



LS2 PAC

Updated August 2014

CONFIDENTIAL

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NOTES

Log In

A Log In is required if you want to:

- Access/change account information
- Access other databases (e.g., EBSCO, Britannica, etc...)
- Add tags
- Pay a fine
- Place holds
- Suspend/Re-activate holds
- Save a list
- Save a search
- Write Reviews

Log in with your Library Card Number and your PIN (last name).

How to Log In:

- 1) Click **Log In**, located in the top right corner, as shown below.



- 2) A **Log In to your Account** pop-up displays.

A screenshot of a "Log In to your Account" pop-up window. The window has a title bar with a close button (X). The main content area contains the text "Log in with either your Library Card Number or EZ Login". Below this are two input fields: "Library Card Number or EZ Username" and "Last Name or EZ Password". There is a checkbox labeled "Remember Me" which is currently unchecked. A blue "Log In" button is positioned below the input fields. At the bottom of the form, there is a link that says "Forgot your EZ password?".

- 3) Type your **Library Card Number** and **PIN** (full last name), or your **EZ Login**. If you do not have an **EZ Login**, you can create one under your Account once you are logged in.
- 4) You may select the **Remember Me** check box to retain your login and not be continually prompted for your information.
- 5) After typing your credentials, click **Log In**.
- 6) Once logged in [Your first name] Account slides out to the left, as shown in the example below.



- 7) If you see a red circle next to your name (as shown in the example above), there are issues on your account that need attention. The number in the circle indicates the number of issues on your account. Click the red circle and the account summary page opens to display the issues (e.g. overdues, fines, arrived holds, etc.)

Create an EZ Login

Create an **EZ Login** to make logging in easy to remember. Choose whatever **EZ Username** and **EZ Password** you want to set up your **EZ Login**.

Create your EZ Login

1. Log in with your library card number and PIN. [Your first name] Account slides out to the left.
2. Click the arrow to open the drop-down list of Account options, and then click Account Summary. Refer to the example below.



3. The Account Summary page displays. On the left side of the screen, click EZ Login to open the Create EZ Login dialog. Refer to the form show below.

Account Summary	Account Activity	Saved Lists	Saved Searches
-----------------	------------------	-------------	----------------

<ul style="list-style-type: none"> Summary Contact Information Library PIN EZ Login 	<p>Create EZ Login</p> <p>EZ Username*</p> <input type="text"/> <p>EZ Password*</p> <input type="password"/> <p>Confirm EZ Password*</p> <input type="password"/> <p>Library PIN*</p> <input type="text"/> <p><small>(For security purposes.)</small></p> <p> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p>
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4. Type your **EZ Username**. Your Username is not case-sensitive and can be used with any combination of the following: uppercase letters, lowercase letters, symbols, and numbers. For example, *123456, 1luvBks!, Luv2Read*.
5. Type your **EZ Password**. Your password is case-sensitive and can be used with any combination of the following: uppercase letters, lowercase letters, symbols, and numbers. For example, *123456, 1luvBks!, Luv2Read*.
6. Retype your **EZ Password** in the **Confirm EZ Password** box. If you type two different passwords, a message appears advising, Both password fields must match. Re-type your password in both fields.
7. Type your **Library PIN (last name)** or other requested credentials.
8. Click **Save**. A green banner displays at the top of the screen, *Your EZ Login has been created*. The **EZ Login** option is replaced with two new options, **EZ Username** and **EZ Password**. The screen changes to Change **EZ Username**.
9. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

View Layout Options

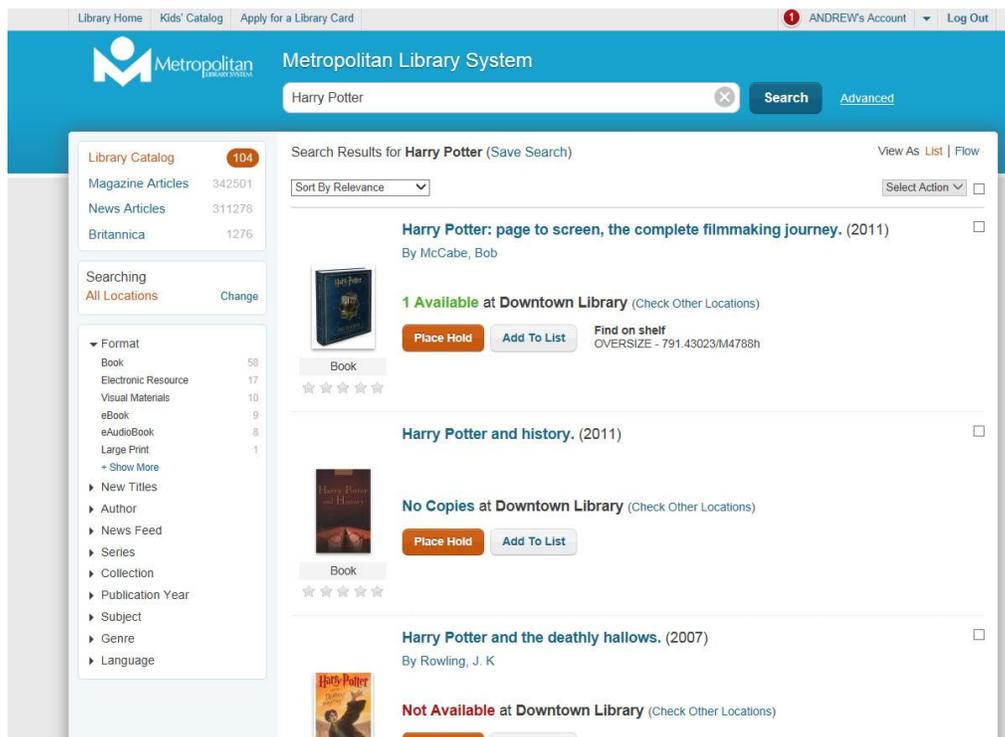
Your library's PAC offers two different layouts to view the results of your search: **List** or **Flow**. These choices are not available until you have performed your first search. The default is **List** view, but once your results are returned you can select the alternate view.

The example below shows the location of this feature.



List

This view will display your search results in a list format. Click the title to view title details and access copy information, reviews and more. From this view you can place a hold or add the item to a list. An example of the **List** view is shown below.



Flow

This view will display results in a row of book jackets. Use the **Previous/Next** arrows to move forward or backward thru the display one item at a time, or click a book jacket to immediately view the result. Click the title to view title details and access the copy information, reviews and more. From this view you can place a hold or add the item to a list. An example of **Flow** view is shown below.

The screenshot shows the Metropolitan Library System interface. At the top, there are navigation links: Library Home, Kids' Catalog, Apply for a Library Card, and a user account for ANDREW with a Log Out option. The main header features the Metropolitan Library System logo and a search bar containing 'Harry Potter'. Below the search bar, the results are displayed in a 'Flow' view, showing a row of book jackets. The first jacket, 'Harry Potter: page to screen, the complete filmmaking journey. (2011) by McCabe, Bob', is highlighted with a red box. To the left of the search results is a sidebar with filters for Library Catalog (104 items), Magazine Articles (342501), News Articles (311278), and Britannica (1276). Below these are options for Searching All Locations and a list of formats including Book (58), Electronic Resource (17), Visual Materials (10), eBook (9), eAudioBook (8), and Large Print (1). The main content area for the selected book shows the title, author, and availability: '1 Available at Downtown Library'. It includes buttons for 'Place Hold' and 'Add To List', and a 'Find on shelf' link with the call number 'OVERSIZE - 791.43023/M4788h'. There are also star ratings and a 'View All Reviews' link. The book description begins with 'Harry Potter: Page to Screen opens the doors to Hogwarts castle and the wizarding world of Harry Potter to reveal the complete behind-the-scenes secrets, techniques, and over-the-top artistry that brought J.K. Rowling's acclaimed novels to cinematic life. Developed in collaboration with the creative team behind the celebrated movie series, this deluxe ...Show More'. The format is listed as 'Book' and the publisher as 'Harper Design / HarperCollins'.

Search Options

Advanced Search

Searching Tips

- To optimize response time, limit your search fields to five or less.
- Choose between *any of these* or *all of these* if you are searching multiple fields. The terms will be searched as 'OR' for *any of these* and 'AND' for *all of these*.
- Your selected search criteria will remain in the **Advanced Boolean Searching** form even if you return to using the **Search** box. This includes any selected locations you might have set up.

Set up Advanced Search

1. Click **Advanced** next to the **Search** button to open the **Advanced Boolean Searching** dialog, as shown below.

The screenshot shows the 'Advanced Boolean Searching' dialog box. At the top, it says 'Advanced Boolean Searching'. Below that, it indicates 'Searching all locations (change)'. There are two radio buttons for 'Include': 'any of these' (unselected) and 'all of these' (selected). Below this are two search criteria rows. The first row has a dropdown menu set to 'Author', a dropdown menu set to 'contains', an empty text input field, and two buttons: '-' and '+'. The second row has a dropdown menu set to 'Title', a dropdown menu set to 'contains', another empty text input field, and two buttons: '-' and '+'. At the bottom of the dialog are two buttons: 'Advanced Search' (in blue) and 'Clear' (in grey). Below the dialog, there is a section titled 'Advanced Searching Tips' with four bullet points: 'Select "any of these" to search "this field" OR "that field".', 'Select "all of these" to search "this field" AND "that field".', 'Click the "+" or "-" buttons to add or remove search criteria', and 'To optimize response time limit to five fields or less.'

2. All locations in your network will be searched. If you want to search specific locations, click *(change)* next to **Searching all locations**, as seen above. A **Select Locations to Search** dialog displays. Select the check box for each of the locations you want to search, and then click **Save**. The heading will reflect the number of locations you have selected; for example, *Searching 3 locations*. Choose between 'any of these' or 'all of these' for the search terms you are about to enter. The default selection is 'all of these'. Consider the following:
 - Using 'any of these' will search for 'this term' OR 'that term'.
 - Using 'all of these' will search for 'this term' AND 'that term'.
3. Choose from the first drop-down list *Any Field, Title, Author, Series, Subject, Note, Tag, ISBN, or UPC*.

4. Choose from the second drop-down list, depending on your selection from the first drop-down, *begins with*, *exactly matches*, *contains*, or *does not contain*, as selections will vary based on your first selection. Consider the following:
 - 'begins with' acts as a multiple character wildcard. An author search for *King* may return: King, King-Smith, Kingston, Kingman, Kingsbury, etc.
 - 'exactly matches' limits your results precisely to your term. An author search for *King* will return only results for the singular name King. An author search for *King, Stephen* will return only results for the author, Stephen King.
 - 'contains' means the term can be found anywhere in the selected field. For example, an author search for *King* will result in King, Stephen along with other King variations such as King, Jonathan, King, Deborah, King, Laurie R, etc.
 - 'does not contain' means you do not want the term to be returned anywhere in the results. For example, an author search 'begins with' *King*, but 'does not contain' *Stephen*, will return all variations of authors beginning with 'King' but not displaying 'Stephen King' in the results.
5. Type your search term in the entry box. Use the second set of drop-down lists if you want to narrow your search further. Click the plus sign to add additional parameters and repeat steps 4 and 5.
6. When you are satisfied with your search criteria, click **Advanced Search** to search for your term. The search results display.
7. If you are not satisfied with your results, click the **Advanced** link and revise your search terms. Your existing terms will remain on the form until you clear them. Use the minus sign to remove any of the search parameters.
8. If no results are found for your search criteria, the message displays, *No search results found*.
9. To return to regular searching, type your search term in the **Search** box in the header.

Search Britannica

Britannica provides hundreds of thousands of articles, biographies, videos, images, and web sites. The articles in the **Britannica** are written by a staff of about 100 full-time editors and over 4,000 expert contributors. It is widely regarded as the most scholarly of encyclopedias. Refer to the example shown below.

The screenshot shows a library catalog search results page for the term "grapes". On the left, a sidebar titled "Library Catalog" shows search filters. The "Britannica" filter is selected, showing 646 results. Below it, "Magazine Articles" shows 52716 results. A note says "Link displays if your library has subscribed". The main search results area is titled "Search Results for grapes (Save Search)". It shows two results:

- Grapes (2001)** by Klingel, Cynthia Fitterer. Series: Wonder Books (Chanhassen, Minn.). 1 Available in All Locations. Buttons: Place Hold, Add To List.
- The grapes of wine : the art of growing grapes and making wine (2008)** by Neiryck, Baudouin. 1 Available in All Locations. Buttons: Place Hold, Add To List.

Click the **Britannica** link. As shown in the example above, a search for *grapes* shows 646 results in the **Britannica** database. If you have not logged in to your account, you will be asked for your library credentials unless your library has set up your library's location to bypass your login.

The search results display, as shown below, with headings and a brief summary about the topic.

Library Catalog 93
 Britannica 646
 Magazine Articles 52718

Search Results for **grapes**

Oregon grape
 Any Of Several Species Of The Genus Mahonia, Evergreen Shrubs Of The Barberry Family (Berberidaceae) Grown For Their Ornamental Value. M. Aquifolium, The Typical Oregon Grape, Is 90 Cm (3 Feet) Or ...

grape-hyacinth
 Any Plant Of The Genus Muscari Of The Family Hyacinthaceae, Consisting Of About 50 Species Of Small Bulbous Perennials Native To The Mediterranean Region. Most Species Of The Genus Have Dense ...

grape phylloxera
 (Phylloxera Vitifoliae), A Small Greenish-Yellow Insect (Order Homoptera), Highly Destructive To Grape Plants In Europe And The Western United States. Their Sucking Of Fluid From Grapevines Results ...

Grapes of Wrath, The
 American Film, Released In 1940, That Is John Ford's Acclaimed Adaptation Of John Steinbeck's Pulitzer Prize-Winning Novel Of The Great Depression.

Grapes of Wrath, The
 Novel By John Steinbeck, Published In 1939. Set During The Great Depression, It Traces The Migration Of An Oklahoma Dust Bowl Family To California And Their Subsequent Hardships As Migrant Farm ...

wine
 The Thousands Of Grape Varieties That Have Been Developed, With 5,000 Reported For V. Vinifera Alone, Differ From One Another In Such Characteristics As Colour, Size, And Shape Of Berry, Juice ...

Click the heading you are interested in to read more about the topic. The results, show below, display in a separate tab. Close the tab when you are finished to return to the list of search results.

Note: If no results are found, the **Britannica** web site may be temporarily down. Try again later.

HOME BROWSE BLOG ADVOCACY HELP WORKSPACE

Britannica ACADEMIC EDITION

Science & Technology Encyclopædia Britannica (2)

grape-hyacinth Go Advanced Search

Table of Contents EDIT SAVE PRINT E-MAIL A+ A-

grape-hyacinth

ARTICLE from the Encyclopædia Britannica Get Involved Share Like 1

grape-hyacinth, any plant of the genus *Muscari* of the family Hyacinthaceae, consisting of about 50 species of small bulbous perennials native to the Mediterranean region. Most species of the genus have dense clusters of blue, white, or pink urn-shaped flowers that are borne at the tip of a leafless flower stalk. The leaves are long and narrow, and the fruit is a capsule. Some species have a musky odour. Grape-hyacinths often are planted as spring-flowering garden ornamentals.

Citations

To cite this page: MLA APA Harvard Chicago Manual of Style

MLA Style:
 "grape-hyacinth." *Encyclopædia Britannica. Encyclopædia Britannica Online Academic Edition.* Encyclopædia Britannica Inc., 2013. Web. 25 Mar. 2013. <<http://www.britannica.com/EBchecked/topic/241966/grape-hyacinth>>.

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While every effort has been made to follow citation style rules, there may be some discrepancies. Please refer to the appropriate style manual or other sources if you have any questions.

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Search Magazine Articles

EBSCO provides articles and journals pulled from e-journals, e-books, and print subscriptions that have been published by various sources. Some examples of the various sources include: Publishers Weekly, Library Journal, New York Times, Forbes, among others. If your library subscribes to **EBSCO**, you will see *Magazine Articles*, **EBSCO**, or some other related term in the top left side of your search results, under **Library Catalog**. Next to the name is a count showing how many articles are available related to your search term. Refer to the example below showing a count of *303541* magazine articles available for the search term, *climate*.

The screenshot shows a library search interface. On the left, a sidebar contains a 'Library Catalog' section with a red badge showing '321' items. Below it, 'Magazine Articles' is listed with a count of 367,413. Other categories include 'News Articles' (181,982) and 'Britannica' (3,835). Below the sidebar, there are options for 'Searching All Locations' and a 'Format' dropdown menu. The main search results area is titled 'Search Results for climate (Save Search)'. It features a 'Sort By Relevance' dropdown and a 'View As List | Flow' link. Three search results are displayed, each with a book cover, title, author, and availability status. A callout box points to the 'Magazine Articles' link in the sidebar with the text 'Click here to view Magazine Articles.'

