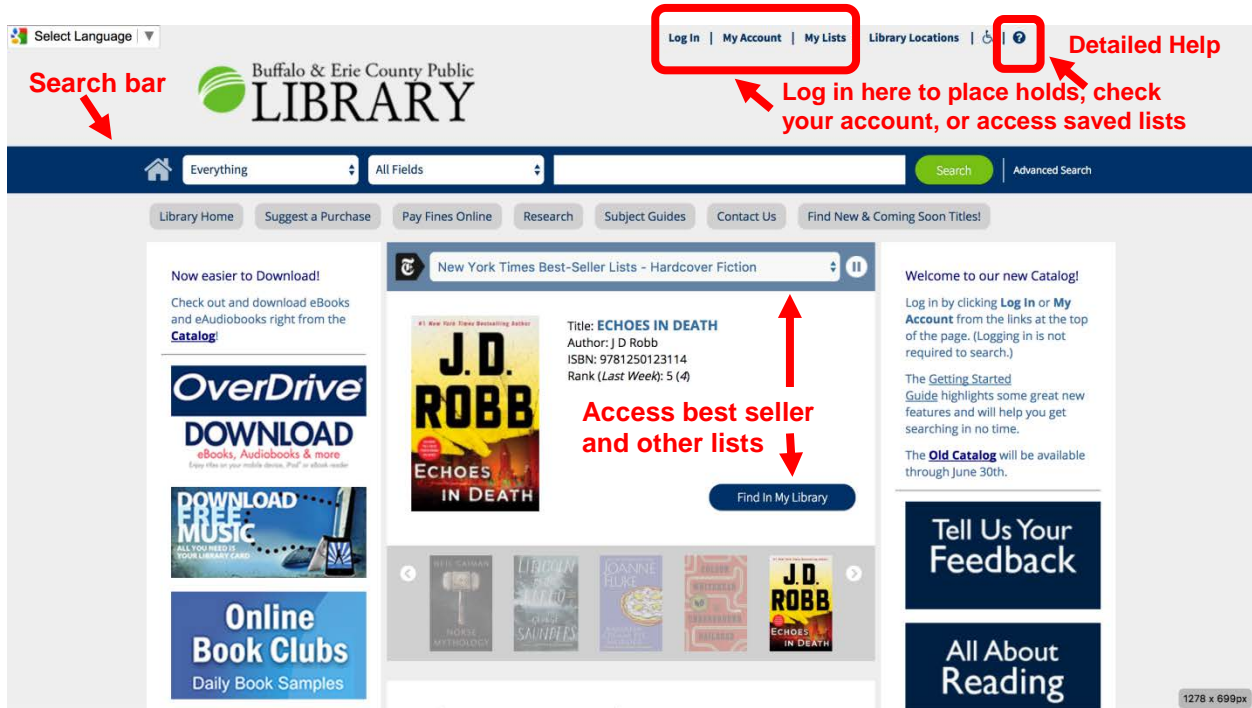




## Getting Started with the New Catalog

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.

...then click the green Search button



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

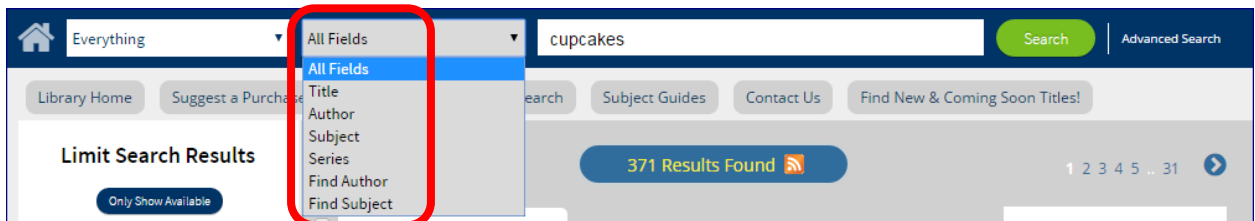
- **Library Search** limits search results to materials that can be found on shelves in libraries, including books, DVDs, Blu-ray Discs, audiobooks on CD, and music CDs, etc.
- **eBooks and eAudiobooks** can be selected if interested in downloadable materials only.

