Welcome to the Library’s New Catalog! This quick guide is designed to help you get started. If you have additional questions, please contact the Library.

The Home page of the Catalog displays a blue search bar, a best seller marquee, and links to a variety of services. The upper right corner of the Home page has links to Log In, My Account, and My Lists, as well as Detailed Enterprise Help.

Finding Items

A quick search can be performed by typing words into the search box. You can type one or more words, such as a title, an author’s name, a topic of interest, or a combination of these. Click the green Search button and the catalog will find the best matches.

The far left menu in the search bar defaults to searching Everything. Optionally, other selections can be made:

- **Library Search** limits search results to materials that can be found on shelves in libraries, including books, DVDs, Blu-ray Discs, audiobooks on CD, and music CDs, etc.
- **eBooks and eAudiobooks** can be selected if interested in downloadable materials only.
This menu also includes some other options for narrowing a search, such as **Music CDs Only**.

The next menu in the search bar defaults to searching **All Fields**, which uses a “best guess” to find matching items. Optionally, other selections can be made to refine your search:

- **Title** looks for matching words in title areas only. *(girl on the train)*
- **Author** looks for matching author, organization, performer, or musical group, etc. Enter names in any order *(carl hiaasen)*
- **Subject** looks for matching topical words *(grand canyon)*
- **Series** looks for matching words in series areas only *(xxxxxx)*
- **Find Author** displays a list of all author headings that contain your search words *(john grisham)*
- **Find Subject** displays a list of all topical headings that contain your search words *(frogs)*

**Search Results**

After clicking the green Search button, a list of titles that best match your search terms will display.
Refining Search Results

You can easily refine your search using the **Limit Search Results** filters listed along the left side of the page. At the top of the column you will find a blue **Only Show Available** button. Click it to see only the items that are currently on the shelf and available to checkout. (Caution: please call the library first to confirm than an item is available; this feature does not apply to downloadable materials.)

The filters all work in the same way. Each section displays a specific type of information, such as Library and Format. Only the first five items are shown initially in each section. Click the **More** link to see an additional ten items or **Expand All** to see the complete list. Work in one section at a time. Select an item by clicking the check box in front of it. You can select as many or as few items as you want. After you make your selections, click either the **Include** or **Exclude** button. Repeat for the other sections as you wish. Each time you click the Include or Exclude buttons, your search results will be updated to reflect your choices. The selections of filters will also update depending on the choices you make. If you include only Book under Format, most of the other choices under Format will disappear. If you exclude Book under Format, all the authors who only wrote books will disappear from under the Author filter. Your filter choices are displayed at the top of the column. If you want to remove a selected filter, click the “X” in front of it. Click the Clear All button to remove all your filters.

Available filters include **Library**, **Format**, **Material Type**, **Audience**, **Subject**, **Author**, **Publication Date**, **Language**, **Electronic Format**, and **eReader**.
Sort Your Results

The default sort order is Relevance. In the upper right corner of the search results page, results can also be sorted by Publication Date (with oldest or newest titles displaying first) or alphabetically by Title or Author using the Sort By drop down menu.

Item Details

The list of results shows basic information for each title such as the author, publication date, and the number of copies available. When you click a title or its cover image, the screen darkens and a pop-up window appears. The window displays information about the title, the libraries that have a copy of the item, and the item’s call number. Check the Status column to see if it is on the shelf, checked out, in transit, or on hold for someone else.

The lower part of the window contains other information, such as a summary, reviews, and excerpts. Click the item once to expand it and again to collapse it.

You can use the blue Previous and Next arrows to move through your results one at a time, or click the Close button at the top right corner of the window to return to the list of results.
Request an Item

There are a few ways to request items.

1. In the results list, click blue Request Item button to the right of a title.
2. If you are not already logged in, a log in window will pop up on your screen.
3. Enter your entire 13 digit library card number. Do not include the A if printed on your card.
4. Enter your PIN.
5. Left click the blue Log In button.
6. A note about fees will display. Click OK.
7. Review your choice in the next window. Be sure the Pickup Library is correct.
8. If everything is correct, click the Request Item(s) button.
9. If you decide you do not want to place the hold, left click the X in the upper right corner of the window, which will return you to your search results.
10. After you place your hold, click the OK button to return to your search results.
It is also possible to place a hold on several titles at once by clicking on the checkboxes next to those titles, going to “Select an Action,” and choosing “Request Item(s)”. At present, you can only do multiple holds for titles on the same page of search results.