Category	Count
Library Catalog	321
Magazine Articles	367,413
News Articles	181,982
Britannica	3,835

Title	Author	Availability
Climate: the force that shapes our world and the future of life on earth, (2005)	By Ochoa, George	No Copies at Downtown Library
Climate change. (2006)	By Tanaka, Shelley	No Copies at Downtown Library
Climate myths: the campaign against climate science. (2013)	By Berger, John J	1 Available at Downtown Library

When you click **Magazine Articles** you will be asked for your library credentials if you are accessing your library's site remotely. The articles display in a list format. Use the **Sort By** dropdown to select *Sort By Date Ascending* or *Sort By Date Descending* to search for a particular date. The default **Sort By** is *Relevance*.

Clicking the title of the article will open up information about the article in a new tab. The example below shows the first article for the search term *climate*. After clicking the title the title details display (shown as an insert for illustration purposes). If the title of the article does not have a link to the title details, there is no further information about the article.

Library Catalog 1261
Magazine Articles 303541

Search Results for **climate**
Sort By Relevance

Climate change 2011: A status report on US policy.
By Cohen, Steven
Bulletin Of The Atomic Scientists, Jan2012, Vol 68 Issue 1, P39-50, 11p

Click the title for title details

A growing partisan divide in Congress stalled almost all new federal climate policy in 2011. The divide frustrated efforts to pass a cap-and-trade carbon permitting system, spawned a battle between the US Environmental Protection Agency (EPA) and Congress, pushed most substantive climate change policy down to the municipal level and hindered US ability to effectively negotiate an international climate agreement. And the federal partisan wrangling, US states have enacted far-sighted climate policy initiatives, and the growing cost of fossil fuels has stimulated investment in renewable energy, edging the country closer to commercially viable alternatives to fossil fuels. These trends could help provide an alternative route to climate mitigation, even without international treaties or national legislation. But the inevitable shift from fossil fuels to renewable energy sources would be greatly hastened by federal action to tax carbon dioxide emissions and use the revenue generated to support alternative energy technologies. That action is extremely unlikely to occur unless climate change comes to be seen in the United States as a practical, rather than ideological, issue. [ABSTRACT FROM PUBLISHER]

Climate change 2011: A status report on US policy.

Author(s): Cohen, Steven
Mish, Aaron

Source: Bulletin of the Atomic Scientists, 3a2012, Vol. 68 Issue 1, p39-49, 11p

Document Type: Article

Subject Terms: CLIMATE CHANGE; POLICY; RENEWABLE ENERGY; Fossil fuels; ENVIRONMENTAL policy; ENERGY conservation; UNITED STATES; Environmental Protection Agency

Geographic Terms: UNITED STATES

Abstract: A growing partisan divide in Congress stalled almost all new federal climate policy in 2011. The divide frustrated efforts to pass a cap-and-trade carbon permitting system, spawned a battle between the US Environmental Protection Agency (EPA) and Congress, pushed most substantive climate change policy down to the municipal level and hindered US ability to effectively negotiate an international climate agreement. And the federal partisan wrangling, US states have enacted far-sighted climate policy initiatives, and the growing cost of fossil fuels has stimulated investment in renewable energy, edging the country closer to commercially viable alternatives to fossil fuels. These trends could help provide an alternative route to climate mitigation, even without international treaties or national legislation. But the inevitable shift from fossil fuels to renewable energy sources would be greatly hastened by federal action to tax carbon dioxide emissions and use the revenue generated to support alternative energy technologies. That action is extremely unlikely to occur unless climate change comes to be seen in the United States as a practical, rather than ideological, issue. [ABSTRACT FROM PUBLISHER]

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Accession Number: T0224483
Database: Masterfile Premier

Scientists, Policymakers,
By POWLEDGE, FRED
BioScience, Jan2012, Vol 62 Issue

The article discusses the effects of climate change in the U.S. It is noted that despite the existence of a large amount of research data detailing the effects of anthropogenic climate change, concerns over the economy as well as the influence of climate change deniers have prevented substantive action

After you have paged through your articles, click **Library Catalog** to return to your list of search results, or use the **Search** box to type a new search term.

Search News Articles

NewsBank provides government libraries with Web-based news and information resources that cover current issues and events and a wide variety of other subjects from around the world.

NewsBank currently has 350 newspapers online with 150 million articles.

If your library has a subscription, after performing a search you will see a **News Articles** link on the left side, under the **Library Catalog** count. Refer to the example shown below.

The screenshot shows a library catalog interface. On the left, a 'Library Catalog' sidebar lists 'Britannica' (299), 'News Articles' (557,156), and 'Magazine Articles' (102,261). The 'News Articles' link is highlighted with a box and an arrow pointing to a text box that says 'Link displays if subscribed to NewsBank'. The main search results area is titled 'Search Results for President Obama' and includes a 'Sort By Relevance' dropdown. Two search results are shown: 'President Obama : a day in the life of America's leader (2009)' and 'President Obama : the path to the White House (2008)'. Each result includes a book cover, the title, the year, and the availability status '1 Available'. Below each title are buttons for 'Book', 'Place Hold', and 'Add To List', along with a star rating.

After performing a search, click the **News Articles** link. As shown in the search for *President Obama* above, there are 557,156 related articles in the **NewsBank** database. You will be asked for your library credentials if you are accessing your library remotely.

The search results show the title of the article, what newspaper it was found in, the date and how many works the article contains. Click the title to connect to the NewsBank web site for the complete article.

Note: If no results are shown, it is possible the **NewsBank** web site is temporarily down. Try your search later.

Search Shortcuts

The following table offers searching shortcuts to use with your search term.

Searching Shortcut	Results
author: "[search term]" or au: "[search term]"	author field search
note: "[search term]" or no: "[search term]"	note field search
subject: "[search term]" or su: "[search term]"	subject field search
seriestitle: "[search term]" or se: "[search term]"	series search
tag: "[search term]"	search of tagged words
title: "[search term]" or ti: "[search term]"	title field search, including Tags
isbn: [number] or actual number	ISBN search
upc: [number] or actual number	UPC search
bid: [number] or recordid: [number]	Bibliographic Identifier (CARL) or Record Number (LS) search
*	multiple character wildcard
~	terms similar in spelling
AND or && or +	retrieve titles containing all of the terms
OR or	retrieve titles containing any of the terms
NOT or ! or -	retrieve titles containing only one term but not the other term

Shortcut Guidelines

- All shortcuts are case specific with the exception of ISBNs, ISSNs and UPCs. Do NOT use any spaces between the shortcut and the search term.
- To search using a **multiple character wildcard** place an asterisk (*) where you would like to find a string of characters. For example, if you type *ba*n*, you might retrieve results for *Batman, Bergman, Bunyan*.
Note: Do NOT use an asterisk as the first character of a search.
- To search for a **term similar in spelling**, type your term and then place a tilde (~) at the end of your term. For example, if you type *clap~*, you might retrieve results for *clap, clip, claw*.

Using Boolean Operators

To search using a **Boolean Operator (AND, &&, +, OR, ||, NOT, !, -)**, you must type the shortcut as shown in the table above. Failure to capitalize the **Boolean Operator** will be looked upon as a title.

- AND - To find two search terms, moon and sun, you would type *moon AND sun*. In addition, you could also type *moon && sun* or *moon + sun* to retrieve the same results

- OR - To find either search term, moon or sun, you would type *moon OR sun*. In addition, you could also type *moon // sun* to retrieve the same results.
- NOT - To find only one term and not another, only moon and not sun, you would type *moon NOT sun*. In addition, you could also type *moon ! sun or moon - sun* to retrieve the same results.

More than one **Boolean Operator** can be used at a time; for example, *sun AND moon NOT stars*. This also works for searching multiple tags. If you wanted to search for tagged items 'sun and moon', you would type *tag:"sun" AND tag:"moon"*.

Search Suggestions

Use Search Suggestions

1. Begin typing your search term in the **Search** box.
2. After three or more letters a drop-down list will display suggestions with four of the most used words or phrases, followed by the top five authors and/or top three titles and, if applicable, top three news feeds.
3. The suggestions will refresh with each additional typed letter and the letters used are highlighted in a different color font in each suggestion.
4. Click any of the suggestions at any time to bring up the results, or continue typing your search term.

Example of Search Suggestions

In the example shown below the letters 'bal' are typed, which display the following:

The screenshot shows a search box with the text 'bal' entered. Below the search box, there are three sections of suggestions:

- Frequent Searches:**
 - balls
 - baltimore ravens
 - baltic sea
 - ballgame
- Authors:**
 - ballard, Carol.
 - balian, Lorna.
 - baldwin, Carol, 1943-
 - ball, Jacqueline A.
 - ball, Jacqueline A., 1952-
- Titles:**
 - balloons
 - Hawes, Alison.
 - bala, child of India, Silverstone, Marilyn.
 - balance [videorecording]

As you can see, a wide variety of frequent searches display along with numerous authors. Notice the letters 'bal' are shown in a bolder font. The top search in each section is based on the highest number of returns. For example, the term 'balls' has more results than 'baltimore ravens'; the Author 'ballard, Carol' has more returns than 'balian, Lorna', and so on.

Clicking any suggestion under Titles will open the titles details page for the suggested title.

View Title Details

Once your search results are returned for your search term a wealth of information awaits 'behind the title'. Click any title in the results to display the title details and more. The different options are discussed below.

The following is an example of the **Details** option. Other options (*All Copies, Reviews, Related and More Info*) are available and are discussed below.

The screenshot shows the 'Details' page for the book 'To Kill a Mockingbird' by Harper Lee. The page layout includes a search bar at the top, a navigation menu on the left, and a main content area with the following sections:

- Title:** To kill a mockingbird.
- Author:** by Lee, Harper
- Buttons:** Place Hold, Add To List
- Summary:** "Shoot all the bluejays you want, if you can hit 'em, but remember it's a sin to kill a mockingbird." A lawyer's advice to his children as he defends the real mockingbird of Harper Lee's classic novel—a black man charged with the rape of a white girl. Through the young eyes of Scout and Jem Finch, Harper Lee explores with rich humor and unswerving honesty the irrationality of adult attitudes toward race and class in the Deep South of the 1930s. The conscience of a town steeped in prejudice, violence, and hypocrisy is pricked by the stamina and quiet heroism of one man's struggle for justice—but the weight of history will only tolerate so much. One of the best-loved classics of all time, To Kill a Mockingbird has earned many distinctions since its original publication in 1960. It has won the Pulitzer Prize, been translated into more than forty languages, sold more than forty million copies worldwide, and been made into an enormously popular movie. It was also named the best novel of the twentieth century by librarians across the country (Library Journal). HarperCollins is proud to celebrate the fiftieth anniversary of the book's publication with this special hardcover edition.
- Shelf Number:** FICTION/LEE
- Title:** To kill a mockingbird.
- Authors:** Lee, Harper
- Publisher:** New York : Harper / HarperCollins, 2010, c1960.
- Description:** 323 p. ; 21 cm.
- Notes:** Subtitle on dust jacket: A novel.
- Tags:** (Add New Tag)
- Find on shelf at Downtown Library (Check Other Locations):**

Collection	Shelf Location	Status
FICTION	FICTION/LEE	Loaned Due Back 06/28/2014
FICTION	FICTION/LEE	Loaned Due Back 06/25/2014

- **Details** - Displays the *Title, Summary, Author(s), Subjects, Series, Notes, ISBN, UPC, Length, Additional Authors, Electronic Resource, Volume* and any *Tags*. Author, Subjects, and Series provide links to other titles. Depending on your library set-up you may see what is available at your local branch. In **Details** you can place a hold, add to a list, add a tag, or rate/review the item.
- **All Copies** - Displays all of the locations, the *Collection, Shelf Location, and Status* of the title. If the item is an electronic resource, you will see "This is a downloadable resource." Depending on your library's set up you may see location information.

- **Reviews** - Displays *Borrower Reviews* and *Editorial Reviews*. The first five borrower reviews are shown, if applicable. If there are more than five reviews, a **Show More Reviews** button will display. Click **Show More Reviews** to view the next five reviews. Continue to click **Show More Reviews** to display all available reviews. If you would like to write a review, click **Add New Review**.
- **Related - NovelList Select** provides additional resources through reading recommendations, Goodreads' ratings and links to reviews, series information, and related subject matter, such as award winners and book discussion guides.
- **More Info** - Provides *Awards*, *Chapter Excerpts*, *Table of Contents*, *Summary*, *Title Profile*, and *About the Author*, when applicable.

Under the **Authors** heading you will see the author of the title. Click the author's name to display all of the related titles your library has in its collection.

Under the **Subjects** heading you will find subjects listed that are related to the title. Click any of the subjects listed to find other related material.

Under the **Series** heading you will find links to other titles in the series. Click the link to see what other titles your library has for the series.

Searching All Locations

On the left side of your search results you will see an area called **Searching**. This area advises how many locations are being searched when your search results are returned. The default selection, **All Locations**, displays all of the locations in your library's network that have items related to your search term. Refer to the example below for the search results for '*grilling recipes*'.

The screenshot shows the Metropolitan Library System search results for 'grilling recipes'. The interface includes a search bar at the top with the text 'grilling recipes' and a 'Search' button. Below the search bar, there are filters for 'Library Catalog' (52 items), 'Magazine Articles' (2076), 'News Articles' (46867), and 'Britannica' (192). A 'Searching' section is visible, showing 'All Locations' selected, with a 'Change' button. A callout box points to the 'All Locations' text with the text 'Click here to limit your locations.' Below the search results, there are three book entries: 'Easy grilling: simple recipes for outdoor grills. (2011)', '100 grilling recipes you can't live without (2013)', and 'Fresh grilling : 200 delicious good-for-you seasonal recipes. (2014)'. Each entry includes a book cover, title, author, and availability information.

This example shows 'All Locations' were used to display what is available in the library's network for the items related to the search term, *grilling recipes*. The **Library Catalog** shows 52 items were returned.

Although the catalog returns search results for all locations, the system is configured to display availability based on your preferred library or library location from where you are searching the catalog. For example, the first title, Easy grilling: simple recipes for outdoor grills, displays, “No Copies at Downtown Library.” However, clicking the link “Check Other Locations” will show other location availability as shown below.

← Back to Results

Easy grilling: simple recipes for outdoor grills.

Place Hold Add To List

Find on shelf at Edmond Library

Collection	Shelf Location	Status
ADULT NON-FICTION	641.76/EA139e	Loaned Due Back 06/28/2014

Find on shelf at Midwest City Library

Collection	Shelf Location	Status
ADULT NON-FICTION	641.76/EA139e	In

Find on shelf at Northwest Library

Collection	Shelf Location	Status
ADULT NON-FICTION	641.76/EA139e	In

Find on shelf at Southern Oaks Library

Collection	Shelf Location	Status
ADULT NON-FICTION	641.76/EA139e	In

Find on shelf at The Village Library

Collection	Shelf Location	Status
ADULT NON-FICTION	641.76/EA139e	Loaned Due Back 07/05/2014

Book
★★★★★

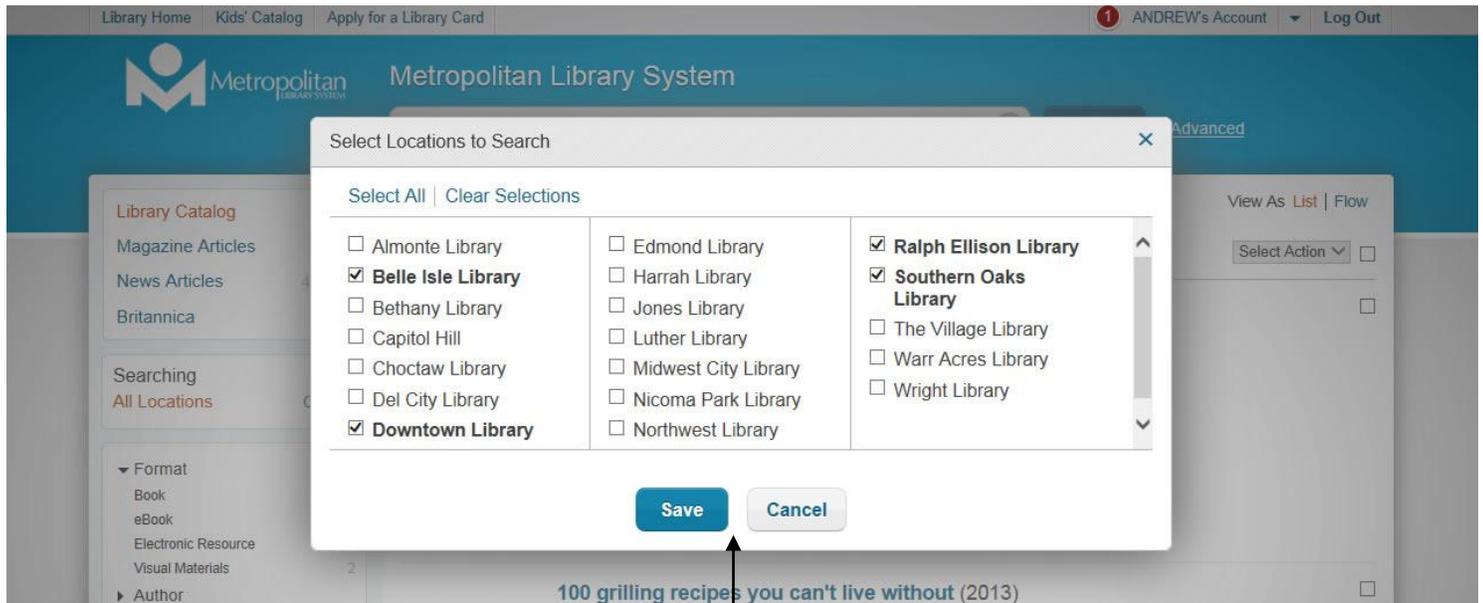
Details
All Copies
Reviews
Related
More Info

Total Holds: 0
Total Check Outs: 69
Including Renewals
MARC Record

By changing **Searching** to display only selected locations, you can narrow your results to show only those items for the selected locations. The following instructions will assist you in narrowing your search results using this feature.

