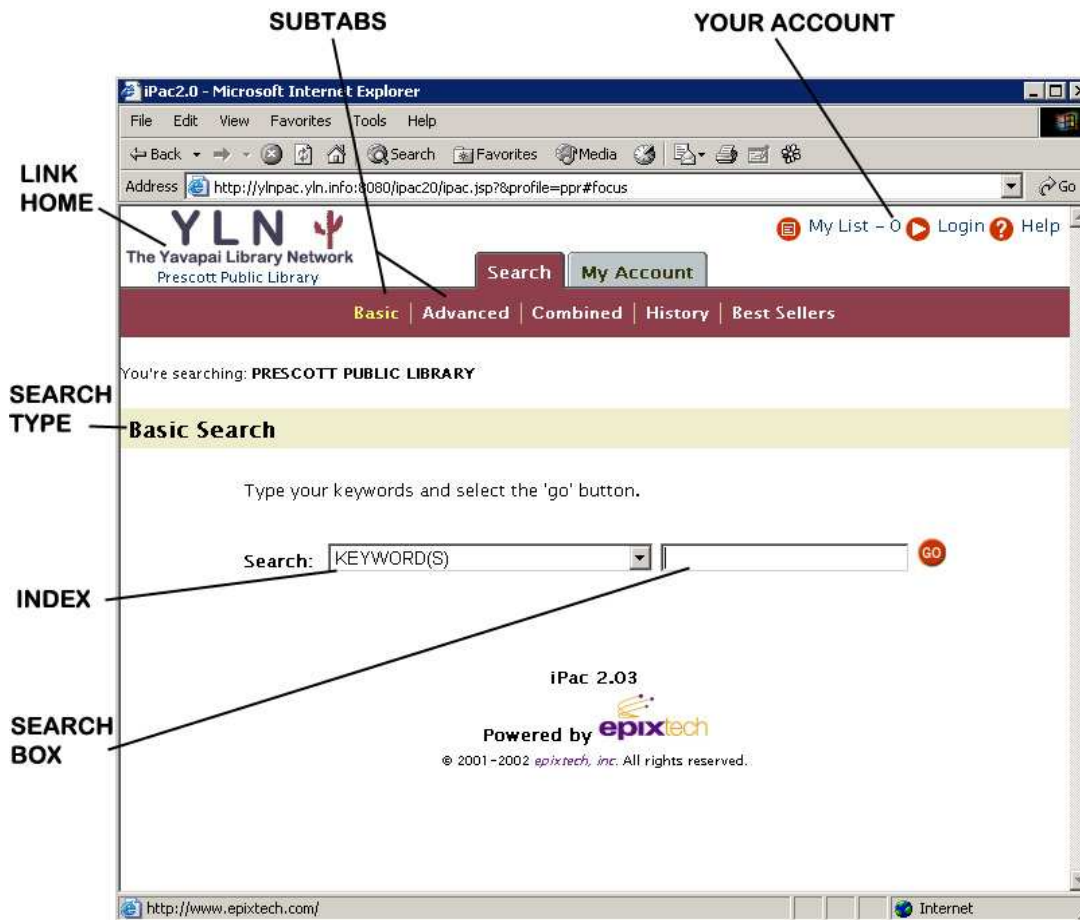


Yavapai Library Network's Online Catalog



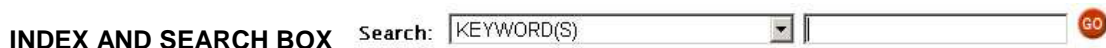
Click on the Search Tab to find an item in the catalog. Click on the My Account Tab to manage items you have out and to view your personal information.



The subtabs will change depending on which tab you have selected. If you select the Search Tab, these are the search options that you can select.



Click on these buttons to Login to the catalog in order to add items that you may want to refer to later.



Use the Index to select the category you would like to search (i.e. Author, Title, Reserves). Click on the drop down arrow and highlight which index you would like to use. The Search Box is where you type what you are looking for.

SEARCHING

The catalog has three types of searches located under the Search tab. They are Basic, Advanced, and Combined.

Doing a Basic Search

A Basic search is a very broad search and defaults to a Keyword search. Simply type what you wish to search for in the Search box and then press Enter or click on the GO button. The Keyword search will search for Authors, Titles, Subjects and more. This search should bring up the most results.

Search:

For a more specific index, simply click on the drop down arrow in the Search Index box, then highlight your choice. Enter your words in the search box. Press enter or click the GO button.

Doing an advanced search

An advanced search is more complicated but will give you more precise results.

Search by:

Here you can use Boolean operators (and, or, not, xor) to get specific results. In the above example, the index on top has been switched from the default KEYWORD(S) search to the AUTHOR Keyword Search. The next index has been changed to SERIES. Through this search, you will find all of the items written by David Eddings in the Tamuli series. There are up to four fields that can be utilized. When you are finished entering your search, click on the GO button.

