

## Library Resources

Welcome to the Akron-Summit County Public Library. This handout is designed to assist you in searching our collection. Let's begin!

## How to Search the Library Catalog

**What is a catalog?** The library catalog is accessed through the library's computers. The catalog is the equivalent to the card catalog that was used years ago. The computer catalog is a searchable database of the items the library owns. Detailed information, such as author, title, and publisher can be found for these holdings. The library catalog can also be accessed remotely (outside of the library).

### **To begin in the Library:**

- Sit down at a computer. If you do not see the library's main screen right away. Move the mouse or press a key on the keyboard.
- Click on the **Internet Access** button and login to the Internet with your library barcode and the last four digits of your phone number. (**Library Barcode Shortcut:** Type the numbers that follow the zero(s) in the middle of the barcode to the end.)

**Shortcut:** Type the barcode numbers after the last zero following 23938 to the end of the barcode.

**Shortcut:** Type the barcode numbers after the last zero following 23938 to the end of the barcode.

Please enter the following information:

Library card barcode:

Last 4 digits of your phone number:

## To access the catalog remotely:

- Connect to the Internet using your Internet Service Provider.
- Go to the library's website at <http://www.akronlibrary.org>
- Using the mouse, click the **Library Catalog** link from the menu at the top of the web page or type in a search keyword in the **Catalog Quick Search Box** directly underneath the **Library Catalog** link.

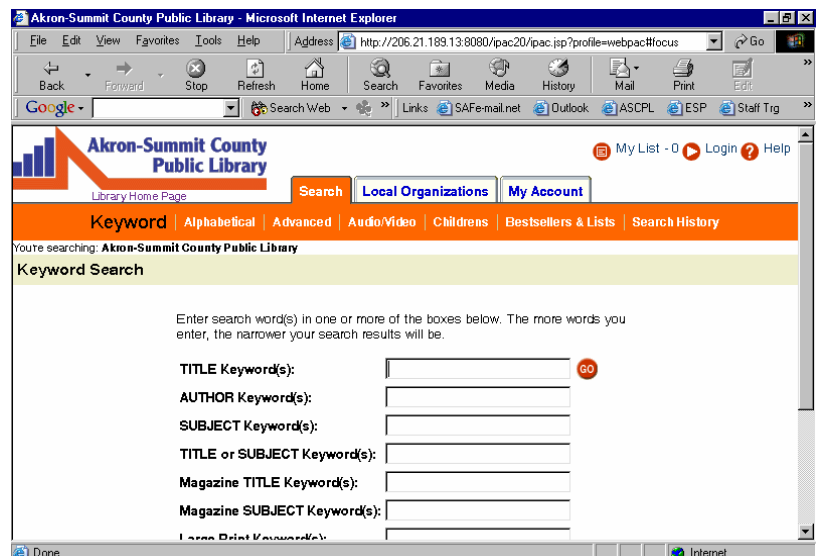


Click the **Search** tab if you are not already taken there.



- Click in the text box to the right of the type of search that you would like to perform, such as **Title**, **Author**, **Subject**, etc, and type your search. The location of the cursor will be where the text you type is placed. (**Cursor** = blinking vertical line; a special character which designates where text will be placed when typed.)
- Press the **Enter** key on the keyboard or using the mouse, click **Go** on the screen to perform the search.

**Note:** The catalog is not case-sensitive. You can type in any variation of capital or lowercase letters.



## Types of Searches

### Keyword Search

Typing keywords to describe the item you are looking for will result in a list of closest matches containing all of the words typed in the search text box. The words will be located in various places in the item's record. This search would be used if you are unsure of the item's exact information or if you want to do a **broad** search.

