


Using the Online Catalog

The online catalog allows you to search for books, music, movies and audiobooks. You can also reserve items, check fines, request changes to your account, and renew items.

Access: Library card number

Basic Search

- From the **Search** drop box choose:
 - **Title starts with** if you know the *exact* title that you want
 - **Title keyword** if you know *some of the words* in the title
 - **Author last name starts** with if you know the author's last name
 - **General Keyword** if you want matches for words that appear anywhere in the record (title, author, description)
 - **Best Sellers** if you want to look through the New York Times Best Seller list
 - **Subject starts with** only if you know exactly what the Library of Congress subject heading is, otherwise you want to use the General Keyword search
- Click on .
- You will get a list to browse. Click on a title to see if that item is on the shelf in the library or not.
- If you want more information about the item, look on the left hand side of the screen where it says **Item Information**. Sometimes there are reviews, table of contents, plot summaries, character overviews and awards. Just click on the item you want and scroll down the screen to read more.
- If the item you want says under **Status** that it is **Checked In**, then call the library. We will pull it from the shelf for you and have it waiting for you at the checkout desk.
- If the book you want says anything other than **Checked In**, follow the instructions under **Requesting an Item** later in this handout.

Advanced Search

- Click on **Advanced** on the tab bar. Use this option if you need to search by several different options at the same time, or search by format:
 - For example, you want to search by title keyword and the author's name at the same time
 - You can also use this option if you only want to search for audio, video, or large print. If you scroll down the page, you may also limit your search by language, branch, audience (example - children's) or genre (example - horror). Call or ask a librarian if you have any trouble finding what you want.

Requesting an Item

- If the item you want is checked out, click on **Request First Available Copy**.
- You will need to enter your library card number (on the back of your card, do not include the spaces) and your pin number. Your pin is usually the last four digits of your phone number. Click on **Login**.
- Choose the branch where you would like your item to go, and click on **Request**. This page will also tell you how many other people are waiting ahead of you for the item and how you will be notified when your item arrives.

Creating Your Own List

- Make sure you are logged in to your account (see above) if you want to save your list(s) for later!
- If you would like to keep track of which books you have already read or would like to read, you can use the **My List** feature.
- If you see a book you would like to add to your list while searching the catalog, click **Add to my list**.
- To look at your list, click on **My List** in the upper right hand corner of the screen. To remove items from your list, click the checkbox next to the item(s) and click **Remove**.
- To create a new list, check at least one item from your current list, click on the drop box that says **–Move To–** and choose **[New List]**. You will then create a name for your new list. Click **Okay**. You can now create different reading lists for your needs! You can have one list for books you would like to read, one for books you have read, cook books, or whatever you like!
- To share your list, click on **Email this list**. Enter the email address and click on **Send**.
- To delete or change the name of your list, click on **Manage Lists**.
- To request an item on your list, click on **Request Item** to the right of its name.

Renewing, Fines, and Changing Information

- Click on **My Account**.
- Type in your Durham County Library Card Number and your pin number (last four digits of your phone number). Click **Login**.
- If you click on **Checked Out / Renew Items**, you will see all the items you have checked out, when they are due and whether or not they are overdue. Click on the check boxes of any items you would like to renew and click **Renew**. You will see the new due dates. You *can* renew items which are already overdue. There is a grace period of three days on all fines. You can also renew up to five times. However, if someone is on a waiting list for your item, it will not let you renew.
- Click on **Holds** to see where you are on the waiting list and whether or not your items have arrived.
- Click on **Fines/Blocks** to see how much money you owe.
- Click on **Profile** to change your pin number or your email address.

If you need more help, please ask a librarian at the reference desk or call 560-0110. We are here to help you.