Narrow Your Search to Selected Locations

1. Click **Change** located in the **Searching** area to display the **Select Locations to Search** pop-up, listing of all of the locations in your library's network.
2. Select the check box for each location to limit your search to only the selected locations. See example below.



The four locations selected to limit search to display items at BI, DN, RE, and SO.

Using the 'grilling recipes' example discussed above, the locations have been selected to narrow the search results to only display items for BI, DN, RE, and SO.

3. Click **Save**. The search results will display only the items for the selected locations.

In the example above the search results now display only those items found at the BI, DN, RE, and SO. Notice the book in the original results, Easy grilling: simple recipes for outdoor grills now shows **1 Available**. **Searching** shows '4 Locations', indicating four locations has been selected. Only related items for the selected locations displays. The **Library Catalog** shows 37 items returned. The **Check Other Locations** now displays **View Selected Locations**.

Clicking **View Selected Locations** for Easy grilling: simple recipes for outdoor grills, displays **All Copies** with only SO (only library that has a copy out of the four selected) as shown below.

The screenshot shows the Metropolitan Library System interface. At the top, there are navigation links: Library Home, Kids' Catalog, and Apply for a Library Card. On the right, there is a user account section for ANDREW's Account with a Log Out button. The main header features the Metropolitan Library System logo and a search bar containing the text "grilling recipes". Below the search bar, there are buttons for "Search" and "Advanced".

The search results page displays the title "Easy grilling: simple recipes for outdoor grills." and a book cover image. To the right of the book cover are two buttons: "Place Hold" and "Add To List". Below these buttons, there is a section titled "Find on shelf at Southern Oaks Library" which contains a table with the following data:

Collection	Shelf Location	Status
ADULT NON-FICTION	641.76/EA139e	In

Below the table, there are several menu items: "Book", "Details", "All Copies", "Reviews", "Related", and "More Info". At the bottom of the page, there are statistics: "Total Holds: 0" and "Total Check Outs: 69".

4. The selected locations will remain only during your session. Click **Change** to display the pop-up and clear any selections you made, or to select different locations.

Refining Results

The listing found on the left side of your search results will help to narrow down your search. This list provides refinements to your search term. Click any heading to expand and display a further breakdown for the selected heading. Click **+Show More** to display additional categories. Refer to the example below. **Author** was expanded and *Baker, Jerry* will be selected to narrow the search to display only items by *Jerry Baker*.

Library Home Kids' Catalog Apply for a Library Card ANDREW's Account Log Out

Metropolitan Library System

vegetable gardening Search Advanced

Library Catalog 2

- Magazine Articles 14453
- News Articles 128478
- Britannica 2280

Searching 4 Locations Change

Format

- Book 174
- Electronic Resource 18
- eBook 16
- Visual Materials 5
- eAudioBook 2

Author

- Bartholomew, Mel 6
- Coleman, Eliot, 1938- 5
- Jeavons, John 4
- Bradley, Fern Marshall 3
- McLaughlin, Chris 3
- Smith, Edward C. (Edward Clarke), 1941- 3
- Adler, Karen 2
- Baker, Jerry 2**
- Bentley, Lester R 2
- Buckingham, Alan 2
- Clarke, Graham 2
- Diacono, Mark 2
- + Show More

Series

Collection

Search Results for vegetable gardening (Save Search) View As List | Flow

Sort By Relevance Select Action

Vegetable gardening: from planting to picking-- the complete guide to creating a bountiful garden, (2006)

By Bradley, Fern Marshall

2 Available (View Selected Locations)

Place Hold Add To List

Book

★ ★ ★ ★ ★

Vegetable gardening for dummies, (2009)

By Nardozzi, Charlie

3 Available (View Selected Locations)

Place Hold Add To List

Book

★ ★ ★ ★ ★

Vegetable gardening for dummies [electronic resource], (2009)

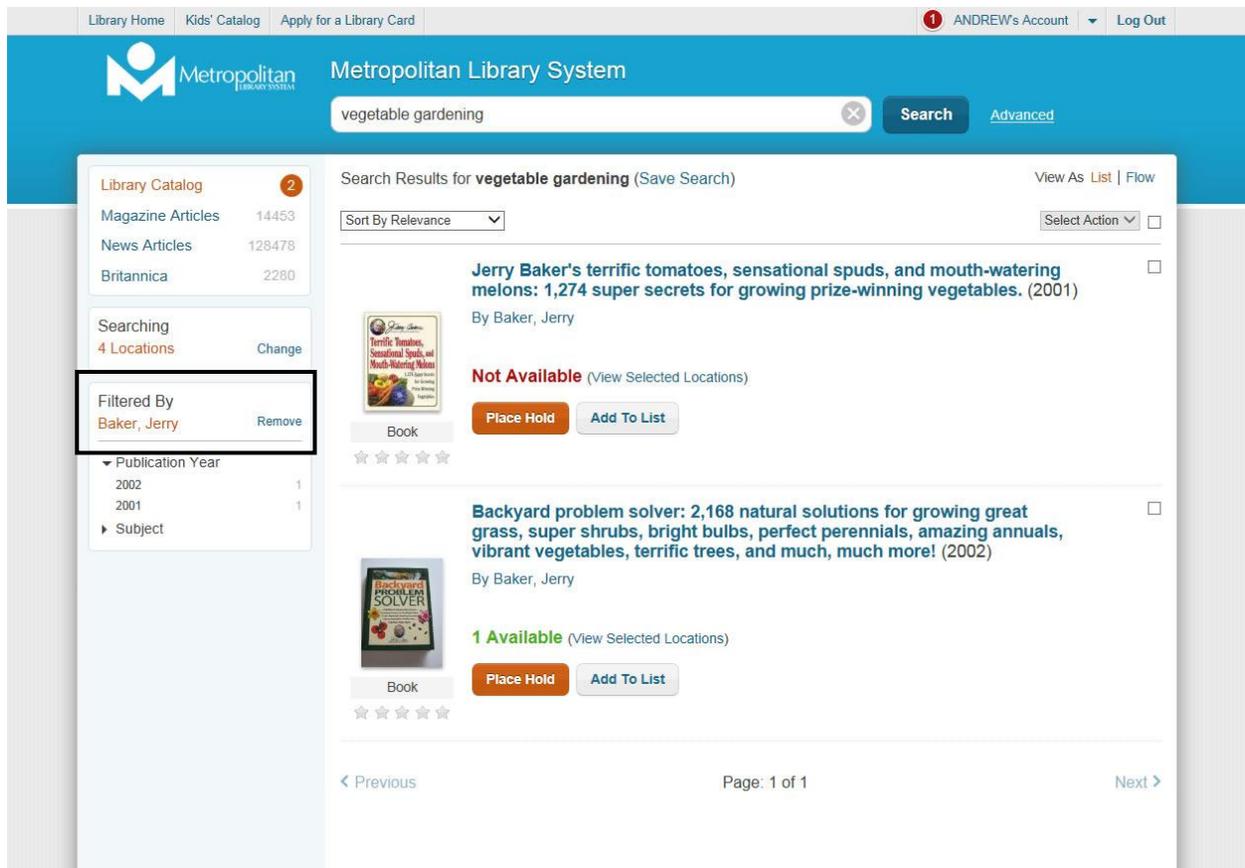
By Nardozzi, Charlie

2 Available

Book

Click to narrow search.

When a filter is selected a **Filtered By** heading will display with the selected filter shown underneath. Clicking **Remove** will remove the selected filter and generate new search results. The example below, a continuation from the previous example, shows *Baker, Jerry* in the **Filtered By** area.



To filter even further select another refinement until you are satisfied with your search results. Each filter selected will display under the **Filtered By** heading. When there are no other selections the message displays, *No further refinements are available*.

The following list contains the available headings you may see in your search results.

- **Format:** Lists the various formats the search term can be found, such as Book, Visual Materials, Electronic Resource, Sound Recording, VHS, Continuing Resources, etc
- **New Titles:** Based on the date the item was added to your library's catalog, such as This Week, Last Two Weeks, Last Three Weeks, Last Month, Last Three Months, Last Six Months, Last Year
- **Author:** Lists authors with similar content related to the search term
- **News Feed:** Lists the News Feeds set up by your library. Possible listings include: All, Google News, CNN Top Stories, Washington Post Top News, BBC News Front Page, NY Times Home Page

- **Digital Content:** Lists digital collections from applicable repositories. Your library needs to subscribe to a repository for this heading to display.
- **Series:** Lists series related to the search term
- **Collection:** Lists all of the collections your library has established that contains the search term
- **Borrower Rating:** Lists the star rating and how many titles have been rated with that particular rating.
- **Publication Year:** Lists publication dates of material related to the search term
- **Subject:** Lists related subjects to your search term
- **Primary Audience:** Lists breakdown of reading program ages or intended audience
- **Genre:** Lists the different types of material available, such as mystery, graphic novels, fiction, etc.
- **Curriculum Goal:** Lists the objectives for the related term
- **Language:** Lists available languages for related material

MARC Record View

The MARC record view can be accessed in the **Details** option of any title when the MARC view is enabled for your library by a TLC Administrator. After performing a search and clicking a title in the results, the **MARC Record** link, found under the **Total Holds/ Total Check Outs** area on the left side, will be available. Refer to the example below.

The screenshot shows the Metropolitan Library System interface. At the top, there's a navigation bar with 'Library Home', 'Kids' Catalog', and 'Apply for a Library Card'. The user is logged in as 'ANDREW's Account'. A search bar contains 'maze runner'. The main content area displays the book details for 'The maze runner.' by James Dashner. On the left side, there's a sidebar with options: 'Book', 'Details', 'All Copies', 'Reviews', 'Related', 'More Info', 'Total Holds: 0', 'Total Check Outs: 0', and 'MARC Record'. A callout box with the text 'View MARC tags and fields' points to the 'MARC Record' link. The book details include a summary, shelf number (SCIENCE/FICTION/DAS), title, author (Dashner, James, 1972-), and publisher (New York : Delacorte, c2009).

A pop-up dialog displays the entire MARC record's tags and fields providing the option to print the MARC record details, if desired.

The screenshot shows a web interface for the Metropolitan Library System. A pop-up dialog titled "MARC Record" is open, displaying a table of MARC record fields. The table has four columns: "Field Description", "Field #", "I1", and "I2", and a "Field Data" column. Below the table are "Print" and "Close" buttons. The background shows a book cover and a synopsis of a story.

Field Description	Field #	I1	I2	Field Data
Leader	LDR			00800cam a22003018a 4500
Control #	001			oocn299381315
Fixed Data	008			090123s2009 nyu d 000 1 eng
LC Card	010			↑a206001345
ISBN	020			↑a9780385737944
ISBN	020			↑a9780385907028
Local Ctrl #	035			↑a07665888
Local Call #	092			↑aSCIENCE/FICTION/DAS
ME:Pers Name	100	1		↑aDashner, James,↑d1972-

Account Summary

Account Summary contains links to your account information and lets you quickly see your status and any immediate issues on your account. Here you can get a quick overview of your Loans, Fines and Holds. You can change your **Contact Information, Library PIN, EZ Username, or EZ Password.**

If you do not have an **EZ Login**, you can create one in **Account Summary**.

Refer to the following example displaying the **Summary** option. This example has three issues which need addressed. See Account Activity for more information on handling Loans, Fines and Holds.

The screenshot shows the 'IMA's Account' page in the Metropolitan Library System. The page has a blue header with the library logo and navigation links. Below the header is a search bar and a 'Print Account Summary' button. The main content area is titled 'IMA's Account (Log Out)' and shows a status of 'Good'. There are four tabs: 'Account Summary' (selected), 'Account Activity', 'Saved Lists', and 'Saved Searches'. The 'Summary' section displays account details for 'TRAINER IMA', including contact information, library card ID, and EZ login details. A summary box indicates 4 items on loan and 3 pending holds, with links to view loans and holds.

Library Home Kids' Catalog Apply for a Library Card IMA's Account Log Out

Metropolitan Library System
Type here to search Search Advanced

IMA's Account (Log Out) Status: Good

Account Summary Account Activity Saved Lists Saved Searches

Summary Print Account Summary

Contact Information
EZ Username
EZ Password

You have 4 item(s) on loan View Loans
You have 3 pending hold(s) View Holds

TRAINER IMA

Contact Information Change Contact Info
300 PARK AVE
OKLAHOMA CITY, OK 73102
(405)606-3822
planning@metrolibrary.org

Library Card or ID
11022903
Expiration Date: 12/31/2099
Status: Good

EZ Login Change EZ Username or Change EZ Password
imatrainer

Account Activity

Account Activity links your current loans, holds and fines. You can access this option by clicking **Account Activity** from the **Account** drop-down option, or link directly using the **Loans**, **Holds**, or **Fines** option. Depending on your library's policy you can also access your **Loan History**. **Bookings** is only available if your library has installed the **Bookings** application.

The following is an example of the **Account Activity** option.

The screenshot shows the Metropolitan Library System's 'Account Activity' page for a user named IMA. The page has a blue header with the library logo and a search bar. Below the header, there's a navigation bar with 'Account Summary', 'Account Activity', 'Saved Lists', and 'Saved Searches'. The 'Account Activity' section shows 'Loans: 4' and 'Overdue: 0'. There are three loan entries listed, each with a book cover, title, author, due date, and a 'Renew Loan' button. The first entry is 'Anne Frank the book the life the afterlife (2009)' by Francine Prose, due 08/05/2014. The second is 'Landscape planning practical techniques for the home gardener (2008)' by Judith Adam, also due 08/05/2014. The third is 'World War II (2012)' by R. Conrad Stein. There are also links for 'Print Loans' and 'Renew' options.

Account Activity - Loans

The **Loans** option not only allows you to view your loans, but also renew loans, print a list of your loans, or rate/review titles.

View Current Loans

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Loans**.

3. Under **Account Activity** the total number of current loans displays along with a separate total of overdue items. Overdue titles will display at the top of the list. The oldest overdue will display first.
4. The list is sorted by *Status* and will display the oldest loans first indicating which titles are due today or how many days are left on the loan. You can also sort by *Title* or *Author* using the **Sort By** drop-down list.
5. Clicking the title will open the **Details** tab. Clicking **Back to Results** in the title details will return you to **Loans**.
6. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Renew a Loan

1. To renew an individual title, click **Renew Loan**. An example is shown below.

2. The loan will be renewed for another loan period and the **Due** date will be updated displaying the new due date.
3. To renew selected titles, select the check box on the right for each item you want to renew. **Renew** becomes enabled; found next to the first check box on the right side of the screen. The **Due** date will be updated displaying the new due date. Click **Renew**.
4. To renew the entire list, select the **Renew** check box found on the right side of the screen. The check box for each title will be selected. Click **Renew**.