- 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 (xxxxxxx)
- **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.

Log In | My Account | My Lists | Library Locations

**Search Results**

Buffalo & Erie County Public LIBRARY

Everything All Fields norse mythology Search Advanced Search

Library Home Suggest a Purchase Pay Fines Online Research Subject Guides Contact Us Find New & Coming Soon Titles!

**Limit Search Results**

Only Show Available

Narrowed by:

+ Audience: Adult

Library Include Exclude

- Alden Ewell Free Library
- Angola Public Library
- Anna M. Reinstein Library
- Audubon Library
- Bookmobile Library



More View All

Format Include Exclude

- Book (84)
- DVD (6)
- Blu-Ray (2)
- Music LP (2)
- Audiobook on CD (1)

95 Results Found

Select an Action Sort By:

-  **Norse Mythology**  
 by Gaiman, Neil, author.  
 Edition First Edition.  
 Publication Date 2017  
 Format Book  
 Call Number BL860 .G35 2017  
 Available: 1  
 Holds: 11  
 Copies: 22
-  **Norse Mythology**  
 by Gaiman, Neil, author.  
 Edition Unabridged.  
 Publication Date 2017  
 Format Audiobook on CD  
 Call Number FICTION CD

goodreads Request Item Text This To Me

Click title or cover image to see more detail, including libraries with copies

Click here to request

1 copy available to check out  
11 people on request list  
22 copies owned by all libraries  
Click title or cover image to see library information

Use this column to refine search results

## 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 that 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.



Click here to change the default sort

## Item Details

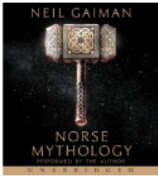
The list of results shows basic information for each title such as the author, publication date, and the number of copies available. When you click a title or its cover image, the screen darkens and a pop-up window appears. The window displays information about the title, the libraries that have a copy 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.

Log in | My Account | My Lists | Library Locations

### Details for Norse mythology



**Title:** [Norse mythology](#)

**Author:** Gaiman, Neil, author.

**Personal Author:** [Gaiman, Neil, author.](#)

**Edition:** Unabridged. [Click here to request](#)

**Physical Description:** 6 audio discs (390 min.) : CD audio, digital ; 4 3/4 in.

**Summary:** "In [Norse Mythology](#), Gaiman fashions primeval stories into a novelistic arc that begins with the genesis of the legendary nine worlds; delves into the exploits of the deities, dwarves, and giants; and culminates in Ragnarok, the twilight of the gods and the rebirth of a new time and people. Gaiman stays true to the myths while vividly reincarnating Odin, the highest of the high, wise, daring, and cunning; Thor, Odin's son, incredibly strong yet not the wisest of gods; and Loki, the son of a giant, a trickster and unsurpassable manipulator."--Container.

**General Note:** Compact discs.

**Language:** English

**Subject Term:** [FICTION / Fairy Tales, Folklore & Mythology](#), [Mythology, Norse.](#), [Mythology, Norse.](#) (OCoLC)fst01031869

**Genre:** Audiobooks.  
Audiobooks. (OCoLC)fst01726208

**ISBN:** 9780062663634

**Format :** Audiobook on CD

Select an Action

- Text This To Me
- Request Item
- Staff View

Available:0

Call number: FICTION CD

Click left arrow to see detail of previous record in results the default sort

Click right arrow to see detail of next record in results

Search words are highlighted in yellow

Item Details (top)

unsurpassable manipulator."--Container.