**Note:** You may leave out any articles such as "the" and "a" when typing the keywords for a keyword search.

Search Type	Description	Examples
		<i>Type the search without using quotation marks.</i>
Title Keyword(s)	Use keywords found anywhere in the title for this search.	1. "free stuff" 2. "working mother" 3. "susannah"
Author Keyword(s)	Use keywords found anywhere in the author's name for this search. (Searches for material written, edited, illustrated, or performed by a particular person or organization.)	1. "lee" 2. "stephen"
Subject Keyword(s)	Use a word or words that may be in the subject that you are looking for.	1. "classic cars" 2. "flowers"
Title/Subject Keyword(s)	Use keywords found anywhere in the title or subject for this search. A broader search than doing them individually.	1. "peace corps" 2. "special olympics"
Magazine Title Keyword(s)	Use keywords found anywhere in the title. This search will only look for	1. "house" 2. "hair"

	magazines.	
Magazine Subject Keyword(s)	Use keywords found anywhere in the subject for this search. This search will only look for magazines.	1. "children" 2. "celebrities"
Large Print Keyword(s)	Use any keywords to describe an item. This search will only look for Large Print materials.	1. "clark" 2. "mitford"
<p><b>Tips:</b></p> <p>To <b>broaden</b> the search: use less keywords</p> <p>To <b>narrow</b> the search: use more keywords or place key words in multiple text boxes (i.e. title keyword(s) and author keyword(s) searches at the same time)</p>		

## Alphabetical Search

This search should be used if you know the item's exact information or want to do a **narrow** search. For instance you remember the author's name or the beginning of the title of an item. The search results will be in alphabetical order, closest to what you have typed.

Search Type	Description	Examples
		<i>Type the search without using quotation marks.</i>
Title	Use the title or the first part of a title and an alphabetical title list closest to your search word(s) will be provided.	1. "free money for" 2. "on the street"
Author	Use the author (or the beginning of the last name) that you would like to search for and an alphabetical author list closest to your search will be given. (Searches for material written, edited, illustrated, or performed by a particular person or organization.)	1. "brown, sandra" 2. "carle" 3. "hemi" <b>*Remember</b> to type the last name before typing the first name.

Search Type	Description	Examples <i>Type the search without using quotation marks.</i>
Subject	Use the subject or the first part of the topic of what you are looking for and an alphabetical list closest to your search words will be provided.	<ol style="list-style-type: none"> <li>1. "baseball"</li> <li>2. "olympics"</li> <li>3. "veg"</li> </ol>
Series	Type search words to describe the series you are looking for. It needs to be the word(s) at the beginning of the series name.	<ol style="list-style-type: none"> <li>1. "little house"</li> <li>2. "star wars"</li> <li>3. "left behind"</li> </ol>
Magazine Title	Use the title or the first part of a title and an alphabetical title list closest to your search word(s) will be provided. This search will only look for magazines.	<ol style="list-style-type: none"> <li>1. "time"</li> <li>2. "good"</li> </ol>
Large Print Title	Use the title or the first part of a title and an alphabetical title list closest to your search word(s) will be provided. This search will only look for Large Print materials.	<ol style="list-style-type: none"> <li>1. "one for the money"</li> <li>2. "romeo"</li> </ol>
<p><b>Tips:</b></p> <p>To <b>broaden</b> the search: use less search words</p> <p>To <b>narrow</b> the search: use more search words or place words in multiple text boxes (i.e. title and author search at the same time)</p>		

## **Additional Searches**

### **Advanced**

Allows you to search by multiple search types and use Boolean advanced searching techniques (which you may have used in advanced Internet searching). You can also limit and sort your search results.

### **Audio/Video**

Allows you to do **Title** searches specifically for audio and video materials. Example categories include DVD/Video, Books on CD/Tape, and Music CD/Tape. You may also do **Keyword** searches exclusive to audio and video materials (i.e. Author/Performer, General).

**Tip:** Songs can be searched in the General Keyword(s) search. **\*Remember** that the title (alphabetical) and keyword descriptions previously mentioned apply here also, these searches are just limited to audio and video materials. (See Page 3)

### **Children's**

These searches are limited to children's materials. The same title (alphabetical) and keyword principles apply that were previously mentioned. (See Page 3)

### **Bestsellers & Lists**

View the *New York Times* and *Akron Beacon Journal* bestseller lists for fiction and nonfiction books. Also take a look at other book lists such as Oprah's Book Club and Christian book lists. After viewing a list you can see if the books are in the library's holdings and reserve those items that are.

