Here are some important tips to remember when using our online catalog:

Creating an account:

- If you have never used the library catalog before, you must first create an account.
- Please click on "Create Account" in the top right corner of your Internet screen.
- Follow the instructions. You must have your library barcode number ready. This number can be found on the back of your library card or on a receipt.
- You will be prompted to create a user name and a password that will be linked to your library card. Please choose something that you can remember. Library staff can not retrieve your password for you.

Renewing materials:

- First you must log in to the catalog. Please click on "Login" in the top right corner of your Internet screen.
- Click on the "My Info" tab.
- You can either chose to renew single items, or renew all items. Please note your new due dates!
- Items that are on hold for other patrons may not be renewed. If an item is on hold you and you try to renew it, you will receive a message that reads: "[Title] cannot be renewed because another patron needs it. Still due on [date]."

Searching the catalog:

- Click on the "Catalog" tab.
- You may search by keyword, title, author, subject, or series. Please enter what you are looking for in the search bar and then click on the appropriate icon.

Placing a hold:

- First you must log in to the catalog. Please click on "Login" in the top right corner of your

Internet screen.
  - Click on the "Catalog" Tab.
  - Find the material you are looking to hold. Click on the title to view the "Details" page.
  - On the right hand side of the Title Details, there will be an icon that says "Hold It!" Click this button.
  - When placing a hold through the on-line catalog, available material will be pulled the following morning, you will not be notified.
  - You will be notified by phone when your hold is ready if the requested material is unavailable when you placed the hold.