**General Note:** Compact discs.

**Language:** English

**Subject Term:** FICTION / Fairy Tales, Folklore & Mythology  
 Mythology, Norse.  
 Mythology, Norse. (OCoLC)fst01031869

**Genre:** Audiobooks.  
 Audiobooks. (OCoLC)fst01726208

**ISBN:** 9780062663634

**Format :** Audiobook on CD

**Item Details (bottom)**

Click blue bars to expand detail

Available:0

Library	Call Number	Material Type	Home Location	Status
Central Library	FICTION CD	Adult Audiobook on CD	Audiobooks	Being transferred between libraries
Alden Ewell Free Library	FICTION CD	Adult Audiobook on CD	Audiobooks	Checked Out
Boston Free Library	FICTION CD	Adult Audiobook on CD	Audiobooks	Checked Out
Clarence Library	FICTION CD	Adult Audiobook on CD	Audiobooks	Checked Out
West Seneca Library	FICTION CD	Adult Audiobook on CD	Audiobooks	Checked Out

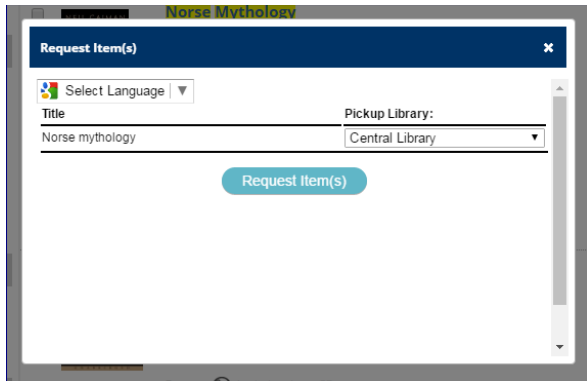
Summary

Reviews 3

## 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.



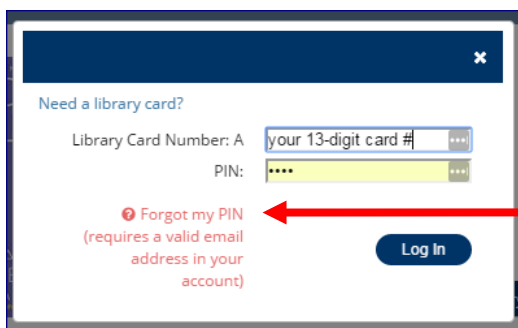
It is also possible to place a hold on several titles at once by clicking on the checkboxes next to those titles, going to “Select an Action,” and choosing “Request Item(s)”. At present, you can only do multiple holds for titles on the same page of search results.

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.



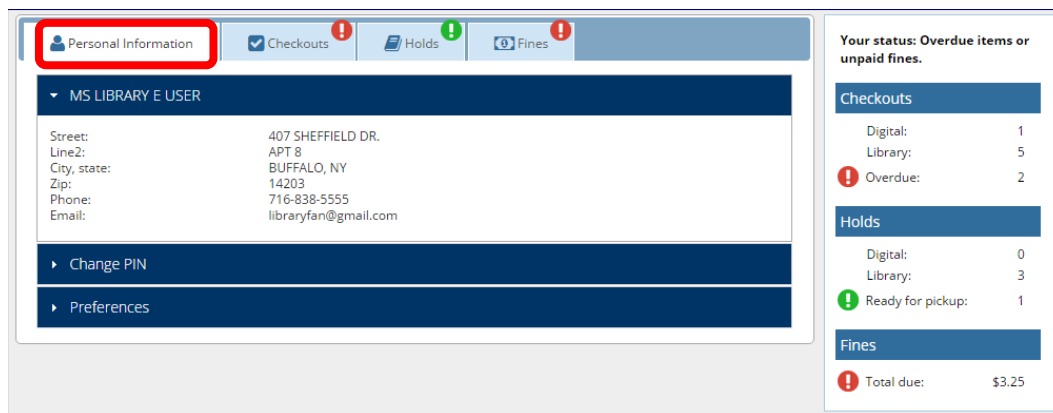
Click here if you need a PIN or would like to change your current PIN (a valid email must be in your account)

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.

