



PAC Help

Version 4.0

The Library Corporation

Research Park

Inwood, WV 25413

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Introduction

Welcome

Welcome to your Library's Public Access Catalog (PAC). The PAC will assist in helping you get around your library instead of going up and down the aisles searching for that book, looking where YOU think it might be. The PAC will let you know if the item you want is available or on hold. Through the PAC you can change your patron information, such as your phone number and email address. You can also check on fines, or print out your loan history.

A search is easy to do if you have some information, such as the title or the author, but even without any information you can still search for what you want. Once you enter your search information, a result set is returned with information about your search. If your item was not found on the first try, you can alter your selections and try again.

How Does It Work?

Have you ever wondered where the information comes from when you get the result back from a search? The information found in the PAC starts with what is called a MARC record. A MARC record is composed of many different fields. There is a field for the title of the item, whether it is a book, DVD, CD, or otherwise. There are also fields for the author, the publisher, who illustrated it, along with subject information and notes about the item. All of these fields make up the MARC record and this information is processed within PAC to give you the results you see that match the items in your Library. Thank your librarian. It is their hard work that makes the PAC work.

So, let's roll up our sleeves and get started.

Where do I begin?

The first thing is to understand how to navigate the Help. It is written to assist you with the easiest task or the most complicated search. You will also find out how to access your patron record to help yourself. To learn about getting around the PAC, see [Navigating the PAC](#). If you are pretty good at getting around the PAC, then head straight for [Search Overview](#) and find that book!


See also [PAC Toolbar Overview](#) for additional information about getting around the PAC.

Navigating the PAC

How can **Help** help me? How do I get to topics I am interested in reading? When you click **Online Help** from the [Start Up Page](#), the **Help** Table of Contents appears on the left and the Welcome topic appears on the right. Here is how to get around using the Table of Contents.

- In the **Contents** pane on the left, click the **Book** icon to the left of the subject title to view the list of related topics.
- Click any topic on the list you are interested in viewing to see the related **Help** topic. The topic will display in the right pane.
- Clicking links within the topic will take you to a related topic.

Once you begin doing searches, or viewing other screens, clicking the **Help** button on the PAC toolbar will display the topic related to the area you are currently working. For example, if you searched for a book, and you are viewing the result set, clicking **Help** will bring up a topic regarding information about the result set.

When you are in an area of the PAC that displays a pop-up dialog box, you will see a question mark  icon in the upper right corner. Clicking the question mark icon will display a topic related to the dialog. Once your topic displays, you will see a **Show Table of Contents** link in the top left corner. Clicking **Show Table of Contents** will open the Table of Contents for you to choose another topic, if preferred, or you can use the **Search** entry box in **Help** to type a keyword to search for the topic you want.

The Help has been laid out with YOU in mind. The individual sections found in the Table of Contents are discussed below:

- **Introduction** - Topics provide background information about the PAC along with information about how to get around the PAC.
- **PAC Toolbar** - Topics are related to the toolbar buttons you see when you first start working with the PAC, and those toolbar buttons that will populate as you work with the different search options.
- **Search Options** - Topics are specifically related to the **Search** page and the different search options made available to you in your Library's PAC.
- **I Want To** - Topics are related to what you will need to do to change your account information, view items you have on hold, create a review list, understand a search procedure, among others. Examples have been provided to help you understand procedures.
- **For Librarians Only** - Topics are related to areas most used by librarians in cataloging items found in your library. The referenced areas are accessible to librarians only.

If you would like to print the Help topics at any time, click the right mouse button to display the menu and select **Print**. If the **Print** feature is not available to you, use your browser to print your requested topic. Consult your browser Help for more information.

See [PAC Toolbar Overview](#), [Search Overview](#), and [Account Summary Overview](#) for additional information about different areas of your library's PAC.

Start Up Page

The **Start Up Page**, also known as the default home page, gives you access to your Library's Public Access Catalog (PAC), as shown below. If your library has a customized home page, the options discussed below will be incorporated into the design of your Library's PAC. Either way, the options will be there to access **Search**, **My Account**, **Online Help**, and **Online Resources**.



Here are the available options and what to expect:

- **Search Our Catalog** entry box - To perform a general search of your Library's PAC, type a word in the search entry box, and click **Search**. The results returned are based on the author, title, subject, or note categories found in the PAC.-
- **Search** - This link will give you access to several different ways to approach searching for an item. From here, a universal search page displays giving you options to do a **Keyword Search**, **Browse**, **Advanced** (formerly known as Combination), **New Items**, and others depending on the availability in your library. See [Search Overview](#) for more information.
- **My Account** - Formerly know as Patron Review, this link will give you access to your account information. From here, you can check on holds, review current fees, view your current loans or loan history, and view saved searches. You can also change your account information regarding your email address, home phone, home address, or PIN. See [My Account](#) for more information.
Note: To access **My Account** you are required to be registered with your library and to have a Patron ID Number and PIN. See your librarian if you do not have an account established at this time.
- **Online Help** - This link will give you access to the **Help** system. Designed with you in mind, it will help you perform common or complex procedures, and give

tips on how to get the most out of your search options. The Table of Contents displays five areas to explore:








- **Introduction** - Topics on how to get around the PAC.
- **PAC Toolbar** - Topics on each of the toolbar buttons you will encounter as you perform different functions in the PAC.
- **Search Options** - Topics covering the different ways you can search in PAC for items of interest to you.
- **I Want To** - Topics related to those areas frequently used, such as viewing menu items in My Account, or using the search options.
- **For Librarians Only** - Topics related to information found in the MARC record and changes, additions, or deletions that can be performed using the 526 Editor or the Online Holdings Editor.
- **Online Resources** - This link will give you access to subscriptions your library may have with specific web sites, such as EBSCOhost (research journal search) or HeritageQuest (genealogy search), to name a few. See [Online Resources](#) on the PAC Toolbar, or [Use Online Resources](#) for more information.
Note: To access **Online Resources** you are required to have a Patron ID and PIN. See your librarian if you do not have one established at this time.

Your library's PAC has a lot to offer. Take advantage of what is available.

See [PAC Toolbar Overview](#) for additional information about getting around the PAC.

Enhanced Content Icons





If your library subscribes to **Enhanced Content**, the following table will provide a reference to the icons shown in the label display. Enhanced Content displays the book jackets shown in the result set, and also provides summaries, reviews, excerpts, and other information regarding the selected item, when applicable.




Icon	Meaning
 REVIEWS	Provides a review of the book by Booklist, School Library Journal, Horn Book, among others.
 SUMMARIES	Provides a summary of the book.
 MOVIE PREVIEW	Provides a review of the movie.
 TABLE OF CONTENTS	Provides a Table of Contents of the book.
 EXCERPTS	Provides a book's first chapter and more.
 AUTHOR NOTES	Provides descriptions of an author's professional and personal background.
 CHARACTER INFORMATION	Provides a title profile of the book, including annotation, awards, characters, genre, topics, setting, series and more.

See [Result Set Icons](#), or [Understand Label Displays](#) for more information.

Result Set Icons

The following table will provide the icons and their descriptions, as applicable, shown for the individual result set displayed in a search.

Icon	Description
	Book
	Printed Music
	Manuscript Music
	Printed Map
	Manuscript Map
	Projected
	Sound (non-music)
	Sound (music)
	2-D Graphic
	Computer File
	Mixed Material
	Kit
	Artifact
	Serial

	Manuscript
	Community Info
	Reading Program

See [Enhanced Content Icons](#) or [Understand Individual Search Result](#) for additional information.

PAC Toolbar

PAC Toolbar Overview

The PAC Toolbar will vary from library to library depending on what information your library has made available to you.

The toolbar will expand with additional options as you perform different functions in the PAC.

Not all of the topics discussed below may show in your library's PAC. If you see something listed below not currently showing in your library's PAC that you think would be beneficial to you, talk to your librarian. TLC will work with your library to provide the services you need to make your search as easy as possible.