### **Search History**

Allows you to perform searches again or change the search before repeating it (edit).

# Performing a Search

Typing in the **Title** keyword “susannah” will produce the results page below.

Enter search word(s) in one or more of the boxes below. The more words you enter, the narrower your search results will be.

**TITLE Keyword(s):**

**Search Results**  
36 ASCPL listings using the term: **susannah**

Sort by: Select...  
Limit by: Select...  Next

Note the number of results.

Click the down arrow to select a **Sort** order (alphabetical by title or author; chronological by date). Click **Go**.

Click the down arrow to select a **Limit** option (published after 2001 or limit by agency/location). Click **Go**.

**2. The provoked wife : the life and times of Susannah Cibber**  
by Nash, Mary, 1925-  
Little, Brown, c1977  
Available copies: 1  
Holds: 0

**3. Susannah and the Blue House mys**  
by Elmore, Patricia  
Dutton, c1980  
Available copies: 1  
Holds: 0

**4. Oh, Susannah! : a novel**  
by Wilhelm, Kate

Click the title or **Show Details** for further information.

The number of holds throughout the library system.

Type of item.

With the mouse, scroll through the list by clicking the up and down arrows.

Browse through the item and copy information of the results by clicking **Previous** or **Next**. **Return to results** takes you back to the results list.

Return to results | Previous | Next

**Item Information-** Find out the author, title, subjects, and more. Some topics may be clickable. (In this example, the title, author, and subjects.) This means you can do another search from this page.

The provoked wife : the life and times of **Susannah Gibber /**  
by Nash, Mary, 1925-  
Little, Brown, c1977  
**Call #:** CIBBER,S N262p  
**Subjects**  

- Gibber, **Susannah** Maria Arne, 1714-17
- Actresses -- Great Britain

Description: xii, 369 p. : ill. ; 24 cm  
Notes: Includes index  
Available copies: 1  
Holds: 0

**Item Information**  
 ▸ **Holdings**

**More by this author**  

- Nash, Mary, 1925-

**Subjects**  

- Gibber, Susannah Maria Arne, 1714-1766
- Actresses -- Great Britain

**Browse Catalog**  
 by author:  

- Nash, Mary, 1925-

 by title:  

- The provoked wife : ...

**Copy/Holding information**

Call No.	Collection	Status	Library
CIBBER,S N262p	Biographies	checked In	Main - Popular Culture

**Copy/Holding Information-** See where the item is located.

Browse through the item and copy information of the results by clicking **Previous** or **Next**. **Return to results** takes you back to the results list.

[Return to results](#) | [Previous](#) | [Next](#)

## Call Number

You would use this to identify where the item is. Fiction materials are in alphabetical order by the call number and Non-Fiction materials are in Dewey Decimal order by the call number.