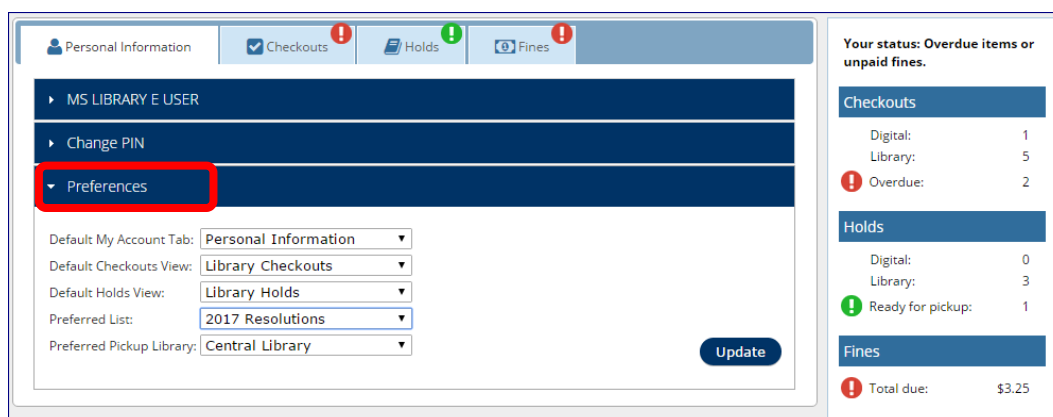
## Personal Information

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.



Personal Information	
MS LIBRARY E USER	
Street:	407 SHEFFIELD DR.
Line2:	APT 8
City, state:	BUFFALO, NY
Zip:	14203
Phone:	716-838-5555
Email:	libraryfan@gmail.com
<a href="#">Change PIN</a>	
<a href="#">Preferences</a>	

Your status: Overdue items or unpaid fines.	
<b>Checkouts</b>	
Digital:	1
Library:	5
Overdue:	2
<b>Holds</b>	
Digital:	0
Library:	3
Ready for pickup:	1
<b>Fines</b>	
Total due:	\$3.25



Personal Information	
MS LIBRARY E USER	
<a href="#">Change PIN</a>	
<a href="#">Preferences</a>	
Default My Account Tab:	Personal Information
Default Checkouts View:	Library Checkouts
Default Holds View:	Library Holds
Preferred List:	2017 Resolutions
Preferred Pickup Library:	Central Library
<a href="#">Update</a>	

Your status: Overdue items or unpaid fines.	
<b>Checkouts</b>	
Digital:	1
Library:	5
Overdue:	2
<b>Holds</b>	
Digital:	0
Library:	3
Ready for pickup:	1
<b>Fines</b>	
Total due:	\$3.25

## 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.

**Personal Information** | **Checkouts** | **Holds** | **Fines**

**Digital Checkouts** ← eBook and eAudiobook checkouts

**Library Checkouts** ← All other checkouts

**Total Items Checked Out: 5**  
**Items Overdue: 2**      **Regular library material checkouts**

Select All **Renew** ← **Renew button. Select All or individual titles**

	Title / Author	Times Renewed	Date Due	Call Number
	Lost letter Mulligan, Neil. 0000222750960	1	2/25/17	FICTION
	Adventures in Floating X types TEST Floating, Carol X. 0000225830090	0	2/26/17	
	Miles from nowhere Mun, Nami. 0000220704183	1	3/14/17	FICTION

**Your status: Overdue items or unpaid fines.**

**Checkouts**

- Digital: 1
- Library: 5
- Overdue: 2

**Holds**

- Digital: 0
- Library: 3
- Ready for pickup: 1

**Fines**

- Total due: \$3.25

**Personal Information** | **Checkouts** | **Holds** | **Fines**

**Digital Checkouts**

**Total Items Checked Out: 1**      **eBook and eAudiobook checkouts**

Select All **Return**      Why can't I return some items?

