Welcome to our new catalog!

Use this guide to become familiar with the new catalog's features and functions.

To get started, choose one of these topics:

- Finding your way around
- Searching
- Working with search results
- Limiting Search Results
- Viewing the details of an item
- Using My Account
- Using My Lists
- Using the Select an Action drop-down menu

If you need help with your searching or have any questions, please see a librarian!

Finding your way around

You can find navigation links in the upper-right corner of the header (1). Click one of these links at any time to log in (which allows you to easily access your Account and Lists) and to go directly to the My Account or My Lists pages. You can also click the Home icon (2) to go to the library catalog homepage.

Searching

Searching with limits

Use the Limits drop-down (1) to limit your search to a specific location or database (like the Egan Library, for example), or search "Everything," which will search the collections of all of the participating libraries. The default limit search is "Juneau area libraries."

Searching by field

Select a field from the Fields drop-down (2) to search within a specific field (for example, Title, Author, or Subject), or search from "All Fields."

Using Advanced Search
If you want more search options to help you find exactly what you're looking for, click the Advanced Search option (3) to go to the Advanced Search page.

With Advanced Searching, you can search exact phrases (4) or exclude terms from your search (5). For example, if you wanted to do a search on potters but did not want results for "Harry Potter," you could search the term "potter" and enter "harry" in the unwanted terms box.

You can also apply any combination of limits on your search with Additional limits (6), including format type, language and location. You can also show only those copies that are available for check-out (7) or further limit to a Search Topic of a specific library or libraries.

Once you have set up your search with the terms and limits you want, click the Advanced Search (7) button to get your search results.

**Working with search results**

**Sorting search results**

After you have received the results of a search, the results are automatically sorted by relevance. You can also choose to sort the results by publication date (ascending or descending), title, or author (1). The most relevant results are then sorted by that option.

**From the results list**

You can place a hold on an item directly from the results list (2). The "Place Hold" button, however, will display even if there are copies of the item available for check-out. So make sure to check to see if an item is available (6) before placing a hold on it. The other button is the "Text It To Me" button (3), which you can use
to have a text message that includes the item title and call number (or e-resources information) to a mobile phone.

You can mark individual items (4) that you may want to work with. After marking the items, use the drop-down "Select an Action" menu (5) to place a hold, add to your lists, email, and more.

**Limiting search results**

Using the Show Only Available option

Click the Show Only Available button (1) to limit your search results to only items that are available for checkout.

Using limits
Limits are organized by fields (like Author, Format, Language, Subject, etc.). You can use limits in one of the following ways:

- Click on a limit. By clicking a single limit, you will narrow your search results to meet that limit. For example, if you click on "Books," your search results will only include items that are books.
- Select a limit or multiple limits to include in or exclude from your search results. You can select one or multiple limits within a single field by clicking the check box next to the limit(s).

If you want to include limits in your search results, click the Include button (2). For example, if you select to include Books and DVDs, your search results will only include books or DVDs.

If you want to exclude limits from your search results, click the Exclude button (3). For example, if you select to exclude Books and DVDs, your search results will include everything but books and DVDs.

Use the More and Fewer options (4) to expose or hide limits within a field incrementally. You can also use the Expand All or Collapse All options (5) to either show all limits in a field, or go back to only showing the first five.

Using the Publication Date limit options

The Publication Date limit has two views: Graph, and Date. You can toggle between the two (6). The Date view works just like any other limit. When you use the Graph view you can use the sliders to create a date range (for example, 1971-1990). Then select whether you want to include or exclude that date range in your search results.

Removing limits

Any limits you have applied will appear in the "Narrowed by" section. Limits you have included in search results will have a plus (+) sign; limits you have excluded will have a minus (-) sign.

Click the Delete button (7) to remove an individual limit, or remove all limits by clicking the Clear all button (8).

**Viewing the details of an item**
Detailed display of the item record

In the record for the item you select, you might see hyperlinks (an author's name, for example) (1) that you can click to begin a new search for that link's content.

Placing a hold

If an item is not available you can use the "Place Hold" button to place a hold from the record. You can also text basic item information to a mobile phone. (For more information, see From the results list)

Note: You can also place a hold on an item by using the Select An Action menu (see Selecting an action).

Selecting an action

From the Select An Action drop-down menu (3), you can place a hold on the item, add the item to My Lists, and email or print item information.