## Collection

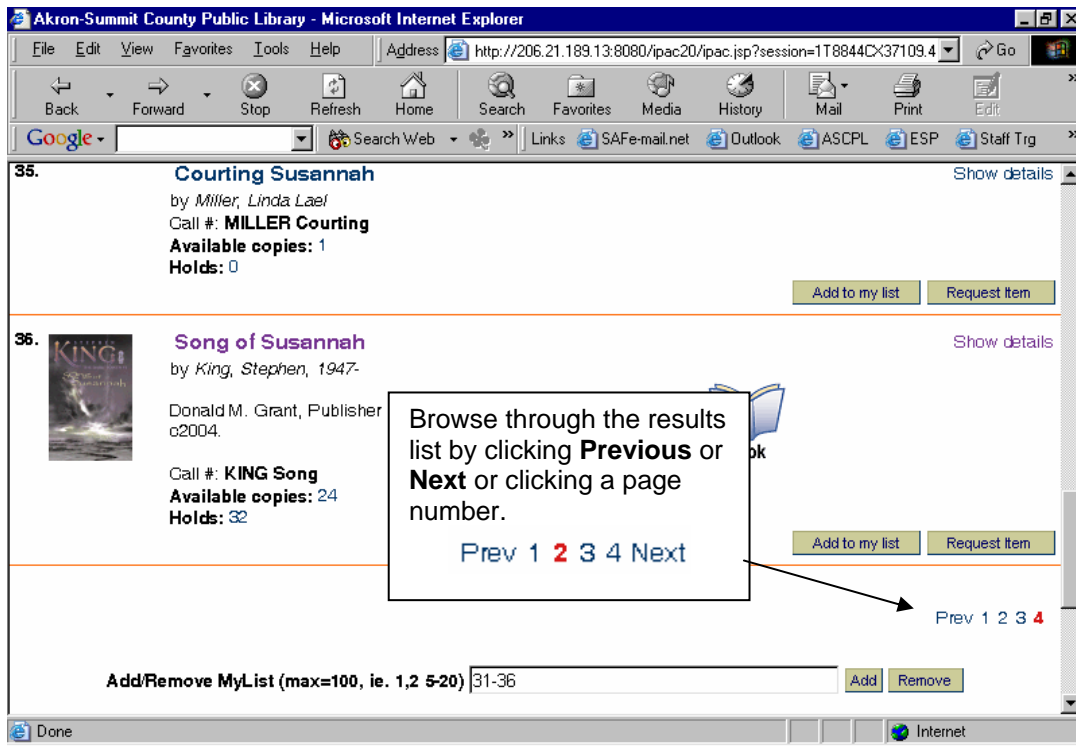
The area of the library where you can find the item.

## Status

Where the item currently is. For example, the item may be **Checked In** and on a shelf in the library or **On Hold** for a patron and unavailable for you to check out. **Shelving Cart** status means that the item was recently returned and may be on a shelving cart or on its way back to the library shelf.

## Library

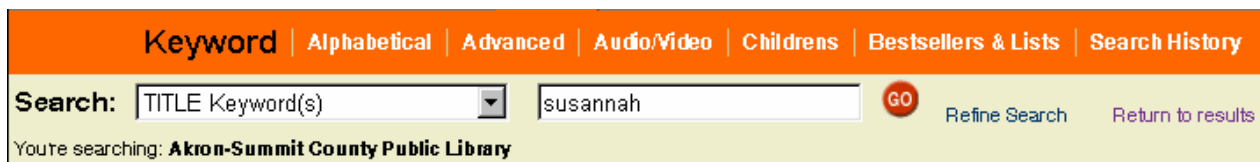
The Akron-Summit County Public library location (agency) which owns the item.



## Performing another Search

To complete another search do one of the following:

- Click one of the search categories (i.e. Keyword, Alphabetical, Audio/Video, etc.) and do a new search.
- Click the down arrow in the **Search:** box and select a type of search within the current search category. Click in the text box and type a new search, if necessary. Remember to click **Go** or press the **Enter** key to perform the search.
- Click **Refine Search** and edit the current search or erase (**Delete** or **Backspace** keys) the search word(s) and perform a new one.



## Navigating & Printing



### Navigating

Because you are on the Internet when you use the catalog, you may navigate throughout the catalog as you would the Internet. Using the Internet Web Browser navigational buttons (Standard buttons).

- **Back**- takes you back to the previous page
- **Forward**- takes you forward to the next page (only applicable after you have used Back)

### Printing

Printing is also done in the catalog as you would print from the Internet. Use either the **Print** button on the browser's toolbar or open the **File** menu and select **Print**. \*Remember if you use the File-Print option you can print specific pages (or ranges) or selections of the screen. This may save paper, ink, and money.

