8. Bookmarks The bookmark section is for your convenience. The library does nothing with your list. This feature could be very useful when doing research and a bibliographic reference will be needed. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. When you are logged-in and search the catalog, click the, "Bookmark This Item" button on the material record. Your book marked titles will now be visible from your account. To remove a bookmark, click the "Remove" button found at the end of a bookmarked title in your account.

| 13 items bookmarked. |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Location | Title | Author | Bookmarked In Total |  |
| F Mon | Beach house memories | Monroe, Mary Alice | 11 | Remove |
| 973.74 Bil | Harctack and coffee | Billings, John <br> Davis, (b. 1842.) | 11 | Remove |
| F (YA) Lon | The sea-wof | London, Jack | 11 | Remove |

9. Electronic Resources While logged-in to your account and with no fees due, you will also have full access to many of the free online resources offered by the library. This includes RB Digital (digital magazines), BRIDGES (audiobooks and ebooks),
Mango Languages, Gale. Handouts are available for each of these resources.

10. Searching There are 2 types of searching: "Search All Fields "or "More Search Options". You can search by titles, subtitles,
authors' first and last names. Word order and letter case do not matter. To get started, type a word or phrase into the "Search" blank at the top of the screen.

Then either push the Enter key on your keyboard, or click the "Search All Fields" button. To find the newest titles, staff picks, or see what the book club has read, click on "What's Hot" or "Most Popular" tab.

| Find: Enter Your Search Here! | Search All Fields $\checkmark$ |  |
| :--- | :--- | :--- | :--- |
| GO! CLEAR | Help | 3. More Search Options |

Search Results The top box shows the number of matches found for each individual word. The lower box lists the matches found. Each line/item is color coded: Green for "In" and available for check out, and Pink for "Out" and not available. The "Location" column tells you where to locate the item in the library. The "In" column tells you how many copies are available. A click on a column heading will sort that list by that heading i.e. chronological order. Then click again to sort in the reverse direction.

| Keywords: dogs juvenile Previous Searches |  |
| :--- | :--- |
| Results: 734 matches | Keywords: dogs puppies -148 results |
|  | Keyword: training -470 results | Keyword: puppies -204 results


| Cover on | Location | Label | Title | Author | In | Tota | Datc |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Board <br> Book | BB (E) She | Love is you \& me | Sheehan, <br> Monica. | 1 | 1 | 2010 |
|  | Board Book | BB (E) Sze | Nothing-to-do puppy | Szekeres, Cyndy | 0 | 1 | 2010 |
|  | Easy Reader | F (E) Abr | Holiday helper | Abramson, Jill, | 0 | 1 | 2014 |
|  | Easy <br> Reader | F (E) Bon | Who's afraid of the dark | Bonsall, Crosby | 1 | 1 | 1980 |

View Material Record Click on an item, green or pink, to see more information and to place a reserve on it or add it to your bookmark list. Click on any blue link to see more information related to that subject, author, location, etc.



Estherville Public Library

$$
\begin{array}{|c}
\hline \text { Esthervile public Library } \\
\text { Guide to Library Card } \\
\text { Online Account } \\
\text { sianaruen } \\
\hline
\end{array}
$$



The Estherville Public Library online catalog is available for your use from any Internet capable computer in the library, at home, or anywhere. From the library's homepage, click on the Catalog tab. There are two primary capabilities: searching for a book/material and your library account. Instructions and tips on these are provided here. If you need help, please don't hesitate to ask a staff member for assistance.

### 712.362.7731

www.estherville.lib.ia.us


1. To log in to your account, locate the boxes in the upper right corner of the catalog welcome/search page.
2. Enter your card number and phone number associated with your card (without the dash - no area code). If your account does not open, double check numbers, make sure you have "cookies enabled," or ask for help. To enable cookies, click "Tools" in the browser's menu bar, then "Internet Options".
3. Click "Log In"


There will be several sections of information displayed. You can scroll down or go directly to a section by using the tabs at the top to bring them quickly to view in the screen.