PAC Toolbar Options

The following options are readily available to you after you click **Search** from your library's home page:

- [Home](#)
- [Help](#)
- [Search](#)
- [Log On](#)
- [My Account](#)

Once you log on you will see this additional button on the PAC toolbar:

- [Log Off](#)

After performing your first search, you will see these additional buttons on the PAC toolbar:

- [Save Search](#)
- [Search History](#)

If you decide to use the [Save Result](#) option, you will see this additional button on the PAC toolbar:

- [Review List](#)

Once you are in the Label Display, you will see these additional buttons on the PAC toolbar:

- [Hold Request](#)
- [Save To List](#)

If your library has access to online resources, you will see this additional button on the PAC toolbar:

- [Online Resources](#)

If your library is associated with an academic institution that places items on reserve for selected courses, you will see this additional button on the PAC toolbar.

- [View Reserves](#)

The following buttons, found when you are in the label display, are used by librarians in cataloging items for your library:

- [MARC Display](#)
- [MARC Download](#)
- [526 Editor](#)
- [Online Holdings Editor](#)

Home

Home on the PAC toolbar will take you 'home' - back to the opening page of your Library's PAC. From this page you can get back into the PAC to do more searching, or just read the articles, community updates, or whatever your Library has to offer. **Home** contains a wealth of information, so take some time to check it out!



See [PAC Toolbar Overview](#) for other options on the PAC toolbar.

Help

Are you looking for help? By linking the application to the related Help topic, you can get instructions on how to perform the function you are currently working. Click the **Help** button on the PAC toolbar, as shown below, for access to specific topics to help you get around the PAC.



When the Help topic opens, click **Show Table of Contents** in the upper left corner to gain access to the Table of Contents for all of the Help topics. Topics include instructions on search option procedures and what to expect in the PAC Toolbar. There is a section, I Want To...with topics for the most common requests. Check here before you ask a librarian and you might find the answer to your question.

See [Navigating the PAC](#) for information about getting around the PAC.

See also [PAC Toolbar Overview](#) for other options on the PAC toolbar.

Search

The **Search** option from the PAC toolbar displays at least four or more different ways to try to locate an item in your Library or an existing branch. **Search** will help you find what you need whether it is a book, CD, DVD, or otherwise. In addition, **Search** can help locate what you may need to assist your child in their reading program. Your library may also offer you the opportunity to search Community Info records. Whatever the case, there are many ways to locate the item.

For specific search options see:

- [Keyword Search](#)
- [Browse](#)
- [Advanced](#)
- [New Items](#)
- [Reading Programs](#)
- [Community Info](#)

See [Search Overview](#) for additional information regarding the different search methods.

See also [Do a Browse Search](#), [Do an Advanced Search](#), [Locate New Items](#), [Research Reading Programs](#), or [Search For A Book](#) for specific topics related to performing different search options.

Search History

The **Search History** option appears in the PAC toolbar after you do your very first search. As you continue to search using different search terms and explore different fields, the PAC builds a list of all the searches you have performed with the exception of **Advanced**. Advanced searches performed will not display in your search history.

Any time you click **Search History** the list compiled will reveal your search information and the number of results found, as shown in the example below:

Search Information		Number of Results
1.	Subjects that contain clowns	72
2.	Titles that begin with Harry Potter	27
3.	Authors that begin with sheldon	42
4.	Any Fields that contain horse	Over 250

As stated in the **Search History** dialog, to review the results from any search listed click the link of the search you want to view again. Notice the **Search Information** for each search displays the search term, or keyword, you used in **red** and the search field (Titles, Authors, Subjects, etc.) and search type (begin with, contain, closely match, stem from, and sound like) in **blue**.

The list will be cleared if you:

- become idle. The PAC will time out and your list will be cleared.
- click **Home**. The list will be cleared.
- walk away from the PAC. The PAC will time out and your list will be cleared.

See [Save Search](#) for information on saving your search terms for future reference.

See also [PAC Toolbar Overview](#) for other options on the PAC toolbar.

Save Search

The **Save Search** option appears on the PAC toolbar after you have set up your search criteria and clicked **Search**. **Save Search** gives you the opportunity to save the search criteria you used for future reference. This is a great option if you do a lot of research and want to keep track of the search criteria used, as in the example of someone tracing their genealogy.

When you click **Save Search**, the **Save This Search** dialog displays, as shown below:

The screenshot shows a dialog box titled "Save Search". It contains the following fields and controls:

- Search Name/Title:** A text input box followed by "(Required)".
- Borrower ID/Alternate ID:** A text input box followed by "(Required)".
- PIN:** A text input box followed by "(Required)".
- Description:** A larger text area with a scroll bar, containing the prompt "(Enter a description of your search for later reference)".
- At the bottom, there are two buttons: "Save" and "Cancel".

- Type the search name in the **Search Name/Title** entry box of the search you want to save.
Note: It would be helpful to enter the same name you used as the keyword in your keyword search.
- Type your borrower ID in the **Borrower ID/Alternate ID** entry box.
- Type your PIN in the **PIN** entry box.
- Type a brief description in the **Description** entry box describing why you are saving your search for future reference. Saved searches will be stored under **Saved Searches** in **My Account** until you elect to delete it.
- Click **Save** to save the search to **Saved Searches** in **My Account**. A message displays, 'Your Search has been saved.'
Note: If you try to save a search and a message displays, 'You have maximum number of searches saved, please delete one or more searches in order to save additional searches.', then you will need to delete a search from **Saved Searches** in **My Account**. The maximum number of entries allowed in **Saved Searches** is ten.

See [View Saved Searches](#) for more information about the saved results in **My Account** through the **Save Search** option.

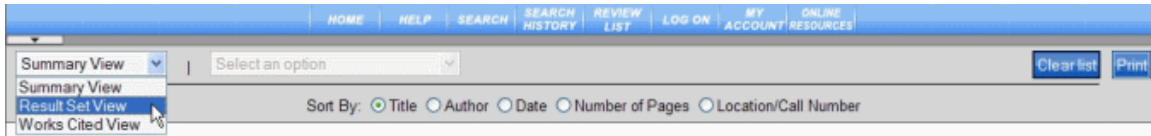
See also [PAC Toolbar Overview](#) for other options on the PAC toolbar.

Review List

The **Review List** option populates on the PAC toolbar, as shown in the example below, when you select to save certain items from your result set to a list. See [Save Result](#) for information on saving individual items, or all of your items from your result set to this list.



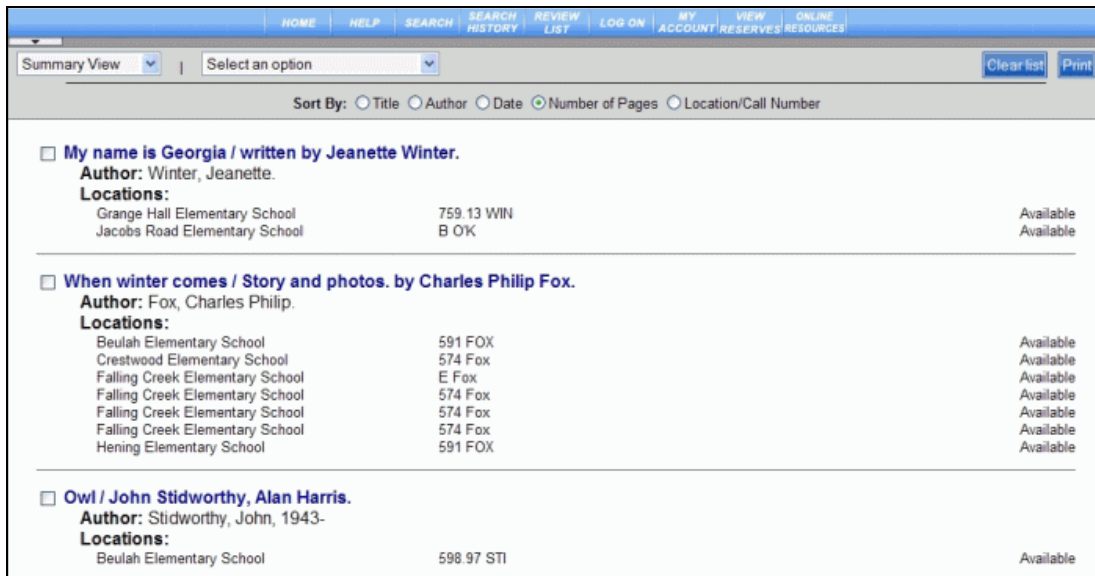
From the **Review List** you can view your results in three different formats: **Summary View**, **Result Set View**, or **Works Cited View**. **Summary View** is the default view you will see first when you click **Review List**. Use the drop-down list to change your view, as shown in the example below:



At this time a **Review List** cannot be saved for future reference, however, you can clear the list during your current session and start a new list using the **Clear list** button on any of the formatted views toolbar. See [Clear the Review List](#) for more information. You can also print your **Review List** by clicking the **Print** button in the upper right corner of the toolbar.

Examples of each of these formats are shown below.

- **Summary View** - Displays Title, Author, Locations, Call number, and Availability.



Click the title to view the label display for the item. From the label display, click **Review List** on the PAC toolbar to return to the **Summary View**.

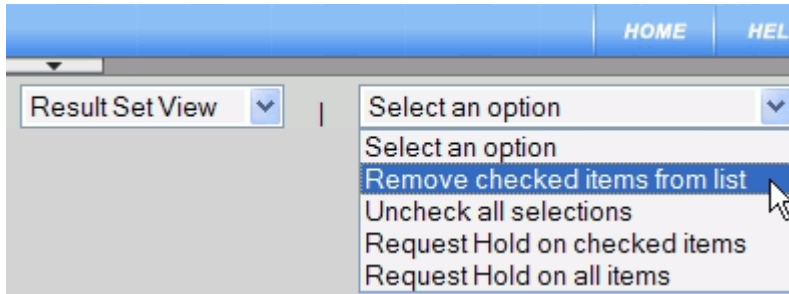
- **Result Set View** - Displays a screen similar to the initial result set with a little more information. If your initial result set showed MULTIPLE for locations, this view will list all of the locations and the availability of the item for each location, as shown in the example below:

Click the title to view the label display for the item. From the label display, click **Review List** on the PAC toolbar to return to the **Result Set View**.

- **Works Cited View** - Displays Title, Author, and Published.

Click the title (in blue) to view the label display for the item. From the label display, click **Review List** in the PAC toolbar to return to the **Works Cited View**.

All of the formats provide the **Select an option** drop-down list. The available options are shown below:



Let's examine each of the possible selections:

- **Remove checked items from list** - By checking an item, just as you did in [Save Result](#), you can trim your list by eliminating those you are not interested in. After selecting the items you want to remove from your list, select **Remove checked items from list**. A text box displays briefly with the message, 'The checked items have been removed from your list.' Your result set displays with only the remaining items to view.
Note: To clear the entire list, click **Clear List** on the right side of the screen. See [Clear the Review List](#) for more information.
- **Uncheck all selections** - If you start checking items and then change your mind, this option will 'uncheck' your selections.
- **Request Hold on checked items** - Using this option you can select items that you want to place on hold. If you have not logged on with your Patron ID Number and PIN, a log on screen will display asking for this information. Once logged on, another screen will display whether your hold has been approved. The library will contact you when your hold is ready for pick-up.
- **Request Hold on all items** - This option is similar to the previous one, but places holds on all of the items on your review list. If you have not logged on with your Patron ID Number and PIN, a log on screen will display asking for this information. Once logged on, another screen will display whether your hold(s) has been approved. The library will contact you when your hold is ready for pick-up.

See [Place a Review List Hold](#) for additional information on placing holds directly from the **Review List**, or [Place an Item on Hold](#) for other methods of placing hold requests.

See [Clear the Review List](#) for information on how to clear items from your **Review List**. See also [Save Result](#) for additional information about saving your result set to the **Review List**.

Log On

When you click **Search** from your Library's Home page, the PAC toolbar will display along with the search options available to you through your Library. In the PAC toolbar, you will see an option to **Log On**, as shown below:



You have the opportunity to log on from the PAC toolbar before you begin your first search. By logging on now, you will be able to place holds and to view **My Account** for the entire time you are utilizing the PAC. Your Log On information will already be populated any time your Log On is required, making it easier for you to move around the PAC.

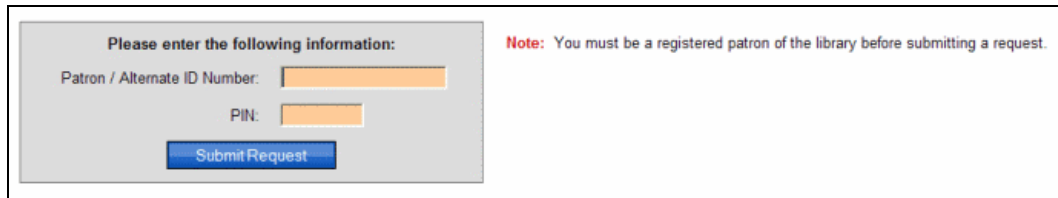
Note: If you do not remember your Patron / Alternate ID Number or PIN, check with your librarian.

Once logged on you will see a message in red, similar to the one below, advising you are logged on.



Log On Procedures

- From the PAC toolbar, click **Log On**, as previously shown.
- The following dialog displays:

A dialog box with a grey background. It contains the text "Please enter the following information:" followed by two input fields: "Patron / Alternate ID Number:" and "PIN:". Below the input fields is a blue button labeled "Submit Request". To the right of the input fields, there is a red note: "Note: You must be a registered patron of the library before submitting a request."

You may see a different Note, or multiple notes depending on your Library.

- Type your Patron/Alternate ID Number in the **Patron / Alternate ID Number** entry box.
- Type your PIN in the **PIN** entry box.
- Click **Submit Request**.
- You are now logged on.

Take a look at the red circled areas in the example below. The message in red displays, 'Note: You are currently Signed-in', or a similar message advising you have logged on.

The dialog shows your Patron information is already populated for placing a hold because you had previously logged on to the PAC.

HOME | HELP | SEARCH | SEARCH HISTORY | SAVE SEARCH | LOG OFF | MY ACCOUNT | ONLINE RESOURCES

(Note: You are currently Signed-in)

Request a Hold

Title: A midsummer night's dream

Select what you want:

I want the first available copy

I want a specific copy

Hold	Library	Shelf Location	Call Number	Item Status
<input type="checkbox"/>	Manchester Mid	Nonfiction	822.3 SHA	Available

Please enter the following information:

Patron / Alternate ID Number:

PIN:

See [Log Off](#) for information about how to log off your PAC and protect your account information.

See also [PAC Toolbar Overview](#) for other options on the PAC toolbar.