**Tips:** Instead of printing, try using scrap paper to write down the information that will help you locate the item. If possible, before printing, use **File—Print Preview** to see how many pages will be printing.

### Requesting an Item (Placing a Hold)

You can request an item from either the **Search Results** list or the **Show Details** page.

- Click the **Request Item** [Request Item](#) button.
- Type your library barcode in the first box.
- \*Remember to only type numbers (some cards may have an A & B).
- Press the **Tab** key or click in the next box using the mouse. Then type the last 4 digits of your phone number (asterisks will appear instead of numbers).
- Click the **Login** button or press the **Enter** key.

**Shortcut:** Type the barcode numbers after the last zero following 23938 to the end of the barcode.

Please enter the following information:

Library card barcode:

Last 4 digits of your phone number:

[Login](#)

**Request Confirmation**

**Victor Vito**  
by Berkner, Laurie.

Should be the title of the item that you are requesting.

You will be notified by email, telephone, or mail depending on your requested notification method. Please contact your library to determine or change your notification method.

Select a location to pick up the material: Main Circulation

Your request for this title will be effective until: 03/26/2005

Click the down arrow and select the location where you would like to pick up the item.

Click the **Request** button to finish requesting the item.

**Canceling a Request**

- Click the **Cancel** button.
- After you have already clicked **Request**, then you will need to go to **My Account** to cancel the request.

**Request** **Cancel** **Cancel and Logout**

- When selecting from a drop-down list, click the down arrow to view the list and then click on the item on the list to make a single selection. If you do not see what you are looking for, then click the up or down arrow to the right of the list to scroll through it (view different areas of the list).

Main Circulation

- Mogadore Branch
- Maple Valley Branch
- Nordonia Hills Branch
- Northwest Akron Branch
- Norton Branch
- Odom Boulevard Branch
- Portage Lakes Branch
- Richfield Branch
- Tallmadge Branch
- West Hill Branch
- Mobile Services Office

**Note:** A location may already be selected for you. When you type in your library card information the location where you first registered for your card is the default pickup location (location that is selected for you every time you place a hold). **\*Remember** you can make a different selection. If you would like to change the default pickup location permanently, see the library circulation staff.

- Once you have successfully placed your request, either click the Return to Searching button or the Logout and Return button.

**Note:** Logout and Return means that your library card information is cleared and the next time that you request an item (during this session or another time) you will need to type that information again. Typically you would only do this when you are finished using the catalog.


**Your request has been successfully placed**

**Victor Vito**  
by Berkner, Laurie.

The pickup location for this request will be: **Main Circulation**  
Your request for this title will be effective until: 03/26/2005

**Return to Searching** **Logout and Return**

## My List (Book/Item Lists)

You can create a list while you are searching the library catalog. This list can be printed or emailed. To go to your list click the **My List** link at the top of the catalog page.  [My List](#)

### Adding Items

You can add an item to your list from either the **Search Results** list or the **Show Details** page. Click the **Add to my list** button. 


### Adding/Removing Multiple Items

At the bottom of the search results page, you can add multiple items to your list. Once you scroll to the bottom of the page, click in the text box next to **Add/Remove MyList** and type the number(s) or range of numbers that you want added to your list and then click **Add**.

Add/Remove MyList (max=100, ie. 1,2 5-20)   

**Note:** Repeat the process but click **Remove** to remove multiple items from the list.


### Removing Items

You can remove an item from your list from the **Search Results** list, the **Show Details** page, or the **My List** page. If using the **My List** page, first click in the check box next to the item to select it.  Click the **Remove** button. 

### Email

 [Email this list](#)

- Click the **Email this list** link.
- Click the radio button (circle) next to the format type that you would like to select. **Plain text** is recommended if you are unsure whether your email will accept the HTML format.
- You can click in the **Subject** text box to type a new subject if you would like.
- Click in the **Email** text box and type the email address of where you would like the list sent. **\*Remember** to include the entire email address (including the username, separator, and the domain; For example: ak709@juno.com)
- Click **Send**.