Note: If there is a problem renewing any of the titles, a pop-up will display the title(s) that could not be renewed. One reason could be you have reached your limit on how many times you can renew an item. Consult your library staff if you are not sure of why your renewal was denied.

5. A green banner displays at the top of the screen, *The following titles were successfully renewed. [A list of the titles just renewed will display.]*

Rate a Title

1. To rate one of the titles under **Loans**, hold your mouse pointer over the stars. A tool tip will display a word associated with the rating as you hover over the stars. For example, two stars colored display *Poor*. You can also color half a star, if desired.
2. Click when you have colored the appropriate rating.
3. A *Would you like to write a review?* displays and a green banner at the top of the screen with the message, *Your rating has been saved*. You can just rate the title, but if you also want to write a review, click the *Would you like to write a review?* link to open the **Add New Review** dialog.

Write a Review

1. When you rate an item in **Loans** you are given the option to write a review by clicking the pop-up wording, *Would you like to write a review?*
2. Once clicked the **Add New Review** dialog displays.
3. Complete the form as follows:

Rate This Title *: Since you have already rated the item, your rating displays. You can adjust the rating if you like. The stars' meanings are as follows:
1 = Bad, 2 = Poor, 3 = Average, 4 = Good, 5 = Awesome

Title of Your Review *: Type the title of the review you are going to write. You are allotted up to 40 characters. This is NOT the same as the title of the book, but your own creation.

Your Name (optional): Type your name or the name you want to use as the reviewer of the item. This is not a required field.

Write Your Review *: In the entry box, type your review. You are allotted up to 10,000 characters.

Note: In order to successfully submit your review, all ***required** fields must be completed. Failure to enter information in any of the three required areas will result in an error message.

Tips for writing your review

1.
 - Focus your review on the item.
 - Be clear and concise.
 - Describe your personal experience on whether you liked or disliked the item and why.
 - Provide other readers with a taste of the plot, but do not give away surprises, especially the ending of the story.
 - Do not use offensive language or profanity.
 - Do not add contact information.
 - Do not include html, javascript, css, or images.
4. After you have completed your review click the **Submit** button to post your review. After you click **Submit**, a green banner displays at the top of the screen, *Thank you for submitting*

a review. Your review will post after refreshing the screen. Reviews are sorted by a timestamp, therefore newly submitted reviews will appear at the top of the list of reviews.

If a message displays advising, *Thank you for submitting a review. Your review will be posted upon approval of library staff.* then your review will post once it is reviewed. You will not receive a notice when the review is actually posted.

If you change your mind about posting your review, click the **Cancel** button; however, once you click **Submit** you cannot delete or edit your review

Print Loans

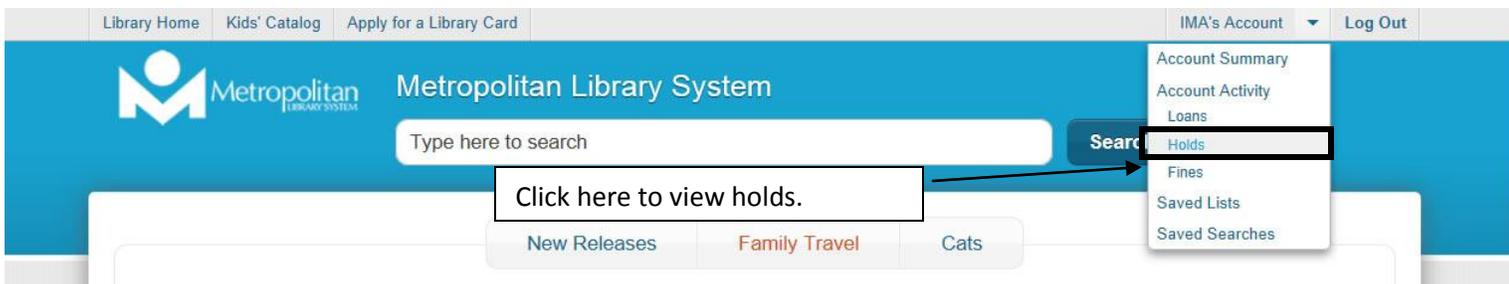
1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Loans**.
3. Click the **Print Loans** link found on the top right of the **Loans** page.
4. A **Print** dialog displays a preview of all of your loans along with their *Due Date* and *Status*. You cannot select individual loans to print.
5. Click **Print** and proceed accordingly with the **Print** dialog associated with your browser.
6. Remember to log off when you have finished. Failure to log off could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged off.

Account Activity - Holds

Under the **Holds** options you can view the holds you have placed, cancel a hold, suspend (and then re-activate) a hold or print a list of your holds. These options are discussed below.

View Holds

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Holds**.



- Account Activity** opens with **Holds** displayed. The number shown next to the **Holds** option is the current number of titles you have on hold. The total number of holds also display at the top along with the number of 'Arrived' holds. Refer to the example below.

The screenshot shows the 'Metropolitan Library System' account page for 'IMA's Account'. The account status is 'Good'. The 'Account Activity' tab is selected, showing a summary of 4 Loans, 3 Holds, and \$0 Fines. Below this, there are two hold entries:

- Historic photos of Oklahoma lawmen (2010)** by Johnson, Larry, 1966-. Position In Queue: 1, Pickup Location DN. Options: Re-activate, Suspend Until, Cancel Hold.
- It wasn't much true tales of ten Oklahoma heroes (2008)** by Hausburg, Jana, 1964-. Position In Queue: 1, Pickup Location DN. Options: Re-activate, Suspend Until, Cancel Hold.

- The holds are listed in order of 'Arrived' items first with the pick up location, followed by titles 'In Transit' (being transferred from another location), and the position in queue (your position in line waiting for the item to be checked in). Depending on your library's hold policy you may see a **Pickup By** date for 'Arrived' items. Refer to the example above which shows **Position in Queue: 1**. This means you are first in line to receive this item when the item is checked in.
- From your list of Holds you can suspend or cancel any title. See below for specific instructions.
- Click the title to view the **Details** tab, and click **Back to Results** to return to **Holds**.
- Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Cancel a Hold

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Holds**
3. Your list of Holds displays. Locate the Hold you want to cancel.
4. Click **Cancel Hold** for the appropriate title. 'Arrived' and 'In Transit' holds cannot be canceled.
5. A message displays in a green banner at the top of the screen, *(1) Hold(s) canceled*. Your title is removed from your list.

Note: Multiple items can be cancelled by using the check box to the right of each title. Select the check box for each of the titles you want to cancel, or click the check box in the header to select all of the titles. Click **Cancel Hold**.

6. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Suspend Until

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Holds**
3. Locate the item you want to suspend. Click **Suspend Until**.
4. A calendar displays the current month. Click the 'suspend until' date you want to use.
5. A message displays in a green banner at the top of the screen, *1 Hold(s) suspended*.
6. The **Status** will show **Suspended** along with the date you selected from the calendar. The **Suspend Until** link changes to **Re-activate**.

Note: Multiple items can be suspended by using the check box to the right of each title. Select the check box for each of the titles you want to suspend, or click the check box at the top to select all of the titles. Click **Suspend Until**. If you are going to suspend for different dates, you will have to select each title individually.

7. If you need to change the date on the **Suspended** item, click *(change)* located to the right of the suspended date. A pop-up calendar displays. Pick a new date. A message displays in a green banner at the top of the screen, *1 Hold(s) suspended* and the new date displays.
8. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Re-activate

1. If you have an item suspended and now want to re-activate the item to put the item back in queue, log in with your library credentials.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Holds**.
3. Locate the suspended item and click **Re-activate**.
4. A message displays in a green banner at the top of the screen, *1 Hold(s) no longer suspended*.

5. The **Status/Position in Queue** will display appropriately.
Note: Multiple items can be re-activated by selecting the check box to the right of each suspended item. Click **Re-activate** next to the check box.
6. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Print Holds

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Holds**.
3. Click the **Print Holds** link found on the top right of the Holds page.
4. A **Print** dialog displays a preview of all of your holds. You cannot select individual holds to print.
5. Click **Print** and proceed accordingly with the **Print** dialog associated with your browser.
6. Remember to log off when you have finished. Failure to log off could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged off.

Account Activity - Fines

Pay a Selected Fine

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Fines**.
3. The **Fines** option displays the total owed.
4. The fines are listed with the last date incurred displaying first. Use the **Sort By** drop-down list to sort by *Date*, *Title* or *Author*.
5. Select the **Pay** check box on the right for each fine you want to pay.
Note: If check boxes are not available, your library is not accepting payments online. Please see your library staff to process your payment.
6. Click **Pay Fines** found on the right.
7. If your library charges a fee for processing fines online, a message displays, *You will be charged a convenience fee of \$x.xx to process this transaction*. Click **Start Payment Process** to continue, or click **Cancel** if you do not want to proceed.

If you do not have an email address on file, a window will open asking you to enter your email address if you would like a receipt. It is highly recommend you enter an email address, as this will be your proof of payment.

8. The credit card payment form opens. Complete the requested information and then click **Submit**.

* See instructions below for different payment forms.

9. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

* If the payment form displays Authorize.Net in the upper right corner, use the following instructions to complete your transaction:

The total shown under the **Order Information** section is the amount you will be charged. If your library charges a small fee for using this service, the amount will be included in the total.

- a.
 - a. Under **Payment Information**, select your payment method: **Credit Card** or **Bank Account**. Type the appropriate information into the field boxes.
 - b. Confirm your email address is shown correctly under the **Billing Information** section. If you do not have an email address, write down the **Invoice Number** and the total amount being charged. **Note:** Depending on your library, the fields shown in the form might differ.
 - c. Click **Submit**. If you entered incorrect information or did not fill out all of the required fields, a message will display advising missing or invalid fields.
 - d. If your payment was not accepted, a message displays accordingly. It is very important to read and follow the message. If you are instructed to contact your librarian, please do so as soon as possible. Additionally, it is equally important to make sure the form and any messages from Authorize.Net are closed before leaving the workstation.
 - e. If you are prompted with a message asking, *This page contains both secure and nonsecure items. Do you want to display the nonsecure items?* Click **Yes**. Selecting **No** will require you to close and reopen **My Account** in order for you to see your updated fines information. Your receipt should arrive shortly in your email account if you provided a valid email address.
 - f. If you are prompted with a message asking, *Do you want to view only the webpage content that was delivered securely?* Click **No**. Selecting **Yes** will require you to close and reopen **My Account** in order for you to see your updated fines information. Your receipt should arrive shortly in your email account if you provided a valid email address.
 - g. If you have successfully paid your fines, the Authorize.Net form will close and a message displays, *Your fines were paid successfully. You will receive a receipt via e-mail if you provided a valid e-mail address.* You are returned to My Account. The item(s) paid are no longer listed and if applicable, your receipt should arrive shortly in your email account.

* If the payment form does not display Authorize.Net in the upper-right corner, then fill in the appropriate field boxes on the form. After you have submitted your payment information, be sure to print a copy of the receipt for your records. If the system has your email address, your receipt should arrive shortly in your email account. Once you return to **My Account**, you will have to refresh the page to update your account information.

Pay All Fines

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.

2. Click the arrow to open the drop-down list of **Account** options, and then click **Fines**.
3. The **Fines** option displays the total owed.
4. The fines are listed with the last date incurred displaying first. Use the **Sort By** drop-down list to sort by *Date*, *Title* or *Author*.
5. By selecting the **Pay Fines** check box found under the **Print Fines** link, all of the check boxes will be selected.
6. Click **Pay Fines**.
7. A message displays, *You will be charged a convenience fee of \$x.xx to process this transaction.* Click **Start Payment Process** to continue, or **Cancel** if you do not want to proceed.
8. The credit card payment form opens. Complete the requested information, and then click **Submit**. (See Steps a thru g above for payment procedures.)
9. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Print Fines

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Use the arrow to open the drop-down list of **Account** options, and then click **Fines**.
3. Click the **Print Fines** link found on the right.
4. A **Print** dialog displays a preview of all of your fines. You cannot select individual fines to print.
5. Click **Print** and proceed accordingly with the **Print** dialog associated with your browser.
6. Remember to log off when you have finished. Failure to log off could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged off.

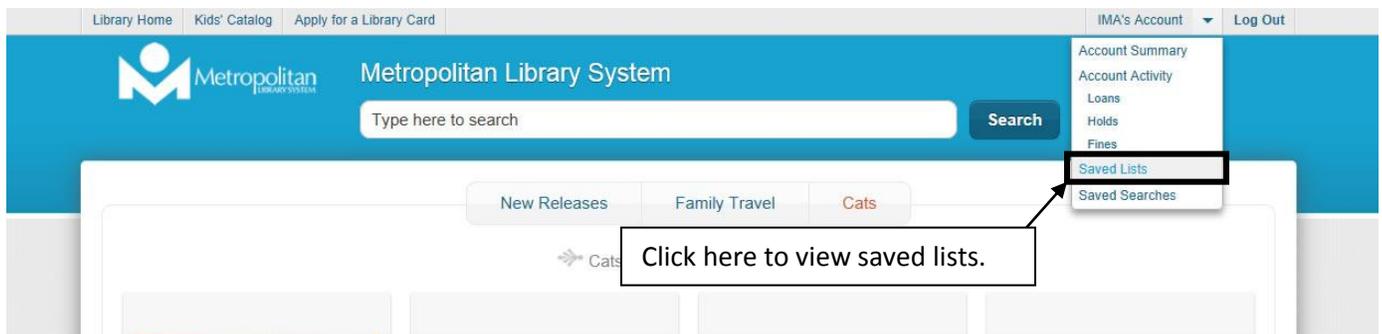
Saved Lists

After you have created your list **Saved Lists** provides several different options. Not only can you view your list, but you can place holds, set up an RSS link to always have continuous updates to your list, rename your list, delete items from your list, or delete the entire list. In addition, you can print your list, print a bibliography, rate, or review.

See Save to a List for information on saving items to a list you can later view here. If you would like to share your list with someone, or email a list to yourself, see Share Your List.

View a List

1. Log in with your library credentials. **[Your first name Account]** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Saved Lists**.



- Under **Saved Lists** all of the lists you have created are shown on the left. The first list will display with the associated items. Click the name of the list you want to view. Refer to the examples below. This shows one list, as seen on the left. The list name, *Things About Oklahoma*, shows there are three titles saved to the list.

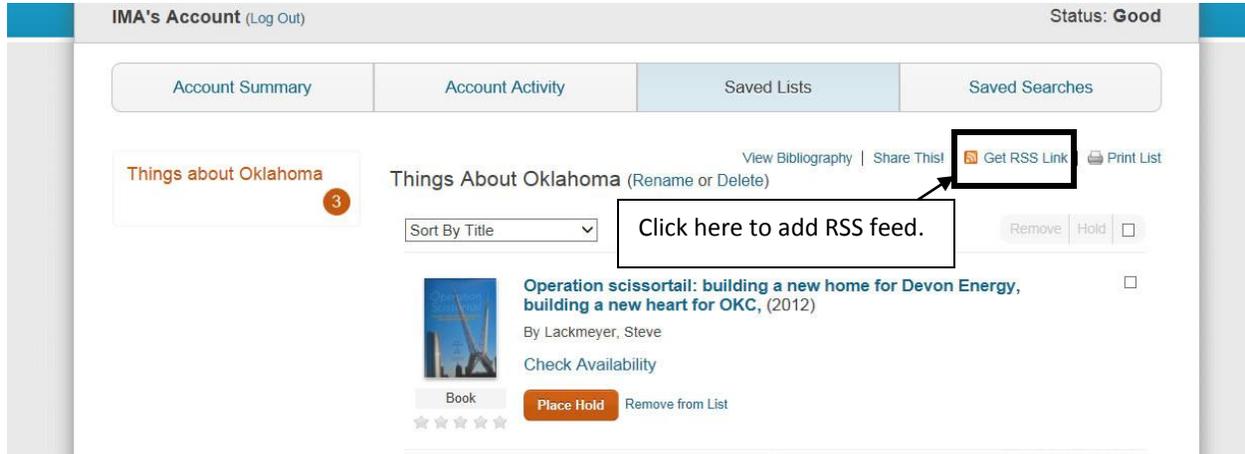
The screenshot shows a user's library account page. At the top, it says 'IMA's Account (Log Out)' and 'Status: Good'. Below this are four tabs: 'Account Summary', 'Account Activity', 'Saved Lists', and 'Saved Searches'. The 'Saved Lists' tab is active, showing a list titled 'Things About Oklahoma' with a red circle containing the number '3'. To the right of the list title are links for 'View Bibliography', 'Share This!', 'Get RSS Link', and 'Print List'. Below the list title is a 'Sort By Title' dropdown menu and a 'Remove Hold' button. The list contains three items, each with a book cover, title, author, and a 'Place Hold' button. The items are:

- Operation scissortail: building a new home for Devon Energy, building a new heart for OKC, (2012)** by Lackmeyer, Steve. It has a 'Place Hold' button and a 'Remove from List' link.
- Race and the university: a memoir. (2010)** by Henderson, George. It has a 'Place Hold' button and a 'Remove from List' link.
- The undefeated: the Oklahoma Sooners and the greatest winning streak in college football. (2001)** by Dent, Jim. It has a 'Place Hold' button and a 'Remove from List' link.