You can also request an item from the detailed information page for an item.

**My Account**

My Account is the place to see what items you have checked out, check when they are due, renew items, view your requests, and see if you have any fines. You can also create a PIN if you do not have one, change it, or reset it if you have lost it.

1. Click My Account in the upper right corner of the web page.
2. Enter your 13 digit library card number. Do not include an A if it is printed on your card.
3. Enter your PIN.
4. Click the Log In button.

After you log in, the account page will appear. Be patient, as it sometimes takes a few seconds for it to load.

The account page has two text areas. The one on the right displays an overview of your current number of items checked out, the number of holds you are waiting on, and the amount of fines you owe. The box on the left provides detailed access to your account information, checkouts, holds, and fines.
Personal Information

Click the Personal Information tab to view the information that the Library has on file for you. If any of the information is incorrect, please contact the Library to have it corrected. Click the blue bars to change your PIN or set Preferences, such as your preferred pickup location.

Checkouts Tab

Click the Checkouts tab to see what items you have checked out and when they are due. You can also renew items from this tab. eBook and eAudiobook checkouts display separately from regular library material checkouts.

Renewing an Item - Most items (excluding eBooks and eAudiobooks) can be renewed twice unless they have been requested by another person. To renew an item:

1. Locate the item you want to renew.
2. Check for any messages below the title stating “This item cannot be renewed.” If it appears, you cannot renew the item.
3. Click the check box to the left of the item if it is eligible to be renewed.
4. Repeat for any other items you want to renew.
5. Click the blue Renew button at the top or bottom of the list of checked out items. Click it only once; it can be slow to respond.
6. Click Yes in the Renewal Confirmation pop-up window.
7. Check the new due date for the item (it should now appear at the bottom of the list of checked out items. If all your items are eligible for renewal, you can renew them all at once by clicking the Select All check box found to the left of the blue Renew buttons.

Holds Tab

You can manage your requests on the Holds tab. You can view your current holds, see what your current position is in the queue, and manage your holds. eBook and eAudiobook requests display separately from regular library material requests.
Cancel Hold(s)

If you decide you do not want an item, you can cancel it.
1. Locate the item you want to cancel.
2. Click the selection box to the left of the item.
3. Repeat for any other items you want to cancel.
4. Click the blue Cancel Hold(s) button.
5. Click Yes in the confirmation window.

Edit Pick Up Location(s)

You can change the pickup location to another Buffalo and Erie County Public Library location that is more convenient.
1. Locate the item you want to change.
2. Click the selection box to the left of the item.
3. Repeat for any other items you want to change.
4. Click the blue Edit Pickup Location(s) button.
5. Select the library where you want to pick up your item(s).
6. Click Change.
7. Click Yes in the confirmation window.

Suspend Hold(s)

If you are going to be unable to pick up an item at the library for a period of time, but do not want to lose your place in the hold queue, you can suspend your hold(s).
1. Locate the item you want to suspend.
2. Click the selection box to the left of the item.
3. Repeat for any other items you want to change.
4. Click the blue Suspend Hold(s) button.
5. Pick the Start Date for when the suspension should begin.
6. Pick the End Date for when the suspension should end.
7. Click Suspend.
8. Click Yes in the confirmation window.

Cancel Hold Suspension(s)

If you decide that you do not need to wait for a suspension to end, you can cancel it early.
1. Locate the item you want to cancel the suspension on.
2. Click the selection box to the left of the item.
3. Repeat for any other items you want to change.
4. Click the blue Cancel Hold Suspension(s) button.
5. Click Yes in the confirmation window.

Fines Tab

The fines tab allows you to view any fines that you may have. You can pay your fines online. If your fines total $10.00 or more, you cannot check out or renew any items.

Accruing Fines display for items that have not yet been returned. It includes an estimate of the amount owed, as of today. This amount could increase.