**Format:**  HTML  Plain text  MLA  Chicago  
**Subject:**   
**Email to:**  

## Emailing Search Item(s)

Email items: (max=100, ie. 1,2 5-20)

At the bottom of the search results page, you can also email item(s) from your search. Once you scroll to the bottom of the page, click in the text box next to **Email items** and type the number(s) or range of numbers that you want to email and then continue the email process explained above.

## My Account (Library Card Record)

- Click the **My Account** tab or the **Login** link towards the top of the catalog page.
- Type your library card barcode. **\*Remember** to only type numbers (some cards may have an A & B). **\*Remember** the note about typing the end of the barcode described in the **Requesting an Item** section on Page 7.
- Press the **Tab** key or click in the next text box using the mouse. Type the last 4 digits of your phone number (asterisks appear instead of numbers).
- Press the **Enter** key or click the **Login** button.

Please enter the following information:

Library card barcode:

Last 4 digits of your phone number:

**Note:** Once you login to the catalog once you should not need to again unless you get logged off. If your name appears at the top of the catalog page, then you are already logged in.

## Overview (Summary)

Gives you a summary of your library account information.

After logging into your library account:

- Click **My Account** to see an **Overview** of your account.

**My Account**

Within this overview page you can click the topics listed to move to those areas of your account (i.e. items out, hold requests).

## Checked Out

Lists the items you have checked out on your library card and allows you to renew them.

After logging into your library account:

- Click the **Checked Out** option within the **My Account** tab.
- View the items that are checked out in your account.

## Renewing Items

- Within the list of items, click in the check box next to the item that you want to renew. This selects the item. Continue selecting items until all items that you want to renew are selected. To unselect an item, click in the check box again and the check will be removed.
- Click the **Renew** button.

**Note:** If you click the check box at the top next to the labels of the columns (i.e. Title), then you will select all of the items checked out on your account. This will allow you to renew all of the items at once.

The screenshot shows a table of checked-out items. A blue header bar contains a checkbox on the left and column headings: 'Title', 'Due Date', and 'Times Renewed'. Below the header, three items are listed. Callouts provide the following information:

- A callout points to the checkbox in the header, stating: "Click the headings to sort/organize the list." (Note: the callout text in the image is slightly different).
- A callout points to the 'Title' column header, stating: "Click the headings to sort/organize the list." (Note: the callout text in the image is slightly different).
- A callout points to the 'Due Date' column header, stating: "Tells you the date the item is due back to the library." (Note: the callout text in the image is slightly different).
- A callout points to the 'Title' column, stating: "Lists the title of the item. You can click on the item title to find out more information about it." (Note: the callout text in the image is slightly different).
- A callout points to the 'Due Date' column, stating: "Tells you when the item was originally checked out." (Note: the callout text in the image is slightly different).
- A callout points to the 'Times Renewed' column, stating: "Tells you how many times the item has been renewed. (The limit for most items is twice.)" (Note: the callout text in the image is slightly different).

<input type="checkbox"/>	Title	Due Date	Times Renewed
<input type="checkbox"/>	Basic computers for beginners : an education program for beginning computer users. Web Wise Seniors, Inc., 2003.	04/29/2004	1
<input type="checkbox"/>	Excel : pocket guide / by Frye, Curt. O'Reilly & Associates, Inc., c2003.	06/16/2004	06/30/2004
<input type="checkbox"/>	Microsoft Word for beginners. Web Wise Seniors, Inc., c2004.	04/29/2004	06/30/2004

## Hold

Lists the items you have requested or placed on hold and allows you to cancel holds.

After logging into your library account:

Click the **Hold** option within the **My Account** tab. **Hold**

### Hold Requests

**Requested items ready for pick up:**  
You have no items ready to be picked up

When the items have arrived at the pick up location, you will be notified and the items will be listed here.

**Requested items not yet available:**  
Select titles and press the button

Requests that have not been filled yet are listed here.