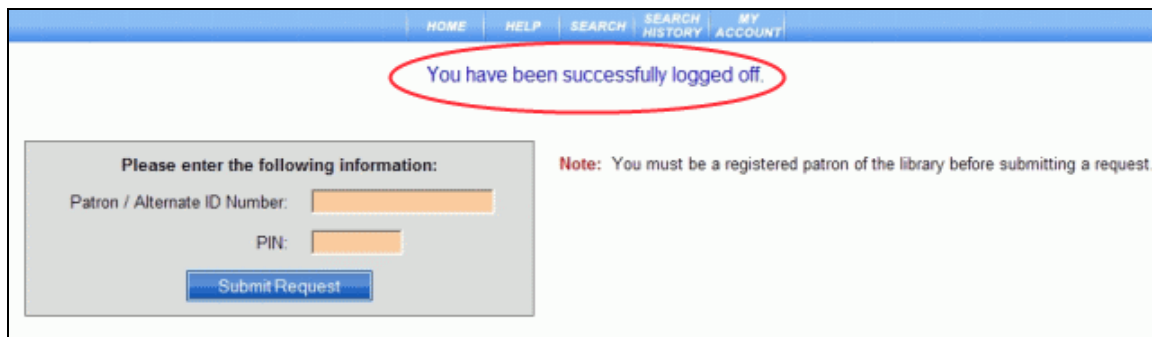
Log Off

Log Off is an option that populates on the PAC toolbar immediately upon logging on. When you **Log On** and provide the required Patron information, the toolbar will display the **Log Off** button, as shown below:



When you are finished working with the PAC, it is very important to **Log Off**. If you are still logged on and walk away from the PAC in your library, it is possible someone could view your account information. The PAC will time out after inactivity, but if someone comes up right behind you to do a search, your information could still be available. To protect your information, make a point to log off as soon as you are finished using the PAC.

Click **Log Off** on the PAC toolbar and the following displays:



If you did not mean to log off, the log on dialog is available for you to log back into the PAC.

See [Log On](#) for information about logging on.

See also [PAC Toolbar Overview](#) for other options on the PAC toolbar.

Save To List

The **Save To List** populates on the PAC toolbar when you are viewing an individual item in the label display. The **Save to List** option provides a way to save individual items to a review list. The list you create is only viewable during your session on the PAC. The list is cleared when you become inactive in the PAC, [Log Off](#) the PAC, or choose to clear the list through the [Review List](#) option.

Let's take a look at a label display below:

The screenshot shows a library catalog interface. At the top, a navigation bar contains buttons for HOME, HELP, SEARCH, SEARCH HISTORY, MARC DISPLAY, MARC DOWNLOAD, **SAVE TO LIST** (circled in red), REVIEW LIST, LOG ON, HOLD REQUEST, MY ACCOUNT, ONLINE RESOURCES, and 526 EDITOR. Below the navigation bar are two buttons: RETURN TO RESULTS and NEXT ITEM. The main content area displays the following information:

Teammates : Michael Jordan, Scottie Pippen / Bill Gutman.
Author [Gutman, Bill](#)
Alternate Title Team mates
Alternate Title Michael Jordan, Scottie Pippen
Publisher Brookfield, Conn. : Millbrook Press, c1998.
ISBN 0761304207 (lib. bdg.)
Note Includes index.
Summary A dual biography of two star players for the Chicago Bulls, describing their separate basketball careers and how they have performed as teammates.
Target Audience 6.1
Description 112 p. : ill. ; 24 cm.
Note Voice of Youth Advocates (V.O.Y.A.)
Reading Program Test Accelerated 6.7 3 28918

On the right side, there is a 'Related Searches' sidebar with the following items:

- Author**
 - [Gutman, Bill](#)
- Subject**
 - [Jordan, Michael, 1963- -- Juvenile literature](#)
 - [Pippen, Scottie -- Juvenile literature](#)
 - [Jordan, Michael, 1963- Pippen, Scottie](#)
 - [Jordan, Michael, 1963- Pippen, Scottie](#)
 - [Chicago Bulls \(Basketball team\) -- Juvenile literature](#)
 - [Chicago Bulls \(Basketball team\)](#)
 - [Chicago Bulls \(Basketball team\)](#)
 - [Basketball players -- United States -- Biography -- Juvenile literature](#)
 - [Basketball players, African Americans -- Biography](#)

If you would like to save this item to a review list, click the **Save To List** on the PAC toolbar. A message box appears displaying, 'This item has been added to your list.'

Click **Close Window** or wait for the message to time out.

Remember! The list you create is only good for your current session in the PAC. It cannot be saved, but you can print it out during your session in the PAC. See [Review List](#) for information on how to print the list.

See [Clear the Review List](#) for information on how to clear your review list.

Hold Request

The **Hold Request** option displays on the PAC toolbar when you are viewing an item in the label display. See the toolbar displayed below:



If you are in the label display and decide you would like to place the item on hold, click the **Hold Request** on the PAC toolbar and the **Request a Hold** dialog will display. See the example below:

The 'Request a Hold' dialog box displays the following information:

- Title:** Cartoons and cartooning (displayed in red)
- These locations currently have this item available for checkout:**

Bailey Bridge	1 available
Manchester Mid	1 available
Weaver	1 available
- Please enter the following information:**
 - Patron / Alternate ID Number:
 - PIN:
- Buttons: **Submit Request** and **Cancel**

In this example, the **Title** displays in red and the branch location(s) shows the item is available.

To place a hold, type your **Patron / Alternate ID Number** and **PIN** and click **Submit Request**.

If you change your mind and decide not to place a hold, click **Cancel**. You are returned to the label display.

Caution: If you place an item on hold and then change your mind, you can cancel the hold in **My Account | Holds** only if the hold is still pending. See [Cancel a Hold](#) for more information.

Each library has their own hold policies. Some libraries will not allow holds on available items. You may see a message display, "There are copies in the library's system, check with the librarian to request an item." If there is not an available copy, a message may display, "No locations currently have this item available for checkout." Review your library's holds policy, or consult your librarian if you are unfamiliar with the policy.

Since each library has different hold policies, clicking **Hold Request** may display the following **Request a Hold** dialog:

Request a Hold ?

Title: No need for Monty.

Select what you want:

I want the first available copy

I want a specific copy

Hold	Library	Shelf Location	Call Number	Item Status
<input type="checkbox"/>	Providence Elem	Easy	E S	Available
<input type="checkbox"/>	Wells	Easy	E Ste	Available

Please enter the following information:

Patron / Alternate ID Number:

PIN:

Select whether you want the first available copy or a specific copy. If you want a specific copy, select the branch in the table. Type your Patron / Alternate ID Number and PIN and then click **Submit Request**.

The **Request a Hold** dialog will display whether the hold was approved or denied. Take a look at the approved dialog example, shown below:

Request a Hold ?

Title: Animal clinic for dogs

Your hold has been approved for : Animal clinic for dogs

The hold on this item will expire on 21-AUG-08.
Your home library will notify you when the item is ready for pickup.

Click **Close Window** to return to the label display.

See [Place an Item on Hold](#) or [Place a Review List Hold](#) for more information on placing holds.

See also [Suspend a Hold](#) or [Cancel a Hold](#) for more information.

My Account

My Account on the PAC toolbar, shown below, provides you the opportunity to review your account information.



Once you click **My Account**, the **Log On** dialog displays and you are asked for your Patron ID Number and PIN, unless you logged on previously.

Once in **My Account** you can view any, or all of the following options:

- [Account Summary](#) - This is the first screen you will see after logging on to **My Account**. This screen displays your Name, Patron ID, Address, Phone Number, Email address, Library Status, and Card Expiration. In addition, you can edit your account and PIN. **Account Summary** also provides a quick view of loans, items overdue, arrived holds, pending holds, and fees. Since the **Account Summary** screen contains a lot of personal information, it should be guarded at all times.
- [Current Loans](#) - This screen displays the current items you have checked out and the due date. From this screen, you can easily renew items. This screen also lets you know if any items are overdue.
- [Loan History](#) - This screen provides a history of every item you checked out of the library.
- [Holds](#) - This screen provides information regarding the status of your holds and allows you to cancel or suspend your holds.
- [Fees](#) - This screen displays any current fees on your account.
- [Saved Searches](#) - This screen displays a list of up to 10 saved searches with the criteria you used in your original search. This is a great feature if you are doing a lot of research and want to keep track of items you have found.

See [Account Summary](#) for more information on the individual options available to you.