- The list displays with the associated items sorted by Title. (Titles starting with *The, A* and *An* are ignored; for example, *The Big Green* will be sorted by 'B' for *Big*.)
- Use the **Sort By** drop-down list to sort by *Title, Author* or *Publication Date*.
- Click the title to view **Details** for the selected item. Click **Back to Results** to return to **Saved Lists**.
- At any time you can place a hold for an item on the list by clicking **Place Hold**. To place holds on multiple items, select the check box on the right for each item, and then click **Hold** next to the check box at the top of the list. If you want to place the entire list, click the check box next to **Hold** to select all of the items on the list, and then click **Hold**.

Get RSS Link

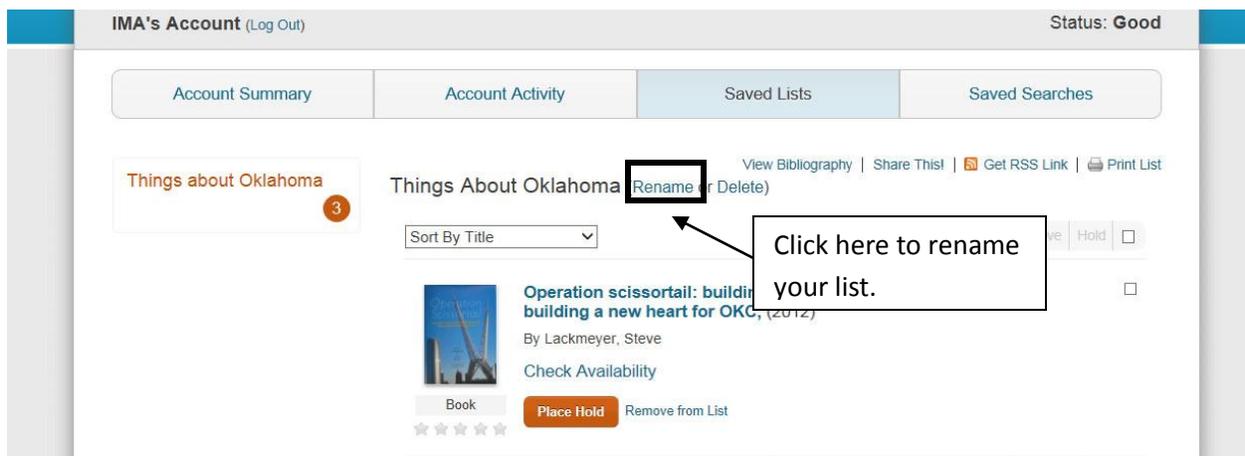
1. To add a RSS feed to your saved list and get continuous updates to your list, after logging in to **Saved Lists**, click the name of the list you want to subscribe.
2. Click **Get RSS Link** found at the top right above the list name. Refer to the example below.



3. Proceed according to your browser specifications for handling RSS feeds.

Rename a List

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Saved Lists**.
3. Under **Saved Lists** all of the lists you have created are listed on the left. The first list displays with the associated items. Click the name of the list on the left you want to rename.
4. Click **Rename** found next to the title of your list. Refer to the example below.



5. The **New List Name** dialog opens with the current list name displayed in the **New List Name** box.

6. Type the name you want to use in the entry box, and then click **OK**.
7. A green banner displays at the top of the screen, *Your list has been renamed*. The new name shows in your list of lists.

Delete Individual Items on a List

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Saved Lists**.
3. Click the name of the list containing the items you want to delete.
4. To delete an individual item, click **Remove from List** for each item you want to delete. A green banner displays at the top of the screen, *1 item(s) have been deleted*.

To delete multiple items select the check box to the right of each item. Click **Remove** found on the right across from the **Sort By** drop-down. A green banner displays at the top of the screen, *[#] item(s) have been deleted*.

Note: If you remove the last item on your list, the list name will still remain in **Saved Lists**. You will need to delete the list name to remove the entire list. See the following **Delete a List** instructions.

Delete a List

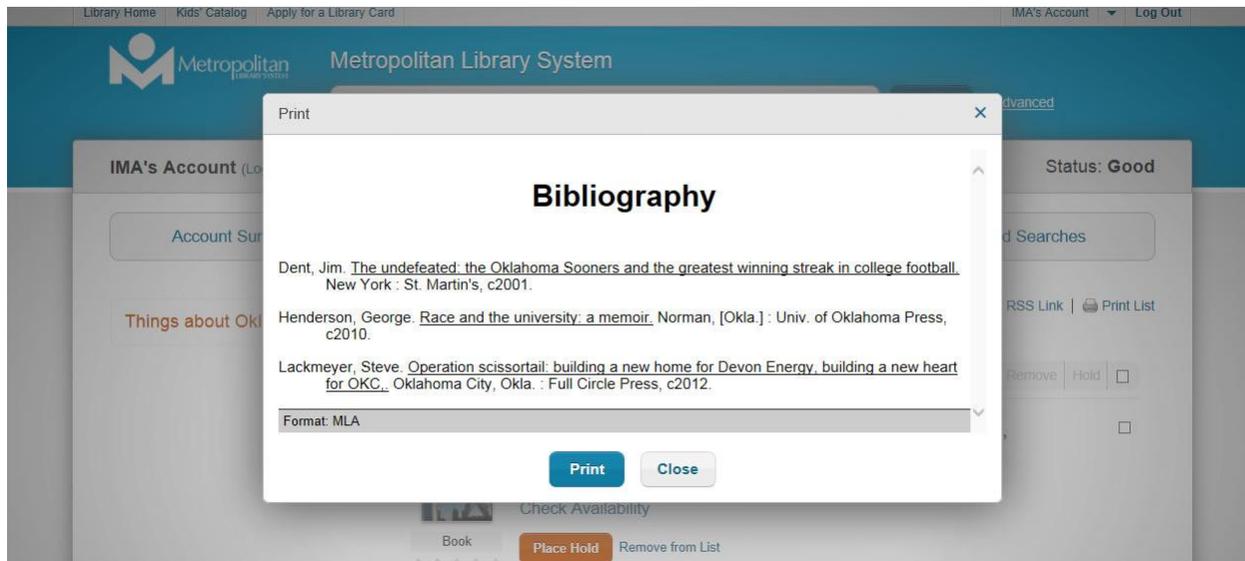
1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Saved Lists**.
3. Under **Saved Lists** all of your lists you have created are listed on the left. Click the name of the list you want to delete.
4. The list displays with its associated items. Click **Delete** found next to the title of your list.
5. An **Are You Sure?** pop-up displays, *Are you sure you want to delete this list/saved search?* Click **OK** to delete the selected list.
6. A green banner displays at the top of the screen, *1 list has been deleted*.

Print a List

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Saved Lists**.
3. If you have more than one list, click the list name on the left for the list you want to print.
4. Click **Print List** found on the right. A pop-up displays the selected list name and related items. RSS feeds with not display or print.
5. Click **Print**. Proceed accordingly with the **Print** dialog associated with your browser.

View/Print Bibliography (MLA Format)

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Saved Lists**.
3. If you have more than one list, click the list name on the left for the list you want to view.
4. Click **View Bibliography** found at the top right above the list name. A pop-up displays with the *Bibliography* list containing all of the items on your list with the exception of RSS feeds. Refer to the example below.



5. Click **Print** if you want to print a copy. Proceed accordingly with the **Print** dialog associated with your browser. Check with your library staff if you are unfamiliar with your library's copy policy.

Rate/Review from Saved Lists

1. You can rate any title on the list by holding your mouse pointer over the stars until you have highlighted the rating you want to give.
2. Click when you are satisfied with the rating.
3. A green banner displays at the top of the screen, *Your rating has been saved*. A *Would you like to write a review?* link also displays. Click the link if you want to also review the title. See [Write a Review](#) for details on how to submit a review.

Saved Searches

In addition to viewing your search you can also [rename](#) or [remove](#) your search in the **Account** option, **Saved Searches**.

View a Saved Search

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Saved Searches**.
3. All of your saved searches are listed, with the total number of saved searches shown at the top in parentheses. There are four columns containing information about your search. Refer to the example below.
 - **Search Name** is the name you gave your search.
 - **Search Criteria** is the term you used in searching.
 - **Sorted By** indicates how your results were sorted before you saved them.
 - **Date** reflects when you saved your search.

Search Name	Search Criteria	Sorted By	Date	
Grilling (Rename or Delete)	Query: grilling	Relevance	08/15/2012	
Gardening (Rename or Delete)	Query: gardening	Relevance	08/15/2012	

4. The lists are initially displayed with your latest saved search on top. Use the **Sort By** drop-down list to change the order of the list. You can sort by *Name*, *Date Created*, or *Last Update*.
5. Click any search name to generate the search and view the individual records associated with the search results. If you saved it in a particular view, the search will display in the same view. For example, a search saved from the *Flow* view will display in the *Flow* view.
6. If you want to get RSS updates, click the RSS icon  to add the URL to your RSS Feeder.
7. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Rename a Search

1. Log in with your library credentials. Use the **Account** drop-down list and click **Saved Searches**.
2. Locate the search you want to modify.
3. Click **Rename**. A **Rename your saved search** dialog opens with the name highlighted.
4. Type the new name for your search, and then click **OK**.
5. A message displays in green at the top of the screen, *Saved Search renamed*.

Remove a Search

1. Log in with your library credentials. Use the **Account** drop-down list and click **Saved Searches**.
2. Locate the search name you want to remove.
3. Click **Delete**.
4. An **Are You Sure?** pop-up displays asking, *Are you sure you want to delete this list/saved search?* Click **OK**. The search is removed and a message displays in green at the top of the screen, *1 Saved search(es) deleted*.
5. To remove selected saved searches, select the check box for each search you want to remove. Click **Remove** found at the top right of the check box. A message displays in green at the top of the screen, *XX [number of searches selected] saved search(es) deleted*.
6. To remove the entire list, select the check box on the top right. All of the check boxes will be selected and **Remove** is enabled. Click **Remove**. A message displays in green at the top of the screen, *XX [number of searches selected] saved search(es) deleted*.

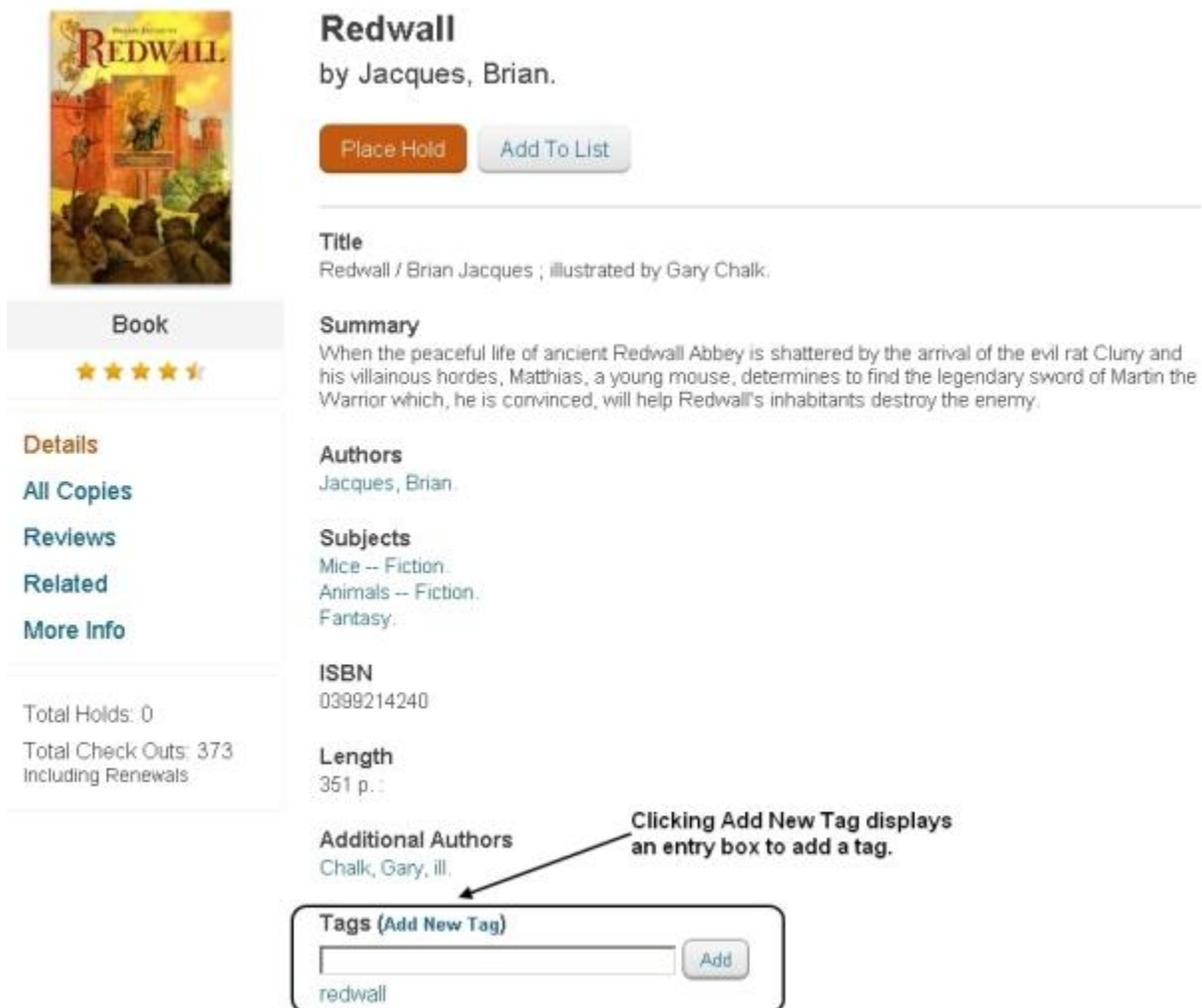
Tags

What is a tag?

Tagging is the process of assigning personal keywords to items which assist in locating relevant material at a later time. Tagging will be done dynamically (each time a search term is entered and title details are viewed) if your library is set up that way, or you can add the tag to the title as you are viewing items.

Add New Tag

From your search results page, click a title to open the **Details** page. Click the **Add New Tag** button found in the lower part of the title details. If you are not already logged in, you will be asked for your library credentials. For location of the **Add New Tag** link, refer to the example below.



Redwall
by Jacques, Brian.

Place Hold Add To List

Title
Redwall / Brian Jacques ; illustrated by Gary Chalk.

Summary
When the peaceful life of ancient Redwall Abbey is shattered by the arrival of the evil rat Cluny and his villainous hordes, Matthias, a young mouse, determines to find the legendary sword of Martin the Warrior which, he is convinced, will help Redwall's inhabitants destroy the enemy.

Authors
Jacques, Brian.

Subjects
Mice -- Fiction.
Animals -- Fiction.
Fantasy.

ISBN
0399214240

Length
351 p. :

Additional Authors
Chalk, Gary, ill.

Tags (Add New Tag)
redwall

Clicking Add New Tag displays an entry box to add a tag.

Once logged in an entry box displays as shown in the example above. Type a term relevant to the result and click **Add**. The term is immediately added under the **Tags** area. The system will block any inappropriate words.

Search Tags

After adding your own tag, you can later search for the item using the tag you created. In the **Search** box type: **tag: "[whatever tag name you used]"** using all lowercase letters. The search will return items with the same tag. In the example shown above, you would type **tag:redwall** to display all of the items tagged with 'redwall'.

Tag Order

Tags are displayed in the order they were entered. The latest dated tag shows first.

Check Item Availability

There are several ways to check whether an item is available in your library.

Availability can display based on your login location. This is helpful if you are logging in to the catalog from outside the library (home, office, mobile app, etc.) and want to see if an item is available.

- If you are logged in at a library location, you will see availability for that specific location.
- If you are logged in from home, you will see availability based on your default/preferred pick up branch noted in your account.

*Remember you can always view item availability by clicking on "Check Other Locations."