<input type="checkbox"/>	Requested Title	Status	Position	Expires
<input type="checkbox"/>	<b>Victor Vito</b> by Berkner, Laurie. Two Tomatoes, p1999. Date Placed: 06/29/2004 Pickup Location: Main Circulation	Active	5 of 5	03/26/2005

Select titles and press the button

Your place in line for the requests to be filled.

### Canceling a Hold

- Within the list of items, click in the check box next to the item that you want to cancel the request for. This selects the item. Continue selecting items until all requested items that you want to cancel are selected. To unselect an item, click in the check box again and the check will be removed.
- Click the **Cancel Request** button.

**Note:** If you click the check box at the top next to the labels of the columns (i.e. Requested Title), then you will select all of the requested items on your account. This will allow you to cancel all of the requests at once.

## Changing the Status

- When the status is **Active** the request will be filled when the next available copy becomes available and you are at the top of the list. **Suspended** status means that the request is still on your account and you will move up the list (position), however the request will not be filled even when you are at the top of the list. You may decide to change the status to **Suspended** if you are going on vacation and you do not want the request to be filled while you are away. **\*Remember** to place the request back to **Active** status or the request will not be filled.
- Follow the instructions above for selecting but instead of clicking the Cancel Request button, click the **Change Status** button. [Change Status](#)

## Fines/Blocks (Messages)

Lists the fines on your library account. These fines reflect what you have returned or renewed. Fines on items that are still outstanding (checked out) are not included in fine totals.

After logging into your library account:

Click the **Fines/Blocks** option within the **My Account** tab.

### Blocks

Number of Blocks: 2

Current Balance: \$2.80

Total fines owed for items that have been returned or renewed.

Reason	Item or Message	Amount	Date
** RESOLVED **	Books: an	\$0.00	05/13/2004
OVERDUE FINES	Microsoft Word for beginners.	\$2.80	05/13/2004

Fines have been paid.

## Profile

Displays your contact information. This allows the library to inform you of holds that are in for you and send you fine notices.

After logging into your library account:

**Click the Profile option within the My Account tab.**

## Personal Information

- Your personal information will be listed on the page. You cannot make changes to this information online, however if you click the **Request Change** button, then a [Request Change](#) message will be placed on your account to notify staff that your information needs to be updated.

## Email Information

- You may change your email address online. Click in the text box and make the necessary changes. \***Remember** to include the entire email address (including the username, separator, and the domain; For example: ak709@juno.com)
- Click the **Update** button to finalize the email address changes. [Update](#)

## Local Organizations

Click the **Local Organizations** tab to search for organizations' information.

### Organization Keyword Search

Typing keywords to describe the organization you are looking for will result in a list of closest matches containing all of the words typed in the search text box. The words will be located in various places in the organization's record. This search would be used if you are unsure of the organization's exact information or if you want to do a broad search.



### Organization Name Search

This search should be used if you know the organization's exact name or want to do a narrow search. For instance you remember the beginning of the organization's name. The search results will be in alphabetical order, closest to what you have typed.



### Organization Subject Search

Type the subject of the organization you are looking for. The search results will be in alphabetical order, closest to what you have typed.

## Help

- Click the **Help** link at the top of the page to find information on how to use the catalog.  [Help](#)
- Clicking this link will open up a second window and allow you to go between the catalog window and the help window. Using the taskbar (the long gray bar at the bottom of the screen) and clicking the buttons associated with the catalog and help windows to view them.
- The Help information will be focused on the area of the catalog you are in when you click help. To leave help, click the **Close** button at the upper right corner of the **Help** window. 

## Finished with the catalog

- Logout of your account (if you had logged in during your session). Click the **Logout** link at the top of the page.  [Logout](#)
- To leave the library catalog, continue to other sites on the Internet or close the web browser (**File—Close/Exit** or click the  in the upper right corner of the window/screen). If using the catalog remotely (not in the library), disconnect from your Internet Service Provider as you normally would.