Online Resources

The **Online Resources** button displays on your PAC toolbar if your library has access to resources online and allows you use of those resources. See the toolbar example below:



Note: If you do not see the **Online Resources** button, your library does not provide this service.

Online Resources contains links to web sites where subscriptions may be required to access information provided by the service. For example, if you want to do research on your genealogy, see if your library has provided access to HeritageQuest, or some other ancestry web site. If you are checking for particular magazine articles, see if your library has a link to EBSCOhost. Other web sites will be made available at your library's discretion.

If you have access to online resources, click **Online Resources** from the PAC toolbar. Your Patron ID and PIN will be requested to log on to **Online Resources**. Once you log on, the **Online Resources** dialog may look something like the example shown below:

Find: that the word(s)

Business & Finance

- [Big Charts](#)
BigCharts is the world's most comprehensive and easy-to-use investment research Web site, providing access to professional-level research tools such as interactive charts, quotes, industry analysis and intraday stock screeners, as well as market news and commentary. These tools combine with a graphical interface and our intuitive navigation to make your research experience productive, entertaining and fun. Best of all, BigCharts is a free service supported entirely by our site sponsors.
- [The Motley Fool](#)
The world's premier multimedia financial education company. The company's mission: to educate, enrich, and amuse individual investors around the world.
- [Thomas Register of American Manufacturers](#)
The most comprehensive resource for industrial information, products, services, CAD drawings, and more...
- [U.S. Small Business Administration](#)
The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.

Fast Facts

- [FedStats](#)
FedStats, which has been available to the public since 1997, provides access to the full range of official statistical information produced by the Federal Government without having to know in advance which Federal agency produces which particular statistic.
- [InfoPlease.com, World Almanac](#)
Information Please has been providing authoritative answers to all kinds of factual questions since 1938—first as a popular radio quiz show, then starting in 1947 as an annual almanac, and since 1998 on the Internet.
- [Internet Public Library](#)
The Internet Public Library is a public service organization and a learning/teaching environment.
- [RefDesk](#)
Since 1995, refdesk indexes quality, credible and timely resources that are free and family-friendly.
- [Statistical Resources](#)

Health

- [HealthFinder.gov](#)
A key resource for finding the best government and nonprofit health and human services information on the internet.
- [HealthWeb: Health Statistics](#)
- [HealthWorld Online](#)
A virtual health village where you can access information, products, and services to help create your wellness-based lifestyle.

Jobs

- [Career Resource Homepage](#)
- [CareerPath.com](#)
CareerPath.com is designed to assist you in making the right career decision - a decision that meets your unique interests and personality.
- [Federal Jobs Digest](#)
Federal Government jobs database. Over 15,000 immediate openings updated daily. All occupations, locations, salary levels. No written exam required for most jobs.
- [Yahoo! Careers](#)

[Top of Page](#)

Click the web site you are interested in viewing. If you do not see the web site you want in **Online Resources**, check with your librarian to see if the web site can be added to your library's PAC.

See [PAC Toolbar Overview](#) for other options on the PAC toolbar.

View Reserves

The **View Reserves** button displays on your PAC toolbar, as shown below, if your library is involved with an academic institution that places items on reserve for selected courses. The **View Reserves** button provides access to the Departments, Courses, and Instructors associated with the items placed in a special collection. Through the **View Reserves** display, you can see what courses are offered, what materials are required, the availability of the materials, and the instructor requesting the reserve.



Let's look at the dialog displayed after you click **View Reserves** on the toolbar, shown below:

A screenshot of the View Reserves dialog box. It features three dropdown menus for Department, Course, and Instructor, each with 'Any' selected. A 'Show Reserves' button is on the right. Below the filters, there is a 'Sort By' dropdown set to 'Title' and a 'Select an option to save result' dropdown.

The three main components of **View Reserves** are **Department**, **Course**, and **Instructor**. Use the drop-down list to select a particular one for each Department, Course, or Instructor, or use **Any** to show all of the individual components. Click **Show Reserves**. The reserved items display with the corresponding **Title**, **Department**, **Course**, **Instructor**, and **Status** of the item. See the example below:

A screenshot of the View Reserves results table. The table has columns for Item, Title, Department, Course, Instructor, and Status. The 'Sort By' dropdown is set to 'Instructor'. The table contains several rows of data, including items like 'American computer pioneers / Mary Northrup' and 'The great mathematicians by H.W. Turnbull with 19 dia'.

Item	Title	Department	Course	Instructor	Status
<input type="checkbox"/>	American computer pioneers / Mary Northrup.	Class period 1	All periods for this teacher	BATALIAS, MELINDA E	Available
<input type="checkbox"/>	The great mathematicians by H.W. Turnbull with 19 dia	Class period 1	All periods for this teacher	BATALIAS, MELINDA E	Available
<input type="checkbox"/>	Modern mathematicians / Harry Henderson.	Class period 1	All periods for this teacher	BATALIAS, MELINDA E	Available
<input type="checkbox"/>	Women in mathematics / [by] Lynn M. Osen.	Class period 1	All periods for this teacher	BATALIAS, MELINDA E	Available
<input type="checkbox"/>	Women in mathematics / [by] Lynn M. Osen.	Class period 1	All periods for this teacher	BATALIAS, MELINDA E	In Transit
<input type="checkbox"/>	Mice all about them.			BOBHOLZ, VICTORIA	In Transit
<input type="checkbox"/>	Alan Paton / by Edward Callan.	Class period 1	All periods for this teacher	BOLTON, SUZY S	Available
<input type="checkbox"/>	Cry the beloved country : a novel of South Africa : [a study	Class period 1	All periods for this teacher	BOLTON, SUZY S	Available
<input type="checkbox"/>	Cry the beloved country : a novel of South Africa : [a study	Class period 1	All periods for this teacher	BOLTON, SUZY S	Available
<input type="checkbox"/>	Star trek 8.	United States twentieth century	Famous Authors of Fiction 111	CATES, MATTHEW SCOTT	In Transit

At the bottom of the table, there is a 'Last Page' and 'Next Page' indicator with a series of numbers 1 through 9.

Once you have a certain **Department**, **Course**, or **Instructor** result set displayed, there are several ways to view the information:

- Use the **Sort By** to arrange the results by **Title**, **Department**, **Course**, **Instructor**, or **Status**. Each sort returns the items in alphabetical order.

- Use the **Select an option to save result** drop-down list to save selected, or all checked items to a list. These items will be added to a review list. See [Review List](#) for more information and options to print your list.
- Click the column heading for **Title, Department, Course, Instructor, or Status** to sort the individual column alphabetically.
- Use the navigation at the bottom of the screen to move forward or backward in the result set either page by page, or by using **Last Page** or **Next Page**.

Search Options

Search Overview

You've clicked Search, now what? Whether this is your first time at using your Library's PAC, or you have made several trips to the library and can get around comfortably, this topic will give an overview of what you see after you click **Search**. You have numerous choices to make from this point on. Consider this overview to be a road map to help you decide the best route to take. You will be able to click the links below for further instructions on how to use the **Search** features in your Library's PAC and get on the shortest route to finding what you need.

Where do you want to go? The Search options below may vary depending on your Library. Each Library has the capability to add search options, as necessary. So, if you see something discussed below, but do not see it as an option in your own Library's PAC, talk to your librarian. TLC can work with your Library to provide additional search options.

The [Set Limits](#) button will narrow your search even further by using dates, collection, format, language, and place to pinpoint the item you want. Are you looking for DVD's, or items in a certain language? **Set Limits** will help display the search results you want.

