

## HOW TO SET YOUR FAVOURITES

The **My Favourites** feature of the Online Catalogue is designed to allow users to track their favourite authors and subjects. By providing an email address to library staff, you can receive regular updates about new material by your favourite authors and on your favourite subjects.

1. Login to your library Account.
2. Search for material.
3. When you have located the material you are looking for in the result list, select **Details**.
4. From the list of options on the left, you can select **Tell Me When New Materials by this Author are available**.
5. Click **Catalogue Record** to see the list of related topics.

## HOW TO MANAGE YOUR FAVOURITES

1. Login to your Library Account.
2. Click **More Favourites** at the bottom of your lists of favourites.
3. You will now see an extended list of favourites. To remove certain authors or subjects, select **Modify**.
4. You now have the choice of **Remove Selected Authors/Subjects** or **Remove All Authors/Subjects**.
5. If you choose **Remove Selected Authors/Subjects**, you will have to place a tick in the box next to the item you wish to remove before clicking **Remove**.
6. After making your selection, the item should disappear from the list.

## HOW TO RECEIVE UPDATES ON YOUR FAVOURITES

1. In order to take advantage of this feature, your current email address must be registered with the library. Please call your local branch and give staff your name, barcode number, and email address.
2. Once you have given the Library your email address, log into your account and select **My Profile**.
3. Click on the arrow in the phrase—**I want to be notified every (x days) about new Tell Me When authors and subjects**—to select whether you receive notification daily, weekly, bi-weekly or monthly.
4. You can also select whether all of the authors and subjects you check out from the library will be automatically added to your list of favourites. Click in the checkbox to select this feature.
5. Once you have made your selection, click on the **OK** button.

## HOW TO CREATE A LIST

1. If you see an item in the catalogue that you would like to save to a list (perhaps to keep as a reminder to order at a later date), you can do this by using the **My Lists** feature.
2. Log into your library user account and click on **My Lists**.
3. Enter the name of your list in the **New List** field and click on **Add List**.
4. Click on the **Make List Active** link.
5. Search the catalogue for a record that you wish to keep and then click on the small box that appears to the left of the words **+My List**. A green check mark appears in the box which lets you know that the item has been added to your personalized list. The box operates like a toggle switch, so if you click on **-My List**, the item is removed from your list.
6. You can manage your lists by using the buttons marked **Remove List** and **Rename List** which appear on the **My Lists** page.
7. You can create as many lists as you want but only one will be 'active' at any given time.
8. You can view the contents of each different list by clicking on the drop down menu called **Current Lists**. Select a list and then click on the **Make List Active** button.
9. You can email your list to any active email account by entering an email address and clicking on the **Email** button.

### *New at the Library !!!*

Kawartha Lakes Library offers access to digital copies of your favourite audio books from the comfort of home!

Enjoy listening to audio books on your MP3 player, computer or burn them to a CD.

For a list of compatible players and a guide to using the Overdrive program visit

[www.downloadcentre.library.on.ca](http://www.downloadcentre.library.on.ca)

- \* Click on Login.
- \* Select libraries F-M
- \* Click on Kawartha Lakes Public Library
- \* Enter your Kawartha Lakes Public Library card # (14 digits—no spaces) and PIN



**PUBLIC LIBRARY**

# SEARCHING THE LIBRARY WEB CATALOGUE



[www.city.kawarthalakes.on.ca/library](http://www.city.kawarthalakes.on.ca/library)

## HOW TO ACCESS YOUR ACCOUNT

1. Set your internet browser to the Library online catalogue at <http://www.kawarthalakes.canlib.ca> or go to the library home page at <http://www.city.kawarthalakes.on.ca/library> and follow the links to the "Library catalogue".
2. On the top right hand corner of the catalogue you will see two boxes and a login button:



user ID:   
PIN:   
[Login to the e-Library OPAC](#)

3. Enter your 14 digit library barcode number (no spaces) in the user ID field.
4. Enter the last 4 digits of your barcode number in the PIN field.
5. Click on the **Login to the e-Library OPAC** button.
6. Select **My Account**.
7. Once you have logged into your account, you will see the following options:
  - a) **Review My Account**—review due dates, fines & holds
  - b) **Renew My Materials**—renew your books
  - c) **User PIN Change**—we suggest you change your PIN to a convenient number. If you forget what it is, you can ask library staff to reset it.
  - d) **Change My Address**—you can submit change of address information that will be verified by library staff the next time you visit the Library.