	Title / Author	Format	Expiration Date	Call Number
	<b>Moby-Duck</b> Hohn, Donovan	ebook-pdf-adobe Download	3/27/17	

Select All **Return**

**Library Checkouts**

**Your status: Overdue items or unpaid fines.**

**Checkouts**

- Digital: 1
- Library: 5
- Overdue: 2

**Holds**

- Digital: 0
- Library: 3
- Ready for pickup: 1

**Fines**

- Total due: \$3.25

## Holdings 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.

The screenshot shows a library website interface. At the top, there are navigation tabs: Personal Information, Checkouts, Holds (highlighted with a red box and a green exclamation mark icon), and Fines (with a red exclamation mark icon). Below the tabs, there are sections for Digital Holds and Library Holds. Under Library Holds, it says 'Items on Hold: 3' and 'Ready for Pickup: 1'. There are four buttons: Select All, Cancel Hold(s), Edit Pickup Location(s), Suspend Hold(s), and Cancel Hold Suspension(s). Below this is a table of holds:

	Title/Author	Status	Pickup at:	Expires	Place in queue	Call Number
<input checked="" type="checkbox"/>	The last Cadillac : a memoir Sullivan, Nancy Nau. 0000241979327	Pickup by: 3/22/17	Orchard Park Library		1	
<input type="checkbox"/>	My Favorite Thing Is Monsters Ferris, Emil	Pending	Central Library		0	
<input type="checkbox"/>	Norse mythology Gaiman, Neil, 0000240343442	Pending	Central Library		12	

At the bottom of the table, there are four buttons: Select All, Cancel Hold(s), Edit Pickup Location(s), Suspend Hold(s), and Cancel Hold Suspension(s). On the right side, there is a sidebar with the following information:

**Your status: Overdue items or unpaid fines.**

Checkouts	
Digital:	1
Library:	5
Overdue:	2

Holds	
Digital:	0
Library:	3
Ready for pickup:	1

Fines	
Total due:	\$3.25

## 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.

- Pick the Start Date for when the suspension should begin.
- Pick the End Date for when the suspension should end.
- Click Suspend.
- 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.

- Locate the item you want to cancel the suspension on.
- Click the selection box to the left of the item.
- Repeat for any other items you want to change.
- Click the blue Cancel Hold Suspension(s) button.
- 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.

The screenshot shows the library's fines management interface. At the top, there are navigation tabs: Personal Information, Checkouts (with a red exclamation mark), Holds (with a green exclamation mark), and Fines (with a red exclamation mark and highlighted by a red box). Below the tabs, there are two expandable sections: 'Accruing Fines' (indicated by a red arrow) and 'Current Fines/Blocks'. The 'Accruing Fines' section contains a table with the following data:

Title	Estimated Fine
Lost letter 0000222750960	\$2.25
Adventures in Floating X types TEST 0000225830090	\$2.00

On the right side of the page, there is a summary section titled 'Your status: Overdue items or unpaid fines.' It includes three sub-sections: 'Checkouts' (Digital: 1, Library: 5, Overdue: 2), 'Holds' (Digital: 0, Library: 3, Ready for pickup: 1), and 'Fines' (Total due: \$3.25).

Current Fines also display along with a reason.

This screenshot shows the same library fines page as above, but with the 'Current Fines/Blocks' section expanded (indicated by a red arrow). The 'Accruing Fines' section is collapsed. The 'Current Fines/Blocks' section contains a table with the following data:

Title/Explanation	Reason	Amount
MRWgeneric DVD 2014 0000232337618	Overdue materials	\$1.00
Game of thrones. The complete third season 0000234137164	Fee for placing a hold	\$1.00
Cardio dance express 0000238085450	Fee for placing a hold	\$1.00
Clean your room 0000254875368	Fee for placing a hold	\$0.25
<b>Total Due</b>		<b>\$3.25</b>

The right-side summary section remains the same as in the previous screenshot, showing a total due of \$3.25.