Let's take a look at the search dialog below, displayed when you click **Search** from the PAC toolbar:

The screenshot shows a search dialog with a yellow background. At the top, there are four tabs: "Keyword Search" (selected), "Browse", "Advanced", and "New Items". Below the tabs, a text box contains the instruction: "To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select 'Search.'". The main search area includes a "Find:" label, a dropdown menu set to "Keywords", the word "that", another dropdown menu set to "contain", a text input field for "the word(s)", and a blue "Search" button. Below this is a blue "Set Limits" button. At the bottom left, there is a "Return" dropdown set to "10" per page, and a checkbox labeled "Available Items Only". At the bottom right, there is a "Select Location(s):" label and a list box containing "All Branches", "Bailey Bridge", "Bellwood", and "Bensley".

- [Keyword Search](#) - This is considered the default main page of the Search function for many libraries. It is the best place to start for first timers or even those that 'know it all'. This may be the only place you need to go to find what you want, especially if you have come armed with information about what you want to find. Nevertheless, if you do not have any information, don't sweat it. The other tabs below can also help in pointing you in the right direction.
- [Browse](#) - If you just want to look around, see what your library has, this is the place to go. It is like checking out the shelves in your library, electronically. If you have a partial title or author, this search type may assist in zeroing in on exactly what you need. You can move forward or backward through a word or number search list.

- [Advanced](#) - If you are library savvy, this search type can get to the nitty gritty FAST. Do you know part of the title and a portion of the author's name? This combo search will 'cut through the red tape'. You can search author, title, subject, and/or notes simultaneously.
- [New Items](#) - If you want to know what just came in, or love the smell of freshly shelved books, this is the place for you. You could possibly be the first on the block to get your hands on THE book everybody wants to read. Or, maybe you just want to see if your library has what everyone is talking about. You can see what recently was shelved in the last month, or even the last year.

Other possible search options based on your library's availability:

- [Reading Programs](#) - If your child has a certain book list to read for the summer and you want to check out the reading levels, you have come to the right search. The **Reading Programs** option will provide you the reading level, interest level, and point value for various reading programs available in your area.
- [Community Info](#) - If you want to learn more about your community, you've come to the right place. With this search option you have access to phone numbers, programs/events, meeting places, and information about local government and organizations for your area.
- AquaBrowser - **AquaBrowser** Library is a visual faceted search that generates associations that appear in an intriguing "word cloud." It is easy to use without having to know advanced search techniques.
Note: If your library does not have AquaBrowser, you may find a different tab providing other search options.

Keyword Search

The **Keyword Search** dialog in most instances is the first thing you see when you click the **Search** button on the Library's PAC toolbar. Consider it your starting point in finding what you want. Whether you know the information you want to search for (e.g., Title, Author, etc.) or not, this is the place to begin your search.

Let's take a look at the components that make up the **Keyword Search**. Click the **Keyword Search** tab to display the following dialog:

First of all, what are you looking for? Do you have an idea? Do you know the author, or the title of the book, or an item you hope to find? Or, do you have a subject you need to research? Are you looking for a CD or DVD instead? No problem! Check out the drop-down list to the right of **Find** and these are the search fields you have available:

- **Any Fields** - If you do not have the exact information, this is your best bet!
Note: This selection will search for any of the other selections that follow based on your keyword(s) entry.
- **Titles** - Do you know the title, or even part of the title?
- **Authors** - Do you know who wrote the book, or part of the author's name?
 - **Subjects** - Do you have an idea what subject matter the item contains?
 - **Notes** - Do you know any specific words or phrases that might have been used in the summary or review of the item?
- **Publisher** - Do you know the Publisher of the item?
- **Series** - Do you know if what you want is part of a Series? For example, searching 'lemony' will show if the Lemony Snicket series is in your library's collection.
- **ISBN** - Do you have the ISBN? Wow! You must really know what you want.
Note: For an ISBN search, use the entire ISBN number. Partial numbers cannot be searched.

Okay, you got through selecting what you think will be most helpful in finding your item, but let's narrow it down even further. The next drop-down list will help you get closer to what you want. To the right of **that**, the drop-down list of search types shows:

- **begin with** - What word(s) or phrase begins with whatever it is you are searching? Forget 'a', 'an', or 'the'. Beginning articles are ignored.
- **contain** - What word(s) or phrase is (are) contained in whatever you are searching? They can be anywhere in the field. The results will include those items found in the 'begin with' search.
- **closely match** - What word(s) or phrase closely match what you are searching? This will find items identified in a contain search, in addition to words that have some of the same characters in the same position as the search word. For example, a search for *read* could return results for *read*, *lead*, and *real*.
- **stem from** - What word(s) or phrase stem from the word you are searching? This will find items identified in a 'contain' search along with verb forms and singular and plural nouns with the same root. For example, a search for *hunt* returns a result with *hunt*, *hunting* and *hunted*, or a search for *sing* returns *sing*, *sang*, and *sung*.
- **sound like** - What word(s) or phrase sound like what you are searching? This will find items in a 'contain' search along with words that begin with the same letter followed by similar consonants. Vowels are ignored. The search results are arranged alphabetically according to the search type used. Unexpected results may occur.

Type your keyword(s) in the entry box to the right of **word(s)**. Here are some other acceptable characters:

- **Searching using the wildcard symbol:** You can search for partial words by using the wildcard symbol, * (asterisk), to the right of a word stem. For example, a search of titles that begin with sales* might return a results list with titles starting with Salesperson, Salesmanship, or similar words. You can also use the * in a search as a substitute for any individual character, such as wom*n that would return woman or women.
- **Searching using quotation marks:** You can search for exact phrases by enclosing them in quotation marks, such as "All's Well that Ends Well".
- **Searching using the symbols, + (plus), | (pipeline), - (minus):** Boolean operator symbols (+ | -) are seen as words (and, or, not). For example, a search for "bud not buddy" will return the award winning book by Christopher Paul Curtis with or without enclosing the search in quotation marks. If you wanted to search for titles containing the word bud, and not the word buddy, you can type the search as bud -buddy.
Note: A space is necessary before using Boolean symbols [+ , |, or -].

To narrow your search even further you can use the **Set Limits** button, which gives options for dates, collection, format, language, and place. See [Set Limits](#) for additional information.

You can adjust the number of results per page using the drop-down list to the right of **Return**, and by selecting the box to the left of **Available Items Only** view only those items available in your library or branches based on your search criteria.

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You have the ability to choose all branches, or particular branches of your library with the **Select Location(s)** drop-down list.

After setting up your search criteria, click **Search**. The result set displays the item(s) available in your library or branches based on your search criteria.

See [Understand Search Results](#), [Understand Individual Search Result](#), and [Understand Label Displays](#) for information about what you see after your search parameters have been selected.

See also [Advanced](#) , [Browse](#), and [New Items](#) for other ways to search the PAC.

Browse

Browse in the **Search** dialog gives you a broader coverage in your results than you would find in a keyword search, or an advanced (combination) search. It provides a different way to search if you are uncertain about what you really want.

In **Browse** you are covering a wide range based on what you choose to search (e.g., Title, Author, Subject, etc.) You may have an idea on the general subject you want, or even the author you would like to find, but you are not sure of the rest. Surprisingly, you may find items you hadn't even considered.

So, how does **Browse** work? To use the **Browse** option, click the **Browse** tab and the following displays:

The display looks similar to the keyword search, right? You can select to browse by Titles, Author, Subjects, etc., using the drop-down list, and then adding your keyword in the entry box. You can even browse numerically with the use of Local Call numbers, Dewey, ISSN, among others.

Remember! You can still **Set Limits** using Collection, Format, Language, Place, and Date options. You can adjust the results output by modifying the returns per page in the lower left corner of the dialog, or selecting the **Available Items Only** to limit your results to only those items available in your library or selected branches.

Once you have everything in place, click **Search**. Your results are displayed alphabetically for Titles, Authors, Subjects, Notes, Publisher, or Series. Selecting Local Call, Dewey, GPO, ISSN, LC Call, LCCN, or LCCN 2000+ display the results in numerical order.