1. Basic Info Here you will find your name, address, phone number, email address, etc. Changes can be made here for personal information seen in blue. Just click on what you want to change and a box will appear. Make your changes and click save. If you have moved recently, please drop by the library to make the address change.

| Account Into | Notiflations | Itens Out/Renewals | Reseres / Reques |
| :---: | :---: | :---: | :---: |
| Welcome, SENT INTERLOAN! manercaumey |  |  |  |
|  | In 2014, you have saved $\$ 172.00$ by borowing from the libray rather than buying! |  |  |
|  |  |  |  |
|  |  |  |  |
| Phone: Aadepone |  |  |  |
| Email: Ads mail |  |  |  |

2. Notification Options The library will notify you of various situations as shown in this section. To change an option, click the drop down box. The options are derived from your "basic" information above. If you would like to receive a text message, or email, please provide this information here. One feature is the " 3 day Notice Before Items Are Due." This notice is available only through email. Choose your email address from the dropdown list and you will receive a friendly reminder three days prior to the items being due.

3. Items Out, Renew This next section shows all items currently checked out to your card number. You'll see the title and due date, among other things. If a renew button is shown to the right of the due date, you can click on it to renew the item. The item might show "Not Renewable". This might be for a number of reasons: It's on reserve by someone else, that type of item (e.g. new arrival) is not renewable, you have fines over the limit, or your card has expired.

|  | 16 items currently out. Print the list |  |
| :---: | :---: | :---: |
| Renew All items |  |  |
|  | Renew All Overdue litems (3 of 3 are renew | wable) |
| Title | Author | Out Due |
| The princess of Celle | Plaidy, Jean | 9-6-2014 10-27-2014 Renew |
| Wednesday the rabbi got wet | Kemelman, Harry | 10-28-201411-28-2014 Renew |
| The Lover | Yehoshua Abraham | 8-22-2014 12-1-2014 Renew |
| The glass castle: a memoir | walls, Jeannette | 11-12-201412-12-2014 Renew |

4. Fees Due In the event a material becomes lost or damaged, a pink banner will be displayed at the top of the account stating the replacement amount and what action needs to be done. This may be taken care of by calling the library or stopping at the circulation desk.

Note: Our records indicate your account is up for renewal. Please come in to the library to update your account. Library records show you owe $\$ 12.31$.
Please come to the Circulation Desk (or call 362-7731) to resolve.
Did you know you can find out how much you save each year by checking items out at the library versus buying them yourself?
5. Reserves This section lists any reserves you have placed and notes your place on the reserve waiting list. It also shows how you elected to be notified. The "Copies" column indicates how many copies the library has. Note that you can cancel the reservation on any item.

| 1 item on reserve. |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Title | Author | Reserved Status | Contact | Plac | Cop |  |
| Diary of a wimpy kid: the long haul | Kinney, J- <br> eff | $\text { 11-17-2014 } \begin{aligned} & \text { Not } \\ & \text { ready } \end{aligned}$ | $\begin{aligned} & 362-0001 \\ & \text { (Home) } \end{aligned}$ | \#1 | 1 | Cancel |

- Have some favorite authors? Arrange to receive new books by selected authors automatically.
- Going out of town? You can defer your reserves until you get back.
- Is the library missing something? You can request that we purchase it or borrow it from another library (Interibrary Loan / ILL).

6. Going Out Of Town? You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up, you simply move one place down in line (and the item doesn't sit idle on the reserve shelf!). You'll get that favorite item you've been waiting for without going to the end of the line. To indicate your unavailable dates, click "defer" and you'll see a calendar pop-up. Click any date to mark it as unavailable. It will turn pink. Click again to mark it as available. It will return to white. You can move to different months as necessary with the arrows in the top left and right.

## 7. Is The Library Missing Something?

Place a Request For Purchase or Place A Request For ILL (Inter-Library Loan). A box will appear where a title, author, and information can be submitted. This request will send an email to the appropriate staff member.
Is the library missing something? You can request that we purchase it or borrow it from another library (ILL).

Request an Item
Is it OK to borrow from another library?