How to find the item in a library

At the bottom of the record (4) you can see what library has the item, what location the item belongs to, the call number (where you can find the item on the shelves of the library) and the material type (book, DVD, etc).
Accessing Electronic Books and Other Electronic Resources

If the item is an electronic book (ebook) or other e-resource (like an electronic journal) you will see an icon (which is also displayed alongside other types of resources) and a link to access the item (1). Click on the link to be directed to the item. If you are not on campus you will need to log on with your UAS username and password before you can access the resource.

Using My Account

My Account lets you view your checkouts, holds, and any fines you may have. You can also view your personal information, change your PIN, and set up your preferences.

Go to My Account page by clicking My Account from the upper-right corner of the header. If you are not already logged in, the system will prompt you to log in before you can access the My Account page.

Getting around in My Account

There are four My Account tabs: Personal Information, Checkouts, Holds, and Fines. Click on a tab to open it up.

Understanding the summary box

The summary box (1) gives you a quick view of the number of items you have currently checked out, the number of items you have on hold, and the amount of fines you owe your library. You can click a heading (2) (for example, "Checkouts") to open the corresponding tab.

The summary box also shows your user status. If you have questions about your status, please ask one of the library staff members for help.

Alert icons
Alert icons will appear in My Account when a new action is available to you. For example, if you have a hold that has arrived and is ready for you to pick up, you will see an alert icon on your Holds tab and in your summary box next to the Holds heading (3). Alert icons will appear when:

- You have overdue checkouts
- You have holds that are ready for you to pick up
- You have any new or unpaid fines

These topics will explain more about each tab in My Account:

**Personal Information**

**Checkouts**

**Holds**

**Fines**

**Personal Information**

The Personal Information tab has three sections: User information (your name will appear as the heading), Change PIN, and Preferences.

**User information**

The User information section displays your personal information. If you see something that is inaccurate or outdated, please visit our Circulation Desk to make the needed changes.

**Change PIN**

Change PIN lets you designate a new Personal Identification Number or password for your library account.

Important: If you have forgotten your PIN, contact your library for instruction on how you can be assigned a new PIN.

Go to the Change Pin section to change your login PIN.

Note: The PIN cannot be more than 10 characters in length.

**Preferences**

Set up your personal preferences in the Preferences section. You can configure these options:

- Default My Account Tab lets you select which tab (Personal Information, Checkouts, Holds, or Fines) opens when you access the My Account page.
- Preferred List lets you select a default My List. When you add a title to your lists, the program adds it to the default list. If you select "no default list", the program prompts you to select a list. You can create a list to use as your preferred list in the My Lists page (see Adding/Deleting lists).
- Preferred Pickup Library lets you select which library you want to use as your pickup library, or the library where you go to pick up holds.
My Current Checkouts

The My Current Checkouts section displays the items that you have currently checked out. If you have any items that are overdue, they will appear at the top of the list with the alert icon (1).

You can click on the title or image of any item to view its detail page.

If you want to renew items, select the items you want to renew (or select them all by using the Select All check box (2) and then click the Renew button (3)).

Use the sort icon ( ) to sort items. Click once to sort ascending. Click again to sort descending.

Holds
My Holds

You can view all your holds in the My Holds section. Any holds that have arrived and are now available for you to pick up will appear at the top of the list with the alert icon (1).

You can click on the title or image of any item to view its detail page.

From this section, you can also cancel a hold, edit a hold's pickup location (library), or suspend a hold. To perform one of these actions, select the items you want (or select them all by using the Select All check box (2) and then click one of these buttons (3):

- **Cancel Hold(s).** After you click this button, a window will open to confirm the cancellation. Click Yes to cancel the hold or No to go back.
- **Edit Pickup Location(s).** After you click this button, a window will open where you can select the new pickup location. Click Change to change the location or Cancel to go back.
- **Suspend Hold(s).** When you click this button, a window will open with a calendar you can use to select the start date of the suspension and the end date of the suspension. Click Suspend to suspend the hold or Cancel to go back.
- **Cancel Hold Suspension.** When you click this button, a window will open to confirm the cancellation. Click Yes to cancel the hold suspension or No to go back.

Use the sort icon ( Globe ) to sort items. Click once to sort ascending. Click again to sort descending.