Let's try one together. Based on a search for Subjects, using Football as the keyword, the result set might look like this:

PAC 4.0 Help

The screenshot shows a search results page for the term "Football". The results are organized into several sections, each with a title and a count of items:

- Football**, Matches 89 items
 - See Also: [Backfield play \(Football\)](#) Matches 3 items
 - See Also: [Passing \(Football\)](#) Matches 2 items
 - See Also: [Soccer](#), Matches 73 items
 - See Also: [Super Bowl \(Football game\)](#) Matches 1 item
 - See Also: [Touch football](#), Matches 1 item
 - See Also: [Footbag](#), Matches 2 items
 - See Also: [Soccer](#), Matches 73 items
- football**, Matches 1 item
- Football -- Accelerated Reader -- Fiction**, Matches 2 items
- Football -- Biography**, Matches 37 items
- Football -- Coaches**,
 - SEE: [Football coaches](#) Matches 17 items
- Football coaches**, Matches 6 items
- Football -- Coaches**, Matches 2 items
- Football -- Coaches -- Biography**,
 - SEE: [Football coaches -- Biography](#), Matches 1 item
- Football coaches -- Biography**, Matches 4 items
- Football -- Coaches -- Biography -- United States**,
 - SEE: [Football coaches -- Biography -- United States](#), Matches 2 items

At the bottom of the page, there are three navigation links: [Previous Page](#), [Top of Page](#), and [Next Page](#). Red arrows point from a central text box to these links. The text box contains the instruction: "Use of Previous or Next will browse items before or after your search term."

You can use the **Previous Page** or **Next Page** at the bottom of the screen to continue to browse items before and after your search term. Use **Top of Page** to go to the beginning of the current result set. Click any of the topic links in your browse results listings to view an additional result set for the selected topic. In the example above, you also can view related items, such as the **See Also** areas for Footbag and Soccer. From the selected result set, click any item you are interested in to view the label display.

See [Understand Browse Search Results](#), [Understand Individual Search Result](#), [Understand Label Displays](#), and [Do a Browse Search](#) for more information on your search results.

See also [Keyword Search](#), [Advanced](#), and [New Items](#) for other ways to search the PAC.

Advanced

If you are the type that knows what you want and want it fast, then you have come to the right place. The **Advanced** search option with the right combination will get you in and out of the PAC and quickly on your way to retrieving the item you are looking for whether it is in your library, or an existing branch.

The **Advanced** search lets you search up to three fields simultaneously. It has three search boxes, instead of one like you find in the [Keyword Search](#). For each search box you can type your keyword(s) and select the category (Title, Author, etc.) from the drop-down list.

Let's take a look at the **Advanced** dialog, shown below:

After you have typed the first keyword in the entry box to the right of **Find**, and selected the category for **Term 1** (Title, Author, etc.), select one of the Boolean operators [AND (+), OR (!), NOT (-)] to determine the relationship between the first search term and the term following. If you use three different search terms and related Boolean operators, select the appropriate **Group terms like** button to determine how you want the search terms to be grouped.

Select the grouping as:

(Term 1 * Term 2) * Term 3 **OR** Term 1 * (Term 2 * Term 3)

Let's take a look at the group terms choices in the examples below. In this sample search, you want to find 'Gone With the Wind' by Margaret Mitchell. You know the 'subject' was about a war, thought the author's name was 'Mitchell' and knew 'Wind' was in the title somewhere, but just could not remember the book. Here is how your search might look:

The screenshot shows the 'Advanced' search tab selected. Below the navigation tabs, there is a text box with instructions: 'To perform an advanced search, type your search word(s) next to the appropriate search type, and click or select "Search." You can search one or more categories simultaneously.'

The search form contains three rows of input fields:

- Row 1: 'Find : Mitchell' as a 'Author' (Term 1) with a 'Search' button.
- Row 2: 'OR (|)' dropdown, 'war' as a 'Subject' (Term 2).
- Row 3: 'AND (+)' dropdown, 'wind' as a 'Title' (Term 3).

Below the input fields, there are two radio button options for grouping terms, both of which are circled in red:

- (Term 1 * Term 2) * Term 3 e.g. ;(Red AND White) NOT Blue
- Term 1 * (Term 2 * Term 3) e.g. Red OR (White AND Blue)

Other interface elements include a 'Set Limits' button, a 'Return 10 per page.' dropdown, an 'Available Items Only' checkbox, and a 'Select Location(s):' dropdown menu with options: 'All Branches', 'Bailey Bridge', 'Bellwood', and 'Bensley'.

Depending on which group terms you choose (circled in red above) can return completely different results, as described below. Using the terms provided:

- (Term 1 * Term 2) * Term 3 searches for (Mitchell OR war) AND wind
- Term 1 * (Term 2 * Term 3) searches for Mitchell OR (war AND wind)

Let's take a look at the results using the first grouping, (Term 1 * Term 2)* Term 3 with the example used above.

The screenshot shows the search results page. At the top, there is a navigation bar with links: HOME, HELP, SEARCH, SEARCH HISTORY, SAVE, LOG ON, MY ACCOUNT, VIEW RESERVES, ONLINE RESOURCES.

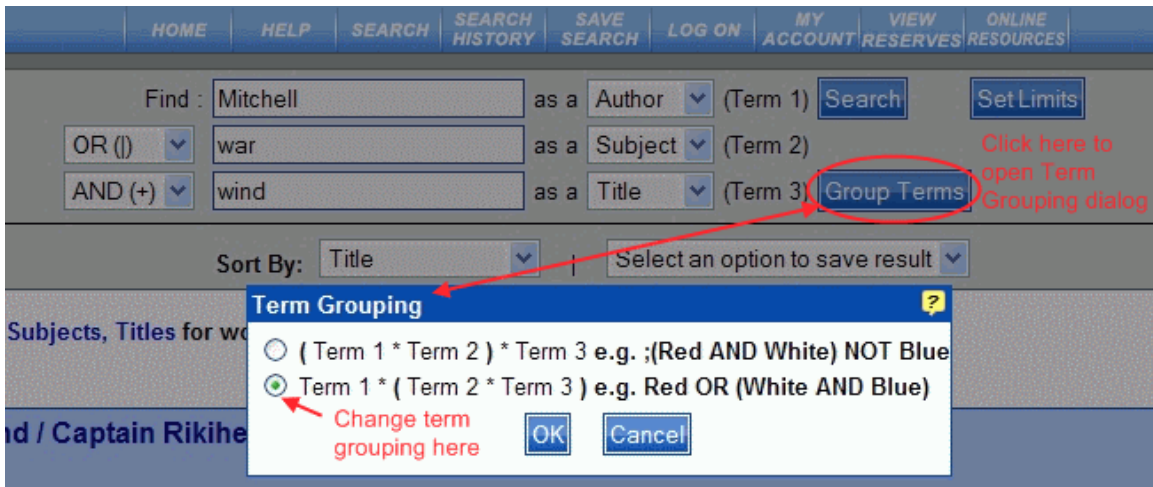
The search form is repeated, showing the same criteria as the previous screenshot. A 'Group Terms' button is visible next to the third search row.

Below the search form, there is a 'Sort By: Title' dropdown and a 'Select an option to save result' dropdown.

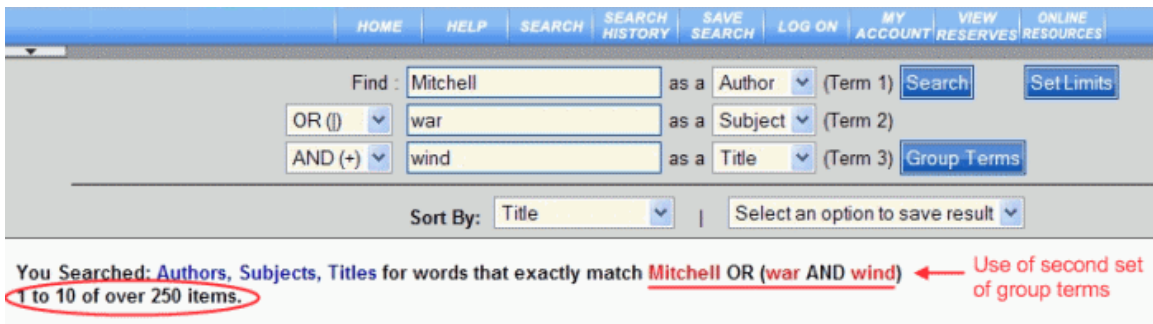
At the bottom, a message reads: 'You Searched: Authors, Subjects, Titles for words that exactly match (Mitchell OR war) AND wind ← Use of first set of Group Terms'.