Doing a Combined Search

A combined search is different from an Advanced Search in that no Boolean operators are used. You simply enter information in those fields you want to use and click the Go button. Not all fields have to be used in order for this search to yield results.

SUBJECT -- Alphabetical (BROWSE):

TITLE -- Any word(s) (KEYWORD):

AUTHOR -- Any word(s) (KEYWORD):

PUBLISHER -- Any word(s) (KEYWORD):

Notice in the above example that the Title and Author fields are empty. You only need to use those fields that will benefit your search.

HISTORY

By clicking on the history subtab, you see this session's searches. The types of searches you performed are displayed. You can repeat any search by clicking on it, or alter it by clicking on that search's Edit link.

Search	Search Type	
Ideas have Consequences Weaver, Richard	Combined	Edit
Crouching Tiger Hidden Dragon	Basic	Edit
Eddings, David and Tamuli	Advanced	Edit

Viewing Results

Below any results list, there is a place where you can enter the numbers of the titles you want to add to your lists (Mylist) so that you can refer to them later.

Below the Mylist field, you will notice a place to enter your email address. You can email the items that you have added to your list in a variety of formats. Select the format (HTML, MLA, etc.) by clicking on the appropriate button.

Selecting a title from any results list

After you have executed your search, a results list displays. You can select a title by either clicking on the title or on the picture of the book if one exists.

Once you have selected a title from the results list, information about that title will appear and some new options will also appear.

The screenshot shows a library catalog interface. At the top, there is a search bar with the text "Zahn, Timothy" and a "GO" button. Below the search bar, the text "You're searching: PRESCOTT PUBLIC LIBRARY" is displayed. The main content area is divided into several sections:

- Item Information:** Displays the title "Dark force rising / by Zahn, Timothy." and a book cover. It also shows the publisher "Bantam Books, 1992." and subjects like "Science fiction." and "Star wars ; v. 2".
- Copy/Holding information:** A table with columns for Library, Call No., Location, and Status. It lists various libraries and their holdings for the book.
- More by this author:** A section with a bullet point for "Zahn, Timothy."
- Subjects:** A section with a bullet point for "Science fiction."
- Browse Catalog:** A section with "by author:" and "by title:" options, each with a bullet point for "Zahn, Timothy." and "Dark force rising /...".
- Search the Web:** A section with bullet points for "Zahn, Timothy." and "Science fiction."
- Search Bookstores:** A section with bullet points for "Amazon" and "Barnes and Noble".

On the left side, there is a vertical navigation menu with the following options: "Redirected Searches", "Item Location", "Library Holding Item", and "Find More Info On The Web".

At the top of the main content area, there are several tabs: "Reviews", "Book Jacket", "Search", "Title", "Author", "Place Hold", and "Results list".

At the bottom right of the main content area, there are two buttons: "Add to my list" and "Place Hold".

Under the Copy/Holding Information bar, is information about the item's location, call number, and status. You can place a hold at this screen.

Placing a Hold

A hold can either be placed from the Results list or from the title screen by clicking on the Place Hold button.

Once the button is clicked, you will be prompted to log in if you have not already logged in. You may need to enter the last 4 digits of your phone number as well. You will then be asked to confirm your request. Any notes that you place in the comment box will only be viewed by you. The library staff will not see them. Click on the Request button to place a hold on the item.

If you want to continue searching, click on Return to Searching button. If you are finished, click on the Logout and Return button.

YOUR ACCOUNT

You can login to your iPAC account by clicking on the Login button in the upper right corner of the screen. You will then be prompted for your barcode and the last 4 digits of your phone number. Click the Login button after you have entered all the appropriate information. You will know if the login was successful if in the upper right corner it reads "Welcome <your name>".

Once you have logged in, you can click on the My Account Tab. On the My Account screen, you will see some new subtabs that you can select.



The default screen that opens (Overview) is a summary, which gives you the status of your library account. For more detail, click on one of the other subtabs.

Click on the Checked Out subtab. From your Checked Out item list, you can renew items by clicking on the box at the left of the item. Once you have checked the items you want to renew, click on the Renew Button. You can only renew items that are not on hold for others and are not overdue. You can organize the items by due date by clicking on the Due Date header.



Hold Status

To see if you have any holds to pick up, click on the Holds subtab. The items you have waiting for you will be under the "Requested Items Waiting for Pickup" column. Holds that you are still waiting for will be under the "Requested Items Not Yet Available" column. You can cancel a request by clicking on the box next to the item and then clicking on the Cancel Request button.

Fines

To View you fines, click on the Fines/Blocks subtab. Any items that you have overdue are listed as well as any holds that you have cancelled.

Update Card

Finally, you can make sure you address is current by clicking on the Profile subtab. You can also change your email address here. If your address is not current, you can click on the Request Change button and library staff will change it the next time you check out a book.