

Searching

Basic Search

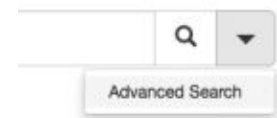
Use the search bar on your library's homepage (or at the top of catalog pages) to search for any title, author, tag, subject, publication date, etc.



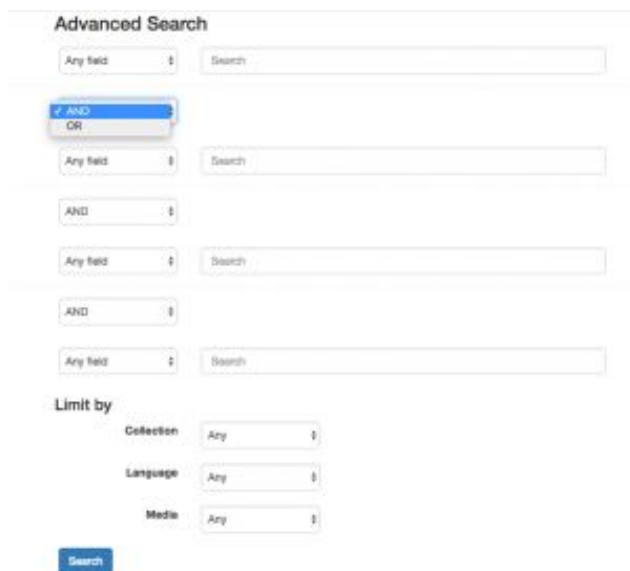
Our catalogue will show all matches for your search, sorted by "relevancy" (by default). Use the sort drop-down menu, on the right of the page, to sort your searches by "acquisition", "title", "publication date", "author", or "popularity".

Advanced Search

Advanced Search is found by clicking the carrot icon to the right of the Basic Search bar.



Search for any field, or fields, using boolean (AND/OR) logic. You can even limit your search by Collection, Language, and/or Media type.



Search Facets/Filters

Our library has enabled search facets/filters, you will see them on the right hand side of your Search page/s. Click any search facet to hone your search; click the facet again to deselect it.



Format	
Paper Book	4
Digital audiobook	0
DVD	0
Blu-ray	0

Collections	
Books	4
Favorites	2
Chris's Collection	0
Movies	0


Tags	
health	4
science	13
science fiction	9
field guide	6
thriller	6
action	6
- 19 more	

Genre	
Health & Wellness	3
Science & Nature	3
Food & Cooking	3
Nonfiction	2
History	1
Young Adult	0
- 8 more	

Language	
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Detail Pages (book pages)

Blue text includes a link to whatever that text is referencing:



The Field Guide to Tasmanian Birds
by Dave Watts
Paperback, 2003

Tags: [Tasmania](#), [field guide](#), [birds](#), [ornithology](#), [science](#)

Collection: [Books](#)

Barcode: 32

Status: **AVAILABLE**

Call number: 598.09946

[Place Hold](#) [Check Out](#) [Ask About This](#)

The following fields are visible and can be clicked to view matching items for that field:

- Titles
- Authors
- Ask About This (to leave a message for or ask a question of the Librarian)
- Genres
- Subjects
- Series
- Awards
- Tags
- Language
- Links to published "Media" reviews
- Recommendations (aka "Similar in this library" links)

Patron Accounts

In order to check out items or place items on hold, you'll need to log in as a patron to the library.

- **Patron Account** Click the person icon at the top right of your screen to log in/view your Patron Account page.



- **Login** Our library does not require a password for you to log into your account so you only need your Patron ID which you should request from a library admin or the church office. It is recommended to click the "Keep logged in" box and not log out of your account when you're done for more convenient library use.

A screenshot of a web form titled "Sign in to Your Account". It features a text input field labeled "Patron ID", a checkbox labeled "Keep signed in", and a blue "Sign in" button.

- **My Borrowing** Here, you will find all of your lending data, both current and historical. Your library may allow you to renew items—if so, you'll see a "Renew" button next to your currently checked out items. Renewals always start the date you request them, and last 2 weeks.
- **Personal Information** Here, you can view your Patron ID and edit the other fields within your Personal Information, for our library's records.
- **Sign out** If you're not using your own computer/device to access our library catalogue, be sure to log out of your account when you're done! However, if you are using your own device

Patron Actions (How to check out/place a hold)

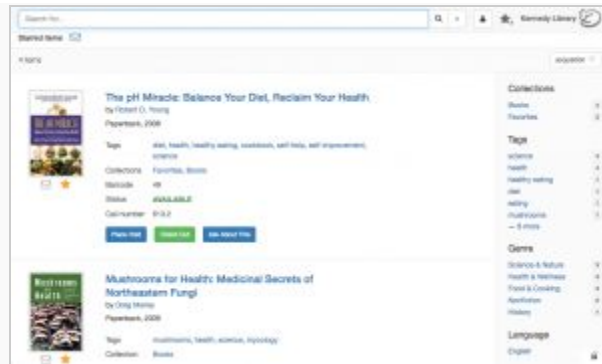
Our library has enabled self-checkout so the **Check Out**, **Place Hold**, and **Ask About This** buttons will show up on Search pages and Detail pages.



Our library is using Full Circulation, just log in with your patron ID (which you can get from a library admin or the church office), and use the actions you want for each item as needed.

- **Check Out** - click here to check out a book from the library. If you are not logged into your account the system will prompt you to log in. The book will be due back 2 weeks from the day you check it out. You may renew your book twice if no one else has a hold on it.
- **Place Hold** - click here to place a hold on a book you would like to check out from the library the next time you come to the library. The book will remain on hold for you for 2 weeks. When you come to the library to check out the book you must log in to your account and cancel the hold and then check out the book from your account.
- **Ask About This** - click here to inquire about or request an item from a library administrator, e.g. if a book you would like is checked out or on hold for another patron you can click here and ask a library administrator to hold the book for you when it becomes available or order another copy of the book.

Email/Starred Lists



Starred items list

Underneath the cover images of items (on Search and Detail pages), our library has enabled all of the sharing buttons including social media, email, and starred lists. Click any of these buttons to share a specific item by social media, email, or add it to your starred list.

Adding items to your starred list will tally on the top right of your screen, with the yellow star, to the left of your library's name:



Click the star in the top-right of our Catalogue to reach your starred list. From here, you can edit, print, email, or clear your starred list. Great for research projects or reading lists!