### Fines

The Fines tab has five sections: Accruing Fines, Current Fines, and Payment History. If you have any new or unpaid fines, an alert icon will appear in this tab. If you need to pay fines, please do so by visiting your library to pay fines in person.
Use the sort icon ( ) to sort items. Click once to sort ascending. Click again to sort descending.

You can view a history of any payments you have made to fines in the Payment History section. This section will display the dates you made payments and the amount that was paid.

**Using My Lists**

When you find items while searching the catalog that you want to keep and organize, you can save them in your My Lists. You can create and customize your lists, and you can print or email your lists. From My Lists, you can also place holds on items.
Adding items to My Lists

You can add items to your My Lists by using the "Select An Action" drop-down from either a search results page or an item's detail display.

If you are logged in to the system, you will be prompted to select which of your lists you want to save items to.

If you are not already logged in to the system, any items you add to My Lists will be sent to a "Temporary List." To access your custom lists, you will need to first log in.

Using your Temporary List

If you are logged in to the system, you can move items into other lists, or you can save the entire list. In essence, you will be creating a new list out of the items in your Temporary List.

To save your Temporary List, select Save Temporary List from the Select An Action menu (1). A window will open and ask you to name the new list. Enter the name and click Save to save the list or Cancel to go back. If you log out without saving the list, the Temporary List will be cleared.

If you are not logged in, the list of titles will be cleared after your session has expired (about 10 minutes with no activity in the browser). You can log in after you have placed items in your Temporary List to move them to one of your saved lists.

Viewing and arranging My Lists

Your Temporary List and your saved lists are listed in the left-side window under the "Lists" heading.

To view a list, click on it. It will open in the main window.

To arrange your saved lists, do one of the following:

- Use the ( ) icon to drag and drop your lists in the order you want them to appear.
- Use the Arrange By drop down (2) to arrange your lists alphabetically (ascending or descending), or by the time they were created (most recent first or oldest first).

Adding/Deleting lists

To create a new list, click the Add List button (3). A window will open and prompt you to name your new list. Enter the name and click Create to create the new list or Cancel to go back.

To delete lists, select the lists you want to remove and then click the Delete Lists button (4).

Viewing and arranging items in a list

You can click on the title or image of any item to view its detail page.

To arrange items in a list, do one of the following:

- Use the ( ) icon to drag and drop your lists in the order you want them to appear.
- Use the Arrange By drop down (5) to arrange the items in your list alphabetically (ascending or descending), or by the time they were added to the list (most recent first or oldest first).
Selecting an action

First, select the items you want to do an action on, or use the Select All check box (6) to select all items on the page. Then choose the action you want to take from the Select An Action menu (1). (For details, see Using the Select an Action drop-down menu.)

Placing holds

Many items in your library are available for holds.

If you are not already logged in when you try to place a hold, the system will prompt you to log in.

A window will appear for you to specify the library where you want to pick up the item when it arrives. Once you have selected the pickup library, click Place Hold. The system will tell you if the hold was successfully placed or not.

Once you have placed a hold on an item, you will be able to see it in My Account under the Holds tab.

Using the Select an Action drop-down menu

The "Select an Action" menu is found on the search results page, on an item's detail display, and in My Lists. Depending on your library's configuration, you will see these options in the "Select an Action" menu:

- Place Hold: This option lets you place a hold on selected items (see Placing holds).
- Add to My Lists: This option lets you save selected items to a list. If you are not already logged in, items will automatically be sent to a temporary list (for details, see Using My Lists). You can see this temporary list by going to the My Lists page.

If you are logged in, a window will appear and ask you to specify which of your saved lists you want to add the item(s) to. Select the list you want and click Add.

The system will tell you when items were added successfully, and then you can see them when you go to the My Lists page.

Note: The "Add to My Lists" option will not appear when you are on the My Lists page.

- Email: This option lets you email item information. A window will appear where you can enter the email address where the item(s) information will be sent. If you want to send the email in plain text format instead of HTML, select the option. Click Send Email when you have finished.
- This option lets you print item information. The item(s) information will display on a new page in print format. Use your browser's print option to send the information to a printer.
- Delete Selected: This option lets you remove items from a list. A window will appear to confirm that you want to remove the item(s) from your list. Click Delete to remove the item(s) or Cancel to go back.
- Based on the original by SirsiDynix