Because Overdrive is our e-resources provider you will be able to see the availability of the electronic resource items in the search results as well.

Information on where to look for what's available and what's not is discussed on the next page.

Availability in Search Results

The following example displays search results for 'honey badger.' The local library is *Downtown*. Notice each search result advises whether or not the item is available at *Downtown* and provides a link to **Check Other Locations**.

The screenshot shows a search results page for 'honey badger'. On the left is a navigation sidebar with categories like 'Library Catalog', 'Magazine Articles', 'News Articles', and 'Britannica'. The main content area shows three search results:

- Honey badgers (2014)** by Margo Gates. Status: **No Copies at Downtown Library**. Includes 'Place Hold' and 'Add To List' buttons.
- Honey-- honey-- lion! a story from Africa. (2005)** by Jan Brett. Status: **1 Available at Downtown Library**. Includes 'Place Hold', 'Add To List', and 'Find on shelf EASY - EASY/BRE' buttons.
- Bite me (2014)** by Shelly Laurenston. Status: **4 Available**. Includes 'Download' and 'Add To List' buttons.

In the example above the first result displays **No Copies at Downtown**. This means there are no copies available at the *Downtown* location, but if you click **Check Other Locations** you will be able to see what other locations have the item.

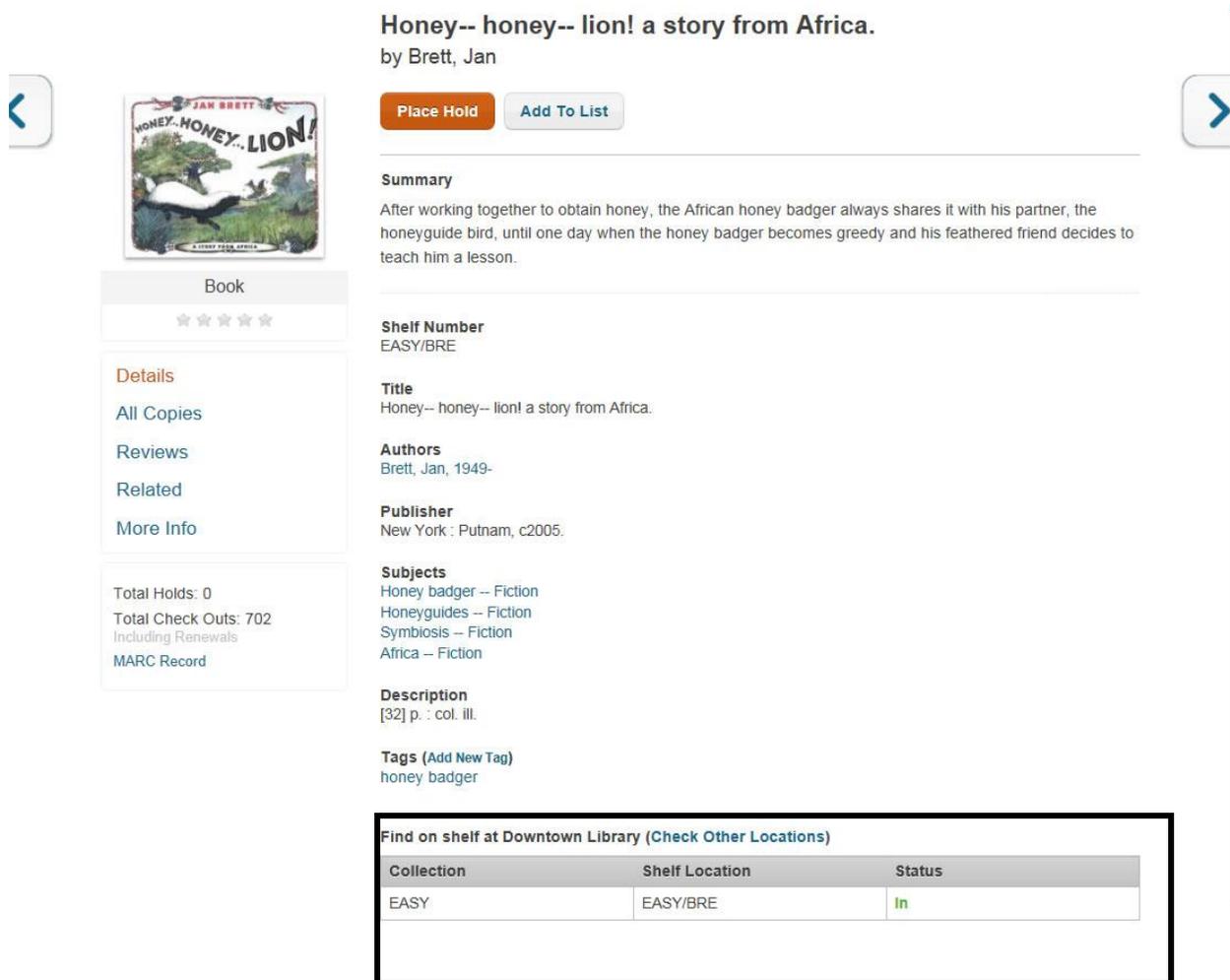
The second result displays 1 available at *Downtown*. Clicking **Check Other Locations** opens **All Copies**, showing the other locations where you can find the title, as shown to the right.

This screenshot shows the 'All Copies' view for the book 'Honey-- honey-- lion! a story from Africa' by Jan Brett. It lists the book's availability across five different library locations:

- Downtown Library:** 1 copy available in the EASY collection at the EASY/BRE shelf location.
- Bethany Library:** 1 copy available in the EASY collection at the EASY/BRE shelf location.
- Choctaw Library:** 1 copy available in the EASY collection at the EASY/BRE shelf location.
- Del City Library:** 1 copy available in the EASY collection at the EASY/BRE shelf location, but it is currently loaned and due back on 07/01/2014.
- Edmond Library:** 1 copy available in the EASY collection at the EASY/BRE shelf location, but it is currently loaned and due back on 06/26/2014.
- Midwest City Library:** No copies are listed as available.

Availability in Details

Details will display the availability for your local location. Shelf information is found right after the **Summary** at the bottom of the screen. Refer to the example below.



Honey-- honey-- lion! a story from Africa.
by Brett, Jan

[Place Hold](#) [Add To List](#)

Summary
After working together to obtain honey, the African honey badger always shares it with his partner, the honeyguide bird, until one day when the honey badger becomes greedy and his feathered friend decides to teach him a lesson.

Shelf Number
EASY/BRE

Title
Honey-- honey-- lion! a story from Africa.

Authors
Brett, Jan, 1949-

Publisher
New York : Putnam, c2005.

Subjects
Honey badger -- Fiction
Honeyguides -- Fiction
Symbiosis -- Fiction
Africa -- Fiction

Description
[32] p. : col. ill.

Tags (Add New Tag)
honey badger

Find on shelf at Downtown Library (Check Other Locations)

Collection	Shelf Location	Status
EASY	EASY/BRE	In

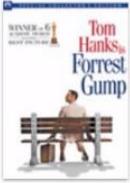
Availability in All Copies

You can always check for availability in **All Copies**. Click the title from your search results, and then click **All Copies** on the left side. **All Copies** shows all of the locations that have a copy of the title along with whether the title is available or not. Refer to the example below.

[← Back to Results](#)

Forrest Gump [videorecording]

[Place Hold](#) [Add To List](#)



Visual Materials
☆☆☆☆

Details
All Copies
Reviews
Related
More Info

Total Holds: 0
Total Check Outs: 464
Including Renewals:
MARC Record

Find on shelf at Belle Isle Library

Collection	Shelf Location	Status
ADULT NON-FICTION	791.43/F716f/2006/VIDEO/DISC	Loaned Due Back 06/27/2014

Find on shelf at Capitol Hill Library

Collection	Shelf Location	Status
ADULT NON-FICTION	791.43/F716f/2006/VIDEO/DISC	Loaned Due Back 06/26/2014

Find on shelf at Choctaw Library

Collection	Shelf Location	Status
FEATURE FILMS	791.43/F716f/2006/VIDEO/DISC	Loaned Due Back 07/02/2014

Find on shelf at Del City Library

Collection	Shelf Location	Status
ADULT NON-FICTION	791.43/F716f/2006/VIDEO/DISC	Loaned Due Back 07/07/2014

Find on shelf at Harrah Library

Collection	Shelf Location	Status
ADULT NON-FICTION	791.43/F716f/2006/VIDEO/DISC	In

Find on shelf at Luther Library

Collection	Shelf Location	Status
ADULT NON-FICTION	791.43/F716f/2006/VIDEO/DISC	Loaned Due Back 07/03/2014

Find on shelf at Midwest City Library

Collection	Shelf Location	Status
FEATURE FILMS	791.43/F716f/2006/VIDEO/DISC	Loaned Due Back 07/02/2014

Download an Electronic Resource

What's Needed to Download

- **Internet access** - Your library will have internet access to connect to the e-book/e-audio provider when you are in the library. You will also be able to access your library's catalog via your home computer and download from home.
- **Your library credentials** - When you are asked to provide a Username and PIN/password, use your library credentials. Your library, as the subscriber, will be recognized by the e-resource provider. You will also need to establish a username and password with the e-resource provider when setting up your account.
- **'Download' software** - Your library accesses their e-resources through different providers, such as **OverDrive**. The software you need to get started depends on your device and the type of download (digital, audio, PDF, etc.). See E-book Basics for more information on getting started.

Ask your library staff to assist you if you have any questions about what is needed to start reading e-resources.

What to Look for in the Search Results

In your search results you will see the item's availability and how many copies your library has, along with how many others are waiting for the item, when applicable. In some cases you will be able to place a hold, cancel a hold, and view your holds and checked out items from the *Account Activity* area. The different options for availability are discussed below.

- **[#] Available** - This shows how many copies are available to download. In this example the library has one copy available to download now. Click the **Download** button and follow the instructions provided by the e-resource provider. How to download is discussed later in this topic.



The hunger games [electronic resource] (2008)
By Collins, Suzanne
Series: The Hunger Games Trilogy ; Book 1

30 Available

eAudioBook

★★★★★

[Download](#) [Add To List](#)

- **Always Available** - This option means there will always be a copy in your library to download. Click the **Download** button and follow the instructions provided by the e-resource provider.



Mixed signals a Grace Street mystery / [electronic resource] : (2012)
By Tesh, Jane
Series: Grace Street Mystery ; Mixed Signals

Always Available

eAudioBook

★★★★★

[Download](#) [Add To List](#)

- **Not Available [#] Borrowers waiting on [#] Copies (More options)** - This option shows all of the copies in your library are currently 'checked out'. Click the **More Options** button and you will be taken to the **OverDrive** site which will allow you to place a hold on the item using your library credentials.

Harry Potter and the goblet of fire [electronic resource] (2012)
By Rowling, J. K.



Not Available 1 Borrower waiting on 10 Copies ([More Options](#))

[More Options](#) [Add To List](#)

eBook

☆☆☆☆☆

- **Not Available - This title is scheduled to release on [date] (More options)** - This means the title has not been released yet, but a hold can be placed for when the item arrives. Click the **More Options** button to connect to the **OverDrive** site where you can place a hold using your library credentials. You will also be able to see how many others have placed holds.

Garden of Stones [electronic resource] : (2013)
By Littlefield, Sophie.



Not Available This title is scheduled to release on 03/01/2013 ([More Options](#))

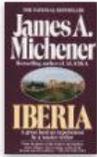
[More Options](#) [Add To List](#)

eBook

☆☆☆☆☆

- **If OverDrive is unavailable** (the site goes down), the search results will no longer show the item's availability. The search results will display **Downloadable** with a **More Options** button. Clicking **More Options** may allow you to still connect to the site. If you get an error message instead, try again later to access the e-resource you want.

Iberia [electronic resource] (2013)
By Michener, James A.



Downloadable

[More Options](#) [Add To List](#)

eBook

☆☆☆☆☆

How to Download

1. Perform a search for the e-resource you want. Look for search results displaying a **Download** button. Under the book jacket the format will display as *eBook*, *eAudiobook*, *Electronic Resource*, etc. Some results will also display 'Downloadable', as shown in the example below. This helps to easily see which of your search results are electronic resources.
2. Click the **Download** button. Since there are different providers follow the instructions for the device you are using for e-resources. The example below shows the site for the e-book provider **OverDrive**. You can see how many copies are available and how many the library has to lend. If the title is 'checked out', the *Available Copies* will show '0' and you will have the option to place a hold.
3. Once the e-resource is downloaded to your device you will have an allotted time (7 days or

The screenshot shows the Metropolitan Library System website interface. At the top, there is a navigation bar with the library logo, a search bar, and links for Menu, Account, Help, and Advanced Search. The main content area features the book 'Marley & Me' by John Grogan. The book cover is on the left, and the right side contains the book's details, including a 'Borrow' button, a star rating, and a 'Copies' section. The 'Copies' section shows 'Available: 2' and 'Library copies: 2'. A callout box with an arrow pointing to the 'Copies' section contains the text 'Check availability and copy information'.

2 weeks) to read the e-book or e-Pub, or listen to the e-audio. If you finish reading your e-book or listening to your e-audio before its due date, you can always delete it from your device.

4. You will receive a notice via email when your e-resource is going to expire. Once past the expiration date, you will no longer have access to the material. You can delete the title from your device, if desired.
5. If you have placed an e-resource on hold, you will receive an email notice when the item becomes available. You will be given an allotted amount of time in the email to download the title to your device. If you do not download in the allotted time, the hold will expire and you will need to place another hold on the item if you are still interested.

Rate a Title

You can rate a title at any time by highlighting the number of stars you feel the title deserves using whole stars and half stars. You can rate without logging in, but if you want to write a review, you will be asked to provide your library credentials.

Meaning of Star Ratings



Places Where You Can Rate

Rate your title from any of the following areas:

- **Search Results**
- **Details**
- **Saved Lists**
- **Account Activity**
 - Loans
 - Holds
 - Loan History (if available)

How to Rate

1. Hold the mouse pointer over the stars to color the number of yellow stars you want to give for your rating. The star's meaning displays as a tool tip; 3 stars is *Average*.
2. Click when you are satisfied with your rating.
Note: If the title has already been rated, move the mouse pointer over the stars to add or subtract stars. Click when you are satisfied with your rating.
3. A green banner displays at the top of the screen, *Your rating has been saved*.
4. At the same time a pop-up asks, *Would you like to write a review?* Click anywhere to bypass the review. Click the link to open the **Add New Review** dialog and write your review. See [Write a Review](#) for more information.
5. If you want to change the rating, repeat Steps 1 and 2 above.

How the Stars Add Up

When you first rate an unrated title your ranking displays immediately. But as others start to rate the same title, the stars are averaged together. An item with two ratings (five stars and two stars) will show the average (3.5 stars). If you write a review (which requires a rating), the stars will be updated upon approval of your review.

Write a Review

Some libraries will post your review immediately while other libraries may want to review your submission. A message will display after you submit your review advising whether an approval is necessary.

Add a Review from Reviews Option

1. Search for the title you want to review.
2. After your search results display, click the title you want to review to display the title details.
3. Click **Reviews**. If any borrower reviews have already been written for the title, the reviews will display under the **Borrower Reviews** heading. Refer to the example below.

← Back to Results

The Catcher in the Rye

by Salinger, J.D

[Place Hold](#) [Add To List](#)

[Add New Review](#) ← Click here to open review form.

▼ **Borrower Reviews (0)**
There are currently no Borrower Reviews. Be the first to review!

▶ **Editorial Reviews (0)**

Book

☆☆☆☆☆

[Details](#)

[All Copies](#)

[Reviews](#)

[Related](#)

[More Info](#)

4. Click **Add New Review**. The **Add New Review** form displays.
5. Complete the form as follows:

Rate This Title *: Place your mouse pointer over the stars to rate the item. The stars' color changes to yellow with a tool tip displaying the meaning of the rating. The stars meanings are as follows:

1 = Bad, 2 = Poor, 3 = Average, 4 = Good, 5 = Awesome.

Title of Your Review *: Type the title of the review you are going to write. You are allotted up to 40 characters. This is NOT the same as the title of the book, but your own creation.

Your Name (optional): Type your name or the name you want to use as the reviewer of the item. This is not a required field.

Write Your Review *: In the entry box, type your review. You are allotted up to 10,000 characters.

Note: In order to successfully submit your review all * **(required)** fields must be completed. Failure to enter information in any of the three required areas will result in an error message requesting the missing.

