regarding your search by typing it into the \textit{Note} box.

5. Type an email address into the \textit{Email Results To} box.

6. Choose HTML or Plain Text from the \textit{Email Format} drop-down menu.

7. Choose Weekly or Monthly from the \textit{Search Frequency} drop-down menu.

8. Enter the number of times you wish this automatic search to be performed in the \textit{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 \textit{Save Search} button. A confirmation screen will appear.

10. Your \textit{Saved Searches} lists can be viewed by clicking on the \textit{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.