## ALWAYS REMEMBER TO LOGOUT

Please remember to log out of your library user account using the blue logout on the web page.



Logout

This ensures that the next person using the computer does not have access to your account information.

## LOGIN PROBLEMS?

1. Make sure you have input your 14 digit barcode number and 4 digit pin correctly. Library staff can check or change your PIN number for you.
2. Your library account may have expired. Contact your local branch to renew your card. Your account may be blocked if you have more than \$10 in library charges outstanding.

## HOW TO RENEW MATERIALS

1. Login to your Library Account as described above.
2. Select the **Renew My Materials** option.
3. You have a choice of **Renew Selected Items** or **Renew All**.
4. If you choose **Renew Selected Items**, you will have to place a tick in the box next to the item you wish to renew.
5. If you choose **Renew All**, you do not have to tick individual items.
6. Click on the blue **Renew Selected Items** button.
7. If you have been successful, the system will say "Item Renewed" and provide a new due date.
8. We suggest that you write down the new due date on the due date slip in the book pocket.

## REASONS MATERIALS MAY NOT BE RENEWED

1. Items may be renewed a limited number of times. You will see a message that says "Renewal Limit Reached".
2. Another patron may have placed a hold on the book. You will see a message that says "Item has Holds".
3. Outstanding library fines may prevent online renewal. You will see a message that says "Privilege has Expired".

## HOW TO FIND MATERIAL

1. Select a Search Field from the drop down menu: Word or Phrase; Author; Title; Subject; Series; or Periodical Title.
2. Enter search terms into search box and click **Search**.
3. Locate the book you want in the results list and select **Details** to learn the location of the material.
4. If the material is not in your local branch you can request it by selecting **Place Hold** from the options on the left side of the page.



## HOW TO PLACE A HOLD

If the material you are looking for is not currently available at your local branch you can place a hold on it, which reserves the next available copy for you.

1. Login to your library account.
2. Find the material by searching the online catalogue.
3. Once the material has been found select **Details**.
4. Select **Place Hold** from the list of options on the left of the page.
5. Select the branch where you would prefer to pick up the material, and click **Place Hold**. The material will be sent to that branch when it becomes available and you will be notified to pick it up.

## CAN'T FIND MATERIAL IN OUR CATALOGUE?

If the material you are looking for does not appear to be available in our catalogue, please ask library staff for assistance as they would be happy to assist you with your search. If we do not have something, you may submit an interlibrary loan request or suggest that we order the material using the **Request Material** form.

## INTERLIBRARY LOAN REQUESTS

- Please search our library catalogue thoroughly before you place an inter-library loan. You will receive an item more quickly if you find it in the catalogue and place your own hold request.
- Interlibrary loan requests cannot be placed for items published within the last 12 months because other public libraries will not lend out their recent acquisitions.
- Some restrictions or charges may apply for inter-library loan services
  1. Login to your Library Account.
  2. Select **Request Material**.
  3. Select **Interlibrary Loan**.
  4. Fill in the online form with as much information as you have available.
  5. Hit the **Send** button.

## ORDER SUGGESTIONS

Selections for the collection are based on the library's collection development policy and budget considerations. We are also pleased to receive suggestions about items you think we should have in the library.

1. Login to your Library Account.
2. Select **Request Material**.
3. Select **Suggestion to Order**.
4. Fill in the online form with as much information as you have available.
5. Hit the **Send** button.