Tips for writing your review

- Focus your review on the item.
 - Be clear and concise.
 - Describe your personal experience on whether you liked or disliked the item and why.
 - Provide other readers with a taste of the plot, but do not give away surprises, especially the ending of the story.
 - Do not use offensive language or profanity.
 - Do not add contact information.
 - Do not include html, javascript, css, or images.
6. After you have completed your review click the **Submit** button to post your review. After you click **Submit**, a green banner displays at the top of the screen, *Thank you for submitting a review*. Refresh the screen to see your review. Reviews are sorted by a timestamp; therefore, newly submitted reviews will appear at the top of the list of reviews.

If a message displays advising, *Thank you for submitting a review. Your review will be posted upon approval of library staff.* then your review will post once it is reviewed. You will not receive a notice when the review is actually posted.

If you change your mind about posting your review, click the **Cancel** button. However, once you click **Submit** you cannot delete or edit your review.

Change Contact and EZ Login Information

Change Your Contact Information

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.



2. Click the arrow to open the drop-down list of **Account** options, and then click **Account Summary**.
3. **Summary** opens to display a recap of what you have on loan or on hold, and bring to your attention any issues you may have on your account. Your contact information also displays with links to forms where you can make changes to your information. Refer to the example below.

A screenshot of the 'IMA's Account' page. At the top, it says 'IMA's Account (Log Out)' on the left and 'Status: Good' on the right. Below this is a navigation bar with four buttons: 'Account Summary' (highlighted in light blue), 'Account Activity', 'Saved Lists', and 'Saved Searches'. Underneath, there is a 'Summary' section with a 'Print Account Summary' icon. The summary shows 'You have 4 item(s) on loan' with a 'View Loans' link and 'You have 3 pending hold(s)' with a 'View Holds' link. Below the summary, the user's name 'TRAINER IMA' is displayed. Underneath, there are three sections: 'Contact Information' with a 'Change Contact Info' link, 'Library Card or ID', and 'EZ Login' with a 'Create EZ Login' link. The contact information includes the address '300 PARK AVE, OKLAHOMA CITY, OK 73102', phone number '(405)606-3822', and email 'planning@metrolibrary.org'. The library card information shows ID number '11022903', expiration date '12/31/2099', and status 'Good'.

4. Click the **Change Contact Info** link, or click the **Contact Information** option to open **Edit Your Contact Information**. An example is shown below.

The screenshot shows the Metropolitan Library System account page for 'IMA's Account'. The page has a blue header with the library logo and a search bar. Below the header, there's a navigation bar with 'Account Summary', 'Account Activity', 'Saved Lists', and 'Saved Searches'. The main content area is titled 'Edit Your Contact Information' and contains several form fields: Address (300 PARK AVE), City (OKLAHOMA CITY), State (OK), and ZIP Code (73102). Below these are fields for Phone Number ((405)606-3822), Alternate Phone Number, and Email (planning@metrolibrary.org). At the bottom of the form are 'Save' and 'Cancel' buttons. A callout box with a black border and white background points to the phone number and email fields, containing the text: 'You may only change your phone number and/or e-mail address.'

5. Make changes to your information. You may change your phone number and/or email address.
6. Click Save to complete the changes.
7. A green banner displays at the top of the screen, *Your information was saved.*
8. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Account Summary - Change EZ Username

Based on your library's set-up, this option may not be available to you.

Change your EZ Username

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Account Summary**.
3. Click **EZ Username** on the left, or click **Change EZ Username** to the right of the **EZ Login** section found in the **Summary** option.
4. The **Change EZ Username** dialog displays, as shown below. Your current EZ Username will be populated in the **EZ Username** box.

The screenshot shows a user interface for 'IMA's Account (Log Out)' with a status of 'Good'. A navigation bar contains 'Account Summary', 'Account Activity', 'Saved Lists', and 'Saved Searches'. A sidebar on the left lists 'Summary', 'Contact Information', 'EZ Username', and 'EZ Password'. The main content area is titled 'Change EZ Username' and contains two input fields: 'EZ Username*' with the value 'imatrainer' and 'EZ Password*'. Below the password field is a link for 'Forgot your EZ password?'. At the bottom are 'Save' and 'Cancel' buttons.

5. Type the new EZ Username you want to use in the **EZ Username** box.
6. Type your EZ Password in the **EZ Password** box.
7. Click **Save**. A green banner displays at the top of the screen, *Your EZ Username has been updated*.

Note: If you did not type the correct password a pop-up message displays, *Your EZ Username could not be updated. Please try again*. If retyping does not work, see your library staff for assistance.

- Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Account Summary - Change EZ Password

Based on your library's set-up, this option may not be available to you.

Change your EZ Password

- Log in with your library credentials. **[Your first name] Account** slides out to the left.
- Click the arrow to open the drop-down list of **Account** options, and then click **Account Summary**.
- Click **EZ Password** on the left, or click **Change EZ Password** to the right of the **EZ Login** section.
- The **Change EZ Password** dialog displays, as shown below.

The screenshot shows a web interface for 'IMA's Account (Log Out)' with a 'Status: Good' indicator. A navigation bar contains 'Account Summary', 'Account Activity', 'Saved Lists', and 'Saved Searches'. A left sidebar lists 'Summary', 'Contact Information', 'EZ Username', and 'EZ Password'. The main content area is titled 'Change EZ Password' and contains three input fields: 'New EZ Password*', 'Confirm New EZ Password*', and 'Current EZ Password*'. Below the 'Current EZ Password*' field is a link for 'Forgot your EZ password?'. At the bottom are 'Save' and 'Cancel' buttons.

- Type the new EZ Password you want to use in the **New EZ Password** box.
- Re-type the new EZ Password in the **Confirm New EZ Password** box.
- Type your old EZ Password in the **Current EZ Password** box.
- Click **Save**. A green banner displays at the top of the screen, *Your EZ Password has been changed*.

Note: If you did not type the correct current password, a pop-up message displays, *Your EZ Password could not be updated. Please try again.* If retyping does not work, see your library staff for assistance.

- Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Place a Hold

If you want to place a hold on a title, there are a couple different areas where you will see the **Place Hold** button. Holds can be placed from your search results in either *List* or *Flow* view, from Title Details or from Saved Lists. Some options discussed below depend on your library's policy for holds. If you are unfamiliar with how holds are handled, check your library's hold policy.

To view a list of your holds, see Holds found in **Account Activity**.

Place a Hold from Search Results

- Once you have performed a search and found a title you want to place a hold on, click **Place Hold** for that title. If you have not already logged in, you will be asked to log in with your library credentials. See the example below for the location of the **Place Hold** button.



Unbroken: a World War II story of survival, resilience, and redemption. (2010)
By Hillenbrand, Laura

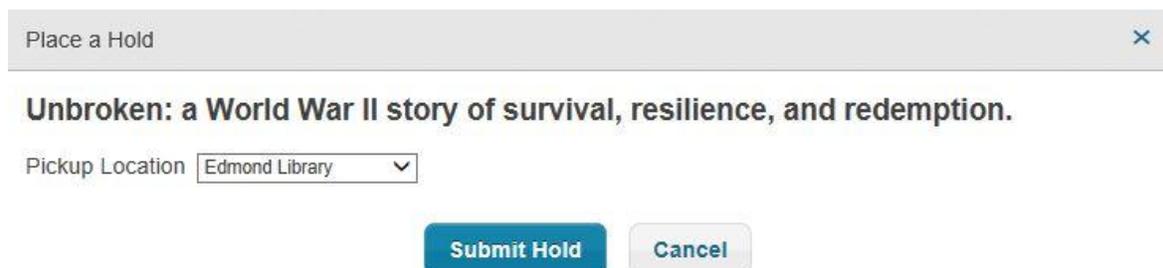
Not Available at Downtown Library (Check Other Locations)

Place Hold **Add To List**

Book

☆☆☆☆☆

- After clicking **Place Hold** the **Place a Hold** dialog displays with the **Pickup Location** entry. If you want to change the displayed location, use the drop-down list and click the location you want to use as your pickup location.



Place a Hold ×

Unbroken: a World War II story of survival, resilience, and redemption.

Pickup Location

Submit Hold **Cancel**

3. After making your selection, click **Submit Hold**.
4. If your hold is able to be placed, a green banner briefly displays at the top of the screen, *Hold(s) placed successfully*. If your hold was not successful, a message will advise the title and reason the hold was not able to be placed. If you are unsure why your hold was not allowed, check with your library staff.

Multiple Holds from Search Results

1. If you want to select multiple items to place on hold, select the check box on the far right for each item. Using the **Select Action** drop-down, click **Place a Hold**. Refer to the example below.

The screenshot displays a library search interface. On the left, there's a sidebar with 'Library Catalog' (57 items), 'Magazine Articles' (231996), 'News Articles' (160424), and 'Britannica' (3390). Below this is a 'Searching' section for 'All Locations' and a 'Format' filter menu. The main content area shows search results for 'Apple computers'. The first result is 'Accidental millionaire: the rise and fall of Steve Jobs at Apple Computer. (1988)' by Butcher, Lee, with 1 available copy at Downtown Library. The second result is 'Always on: how the iPhone unlocked the anything-anytime-anywhere future-- and locked us in. (2011)' by Chen, Brian X, with no copies available at Downtown Library. A 'Select Action' dropdown menu is open on the right side of the page, showing options: 'Select Action', 'Place a Hold', and 'Add to List'. The 'Place a Hold' option is highlighted. Checkboxes are visible to the right of each search result.

Note: Items selected from the page you are currently viewing can be placed on hold, but if you go to subsequent pages, check boxes selected from the previous page will not be retained.

2. A **Place a Hold** dialog displays with the **Pickup Location** drop-down list showing the location matching your login location. If you want to change the displayed location, use the drop-down list and click the location you want to use as your pickup location. Click **Submit Hold**.
3. A **Hold Feedback** dialog displays which titles were able to be placed on hold, and if any of your items were not able to be placed on hold along with the reason the item was not placed on hold. If you are unsure why your holds were not allowed, check with your library staff.

Place a Hold from Title Details

1. If you are viewing the title details and want to place a hold, click **Place Hold**. The **Details** page shows how many holds have already been placed on the title. This will give you an idea of where you are in line for the item. Refer to the example below.

← Back to Results

Unbroken: a World War II story of survival, resilience, and redemption.
by Hillenbrand, Laura

Place Hold [Add To List](#)

Summary

On a May afternoon in 1943, an Army Air Forces bomber crashed into the Pacific Ocean and disappeared, leaving only a spray of debris and a slick of oil, gasoline, and blood. Then, on the ocean surface, a face appeared. It was that of a young lieutenant, the plane's bombardier, who was struggling to a life raft and pulling himself aboard. So began one of the most extraordinary odysseys of the Second World War.

The lieutenant's name was Louis Zamperini. In boyhood, he'd been a cunning and incorrigible delinquent, breaking into houses, brawling, and fleeing his home to ride the rails. As a teenager, he had channeled his defiance into running, discovering a prodigious talent that had carried him to the Berlin Olympics and within sight of the four-minute mile. But when war had come, the athlete had become an airman, embarking on a journey that led to his doomed flight, a tiny raft, and a drift into the unknown.

Ahead of Zamperini lay thousands of miles of open ocean, leaping sharks, a foundering raft, thirst and starvation, enemy aircraft, and, beyond, a trial even greater. Driven to the limits of endurance, Zamperini would answer desperation with ingenuity; suffering with hope, resolve, and humv brutality with rebellion. His fate, whether triumph or tragedy, would be suspended on the fraying wire of his will.

In her long-awaited new book, Laura Hillenbrand writes with the same rich and vivid narrative voice she displayed in *Seabiscuit*. Telling an unforgettable story of a man's journey into extremity, *Unbroken* is a testament to the resilience of the human mind, body, and spirit.

From the Hardcover edition.

Book
★★★★★

Details
[All Copies](#)
[Reviews](#)
[Related](#)
[More Info](#)

Total Holds: 1
Total Check Outs: 1479
Including Renewals
MARC Record

2. A **Place a Hold** dialog displays with the **Pickup Location** drop-down list showing the location matching your login location. If you want to change the displayed location, use the drop-down list and click the location you want to use as your pickup location.
Depending on your library set-up you will see *I want the first available copy*, or (if shown) *I want a specific copy*. If *I want a specific copy* is selected, a list of available locations will display. Select the location for the particular item you are interested in. After making your selection, click **Submit Hold**.
3. If your hold is able to be placed, a green banner briefly displays at the top of the screen, *Hold(s) placed successfully*. If your hold was not successful, a message will advise the title and reason the hold was not able to be placed. If you are unsure why your hold was not allowed, check with your library staff.

Place a Hold from Saved Lists

1. If you have created any lists in **Saved Lists**, you can place a hold for any item on any list. After logging in click **Saved Lists** from the **Account** drop-down list found in the right corner.
2. Under **Saved Lists** select the list that contains the item you want to place on hold.
3. To place a hold for the individual item, click **Place Hold**.

To place a hold on multiple items, select the check box on the far right for each item, and then click **Hold** next to the check box at the top of the list. Refer to the example below

IMA's Account (Log Out) Status: Good

Account Summary | Account Activity | **Saved Lists** | Saved Searches

Things about Oklahoma 3 View Bibliography | Share This! | Get RSS Link | Print List

Things About Oklahoma (Rename or Delete)

Sort By Title Remove Hold

Operation scissortail: building a new home for Devon Energy, building a new heart for OKC, (2012)
By Lackmeyer, Steve
Check Availability
Book **Place Hold** Remove from List

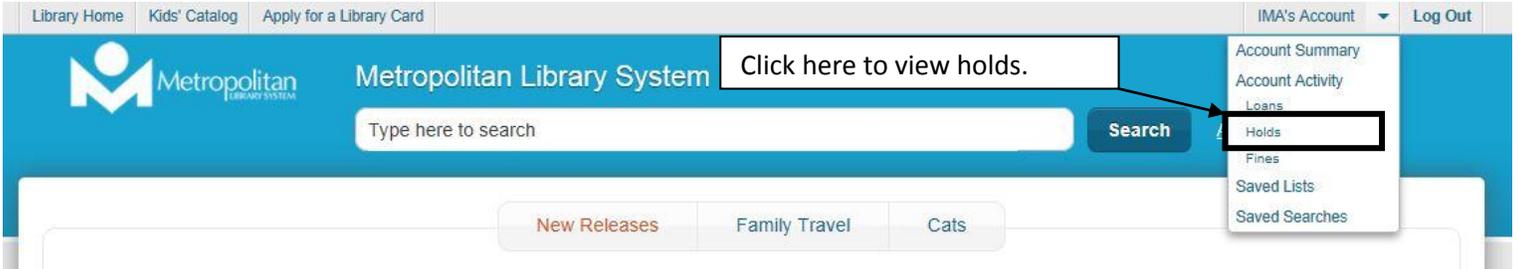
Race and the university: a memoir. (2010)
By Henderson, George
Check Availability
Book **Place Hold** Remove from List

Selecting check box enables hold.

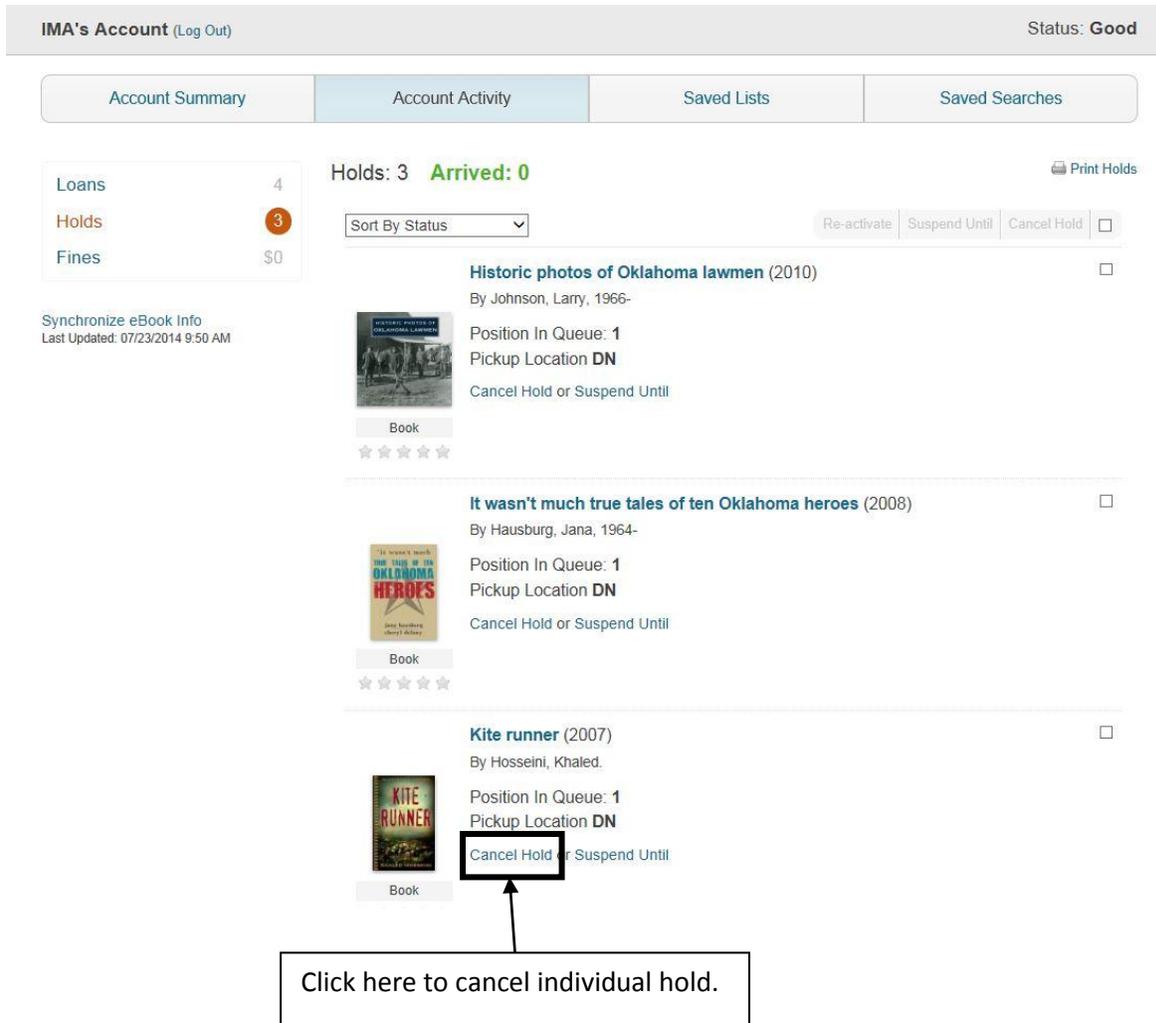
4. A **Place a Hold** dialog displays with the **Pickup Location** drop-down list showing the location matching your login location. If you want to change the displayed location, use the drop-down list and click the location you want to use as your pickup location.
5. Click **Submit Hold**.
6. If your hold is able to be placed, a green banner briefly displays at the top of the screen, *Hold(s) placed successfully*. If your hold was not successful, a message will advise the title and reason the hold was not able to be placed. If you are unsure why your hold was not allowed, check with your library staff.

Cancel Hold(s)

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Holds**.



3. Your list of holds displays. *Arrived* holds will display first.
4. Locate the hold you want to cancel, and click **Cancel Hold**. Refer to the example below.
Note: An *Arrived* or *In Transit* **Status** will not display a **Cancel Hold** link.



To cancel multiple holds select the check box on the right for each hold, and then click **Cancel Hold** found on the top right next to **Suspend Until**. Refer to the example below.

To cancel the entire list, select the check box at the top next to **Cancel Hold**, and then click **Cancel Hold**.

The screenshot shows a library account interface for 'IMA's Account'. At the top right, the status is 'Good'. Below the account name are tabs for 'Account Summary', 'Account Activity', 'Saved Lists', and 'Saved Searches'. On the left, there are statistics for 'Loans: 4', 'Holds: 3', and 'Fines: \$0'. A 'Synchronize eBook Info' section shows the last update on 07/23/2014 at 9:50 AM. The main area displays a list of holds with a 'Sort By Status' dropdown and a 'Print Holds' icon. Three holds are listed:

- Historic photos of Oklahoma lawmen (2010)** by Johnson, Larry, 1966-. Position In Queue: 1, Pickup Location DN. A callout box highlights the 'Re-activate', 'Suspend Until', and 'Cancel Hold' buttons, with a checkbox on the right.
- It wasn't much true tales of ten Oklahoma heroes (2008)** by Hausburg, Jana, 1964-. Position In Queue: 1, Pickup Location DN. A checkbox on the right is checked.
- Kite runner (2007)** by Hosseini, Khaled. Position In Queue: 1, Pickup Location DN. A checkbox on the right is checked.

A callout box with the text 'Select the check boxes to enable options.' has arrows pointing to the checkboxes on the right side of the second and third hold entries.

5. A green banner displays at the top of the screen, *(#) Hold(s) canceled*. The hold is deleted from your list.
6. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Renew

Renew individual titles or multiple titles. Overdue items can also be renewed.

Renew a Single Title

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Loans**.
3. Locate the title you want to renew. Click **Renew Loan**. Refer to the example below.

The screenshot shows a library account interface for 'IMA's Account' with a status of 'Good'. The account activity section displays 'Loans: 4' and 'Overdue: 0'. A list of loans is shown, including 'Anne Frank the book the life the afterlife (2009)' and 'Landscape planning practical techniques for the home gardener (2008)'. The first title has a due date of '08/05/2014 - 13 Day(s) left' and a 'Renew Loan' button. A callout box points to this button with the text 'Click to renew individual title.' The second title also has a due date of '08/05/2014 - 13 Day(s) left' and a 'Renew Loan' button.

4. A green banner displays a message at the top of the screen advising, *The following title(s) were successfully renewed. [selected title]*. A new due date displays above the **Renew Loan** button.

In the example above, after clicking the **Renew Loan** button for the first title, the due date is updated, as shown below.

This screenshot shows the same library account page as above, but with the due date for 'Anne Frank the book the life the afterlife (2009)' updated to '08/19/2014 - 27 Day(s) left'. A callout box highlights the new due date. The 'Renew Loan' button remains visible below the title.

Note: Overdue items can also be renewed. If there is a problem with a renewal, a pop-up message will advise, *The following title(s) could not be renewed: [selected title]*. See your library staff regarding your library's renewal policy. You may have reached your limit on the number of renewals allowed.

Renew Multiple Titles

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Loans**.
3. Select the check box to the right of the title for each item you want to renew. **Renew** becomes enabled. Click **Renew**. Refer to the example below.

The screenshot shows a library account interface. At the top, it says "IMA's Account (Log Out)" and "Status: Good". Below this are navigation tabs: "Account Summary", "Account Activity", "Saved Lists", and "Saved Searches". On the left, there's a summary box with "Loans: 4", "Holds: 3", and "Fines: \$0". Below that is a "Synchronize eBook Info" section. The main area displays a list of loans. The first loan is "Landscape planning practical techniques for the home gardener (2008)" by Adam, Judith, due 08/05/2014 - 13 Day(s) left. The second is "World War II (2012)" by Stein, R. Conrad, due 08/05/2014 - 13 Day(s) left. The third is "World War Two a short history (2012)" by Stone, Norman, 1941-, due 08/05/2014 - 13 Day(s) left. Each loan entry has a "Renew Loan" button and a checkbox. A callout box with the text "Selecting check boxes enables renew." has arrows pointing to the checkboxes for the first and second loans. A "Print Loans" link is also visible.

4. A green banner displays a message at the top of the screen advising, *The following title(s) were successfully renewed. [selected title(s) listed]*. New due dates display for each of the items renewed.

Suspend/Re-activate Holds

You can suspend until a future date and re-activate the hold, if necessary.

Suspend

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Holds**.
3. Locate the item you want to suspend and click **Suspend Until**. Refer to the example below.

IMA's Account (Log Out) Status: Good

Account Summary | Account Activity | Saved Lists | Saved Searches

Loans: 4
Holds: 3
Fines: \$0

Synchronize eBook Info
Last Updated: 07/23/2014 10:37 AM

Holds: 3 **Arrived: 0** Print Holds

Sort By Status Re-activate | Suspend Until | Cancel Hold

Historic photos of Oklahoma lawmen (2010)
By Johnson, Larry, 1966-
Position In Queue: 1
Pickup Location DN
Cancel Hold or **Suspend Until** Click here to suspend individual title.

It wasn't much true tales of ten Oklahoma heroes (2008)
By Hausburg, Jana, 1964-
Position In Queue: 1
Pickup Location DN
Cancel Hold or Suspend Until

To suspend multiple items select the check box to the right of each title, and then click **Suspend Until** found at the top right. To suspend the entire list, click the check box at the top right next to **Cancel Hold** and then click **Suspend Until**.

4. A calendar displays for the current month. Click the 'suspend until' date you want to use.
5. A message displays in a green banner at the top of the screen, *# Hold(s) suspended*.
6. The **Status** will show **Suspended** along with the date you selected from the calendar. **Suspend Until** changes to **Re-activate**. Refer to the example below.

It wasn't much true tales of ten Oklahoma heroes (2008)
By Hausburg, Jana, 1964-
Status: **Suspended** Until: 07/31/2014 (change)
Pickup Location DN
Cancel Hold or **Re-activate**

Re-activate

1. If you have an item suspended and now want to re-activate the item to put it back in queue, log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Holds**.
3. Locate the item(s) you have suspended. For individual holds, click **Re-activate**. For multiple suspended holds, select the check box on the right for each suspended item, and then click **Re-activate** found on the right side of the screen. To re-activate the entire list select the check box in the top right next to **Cancel Hold**. This check box will select all of the items. Click **Re-activate**.
4. A green banner displays at the top of the screen with the message, *# Hold(s) no longer suspended*.
5. The **Position In Queue** will display appropriately. **Re-activate** will change to **Suspend Until**.
6. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.

Save to a List

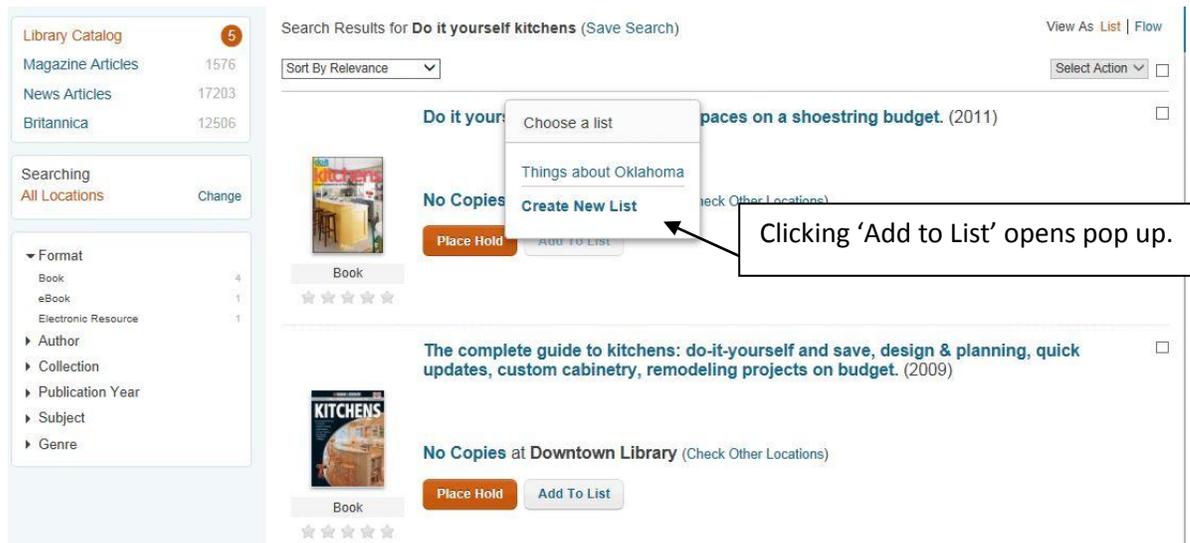
If you find items in your search results that you would like to reference later, you can add each item to a list. Once you have saved items to a list you can view the list in **Saved Lists** under the *Account* option. See Saved Lists for more information on viewing your saved lists.

You can also share your list with others, if your library offers **Share This!** See Share Your List for more information on how to email your lists to others.

Save to a List

1. To add an individual item to a list click the **Add To List** button found next to the **Place Hold** button.
To add multiple items to a list using *List* view, select the check box on the right for each title. Use the **Select Action** drop-down list and click **Add To List**. You can only add one page at a time to your list. If you have multiple pages in your search results, you will need to use the **Add To List** option for each page. If you using *Flow* view, you can only select one item at a time.
2. After clicking the **Add to List** button a **Choose a list** pop-up displays **Create New List** and **My List**. Refer to the example on the next page.

Note: If you have not already logged in, you will be asked to provide your library credentials.



3. If you click **My List**, the item will immediately save to **My List** and a green banner displays at the top of the screen, *Your item(s) have been added*. The added items will display under the **My List** name in **Saved Lists**. You can always rename this list later in the **Account** option **Saved Lists**. See Saved Lists for information on how to rename your list.

If you click **Create New List**, an entry box displays populated with the search term you used in your search. Click **Save** to use the search term as your list name. Type a new name if you do not want to use the search term as your list name. Refer to the example below.



4. Continue to add to the newly created list, selecting the same list name for each item you add. Duplicates selected will not display in the list, but the same items can be on multiple lists.
5. Start a new list by creating a different name. There is no limit on the number of lists you can create.

Note: RSS feeds can be saved to a list. Subjects and publishers will display along with the title, date and a brief summary when viewed.

The example below shows three lists have already been created: *Things About Oklahoma*, *DIY Kitchen*, and *Labrador Retriever*. The displayed title can be added to any of the displayed lists, or a new list can be created by clicking **Create New List**.



Save Multiple Items to a List

1. To save multiple items to your list, select the check box on the far right of each item. You can only select the items for the list one page at a time.
2. The **Select Action** drop-down becomes enabled. Refer to the example above.
3. Select **Add to List** from the drop-down. If you have not already logged in, log in with your library credentials.
4. The **Choose a list** pop-up dialog displays.
5. If you click the name of a list already shown, your items will be added to that list. A green bar displays at the top of the screen, *Your item(s) have been added*.
6. If you click **Create New List**, an entry box displays populated with the search term you used in your search. Click **Save** to use the search term as your list name. Type a new name if you do not want to use the search term as your list name. A green bar displays at the top of the screen, *Your item(s) have been added*.
7. To view your list go to **Saved Lists** under the *Account* option. See Saved Lists for more information on viewing your saved lists.

Share Your List

If you would like to share the list you have compiled with your friends or family, or just email a list to yourself, click the **Share This!** link found under **Saved Lists** in the **Account** options. If your library has not enabled this feature, the **Share This!** link will not be shown.

Share This!

1. If you have compiled a list and you now want to email the list, log in with your library credentials.
2. Click **Saved Lists** from the **Account** drop-down list found in the upper right corner.
3. Under **Saved Lists**, click the list name on the left for the list you want to email.
4. Click the **Share this!** link found on the right side above the list name. Refer to the example below.

The screenshot shows a library account interface. At the top, it says "IMA's Account (Log Out)" and "Status: Good". Below this are four tabs: "Account Summary", "Account Activity", "Saved Lists", and "Saved Searches". The "Saved Lists" tab is active, showing a list of books. On the left, there is a sidebar with three list items: "DIY Kitchen" (1), "Labrador Retriever" (1), and "Things about Oklahoma" (3). The main content area shows the "Things about Oklahoma" list. At the top of this list, there are links for "View Bibliography", "Share This!", "Get RSS Link", and "Print List". A callout box with an arrow points to the "Share This!" link, containing the text "Click here to share your list." Below the list, there are three book entries: "Operation scissortail: building a new home for Devon Energy, building a new heart for OKC, (2012)" by Steve Lackmeyer, "Race and the university: a memoir. (2010)" by George Henderson, and "The undefeated: the Oklahoma Sooners and the greatest winning streak in college football. (2001)". Each entry includes a book cover, a "Check Availability" link, a "Place Hold" button, and a "Remove from List" button.

1. The **Share this list** pop-up displays, as shown below.



The screenshot shows a pop-up window titled "Share this list". Below the title is a horizontal line. Underneath, the text "Email addresses" is followed by a smaller line of text: "Separate multiple addresses with a comma (e.g. name@domain.com, name2@domain.com)". Below this is a large, empty rectangular text input box. Underneath the input box is the text "Add a message (optional)" followed by another large, empty rectangular text input box. At the bottom of the form are two buttons: a blue "Send" button and a grey "Cancel" button.

2. In the first entry box type the email address(es) of whomever you want to share your list. If you are sending your list to multiple addresses, use a comma between each address. Make sure your email is in the correct format: name@domain.com.
3. In the second entry box type a message to go along with your list. This is optional. The message will display in your email before the items in the list.
4. Click **Send**. A confirmation green banner displays, *Your list has been sent*.

Note: You can only email one list at a time. Repeat Steps 3-7 for any additional lists you want to email.