Below this message, the text '1 to 10 of 19 items.' is circled in red.

19 items were returned using the first set of group terms. Clicking the **Group Terms** button from the result set displays the **Term Grouping** dialog, as shown below:



Selecting the second **Term Grouping** displays the following result set:



This search returned 250 items. Remember! How you group your terms will affect your search outcome. Try different combinations to achieve your preferred results.

In addition to setting up the combination boxes and Boolean operators, you still have access to [Set Limits](#), setting the number of results per page, selecting **Available Items Only**, and **Select Location(s)** for your Library and its branches. These additional choices will help to narrow your search even further.

Remember! Boolean searching from the **Advanced** search page:

- can be used for searching available fields, such as, author, title, subject, notes, or any combination.
- search words (keywords) are not case sensitive.

See [Understand Advanced Search Results](#) for information on result sets in an **Advanced** search.

See also [Understand Search Results](#) or [Understand Label Displays](#) for additional information on result sets.

New Items

New Items is a **Search** option allowing you to view items new to the library. These items may have just arrived this month, or within the last couple of months. Regardless, **New Items** will provide a list based on the criteria you provide in your search selections. Let's take a look at the **New Items** search option dialog, shown below:

You will find the set up is similar to the [Keyword Search](#). The big difference is the **Received Since** selection, which gives you the option to see what is new this month or prior months. You can see if your library has the best seller just out that everyone is reading, or the DVD everyone is viewing.

Using the **New Items** dialog, let's search for a book with the title 'The One Minute Manager'. To set this up in the **New Items** dialog:

- Select **Titles** from the drop-down list to the right of **Find**.
- Select **contain** from the second drop-down list.
- Type **one minute manager** in the entry box next to **word(s)**.
Note: The entry is not case sensitive and articles (a, an, the) are not necessary.
- Select how many results you would like to see on one page from the drop-down list. The smallest amount is 10, and the largest is 100.
- Select how recent you want to review for new items from the drop-down list to the right of **Received Since**. Choices vary depending on the parameters set by your library.
- Select your Library or branches from the **Selected Location(s)** drop-down list.
Your search dialog will look like the following:

Keyword Search | Browse | Advanced | New Items

To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select "Search."

Find: Titles that contain the word(s) one minute manager Search

Set Limits

Return 10 per page. Available Items Only Received Since All Select Location(s):

All Branches
Bailey Bridge
Bellwood
Bensley

- Click **Search**. Your result set displays what item(s) is/are available based on the search criteria. See the results below using the example, 'one minute manager':

Find: Titles that contain the word(s) one minute manager Search Set Limits

Sort By: Title | Select an option to save result

Displaying 1 to 4 of 4 titles found searching Titles that contain one minute manager. RSS

Found As: Title

1 The one minute manager / Kenneth Blanchard, Spencer Johnson. Available

Author: Blanchard, Kenneth H.
Published: 1983
Locations: Manchester High 658 Bla

Found As: Title

2 The one minute manager / Kenneth Blanchard, Spencer Johnson. Available

Author: Blanchard, Kenneth H.
Published: 1982
Locations: Multiple Multiple

This example illustrates the library has four books meeting the search criteria. Each result can be reviewed by clicking the title to view the label display. See [Understand Label Displays](#) for more information on the details behind the search results.

The top of the result set dialog displays the search criteria used for your **New Items** search. Change your search criteria in the search form at the top of the dialog if you did not get the results you expected, or want to do a completely different **New Items** search.

Use the **Sort By** drop-down list to sort the current results page by Title, Author, Publication Date, Availability, or Material Type. Use the **Select an option to save result** drop-down list if you want to save any or all of the results to a review list. See [Review List](#) for more information.

See [Advanced](#), [Browse](#), and [Keyword Search](#) for other ways to search the PAC.

Reading Programs

If this search option is available in your PAC, you can select the **Reading Programs** tab and display a specialized search form. You can limit by **Reading Level**, **Interest Level**, and **Point Value**, in addition to the standard search parameters. Consult your librarian if you are unfamiliar with the reading program parameters, or need information about the reading programs your library may be involved in.

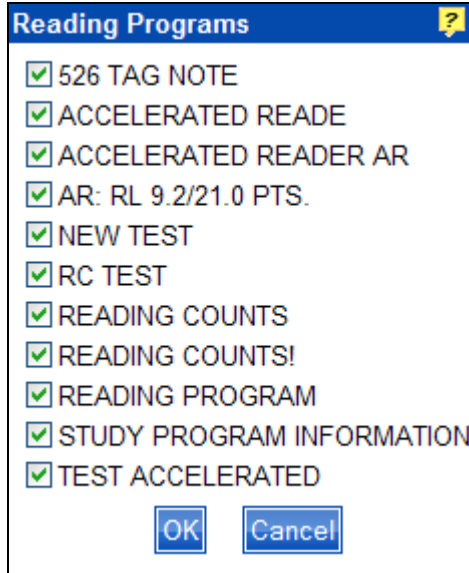
Let's take a look at the **Reading Programs** search form. From the **Search** button on the PAC toolbar, click the **Reading Programs** tab.

The screenshot shows a web interface with a navigation bar at the top containing tabs: "Keyword Search", "Browse", "Advanced", "New Items", and "Reading Programs". The "Reading Programs" tab is selected. Below the tabs is a search form with the following elements:

- Instructional text: "To search reading program information, select the program(s) to search, select the appropriate search category or categories, enter your search word(s), and click or select "Search." You can also limit your search by several numeric ranges or selection criteria."
- Search criteria: "Find: Keywords" (dropdown), "that contain" (dropdown), "the word(s)" (text input), and a "Search" button.
- Checkbox: "Return only titles where a school owns both the test and the book."
- Filter ranges: Three sets of "to" dropdowns for "Reading Level" (1.0 to 12.0), "Interest Level" (0 to 20), and "Point Value" (0.0 to 200.0).
- Buttons: "Reading Programs" and "Set Limits".
- Results: "Return 10 per page." and a checkbox for "Available Items Only".
- Location: "Select Location(s):" with a dropdown menu showing "All Branches".

To use the **Reading Program** search form:

- Select the search field (Titles, Authors, Subjects, etc.) from the drop-down list.
 - Select the search type (begin with, contain, etc.) from the drop-down list.
 - Type the keyword in the entry box to the right of **word(s)**, if necessary. It is possible to do a search without typing anything in this area.
 - Select the check box to the left of **Return only titles where a school owns both the test and the book**, if desired.
 - Adjust any of the **Reading Level**, **Interest Level**, or **Point Value** areas, if necessary, using the drop-down lists.
 - Clicking the **Reading Programs** button displays the reading programs your library is involved in. If you are interested in certain programs, clear the ones you are not interested in to narrow your search. Click **OK**. See the **Reading Programs** dialog example, shown below.
- Note:** If you do not see the Reading Program you want on the list, your library is not involved with that particular program. Consult your librarian to see if it can be added.



- Use **Set Limits** if you want to limit your search to a particular collection, place, language, etc. See [Set Limits](#) for specific information about this option.
- Select the number of results per page using the drop-down list to the right of **Return**.
- Select the check box to the left of **Available Items Only** if you want to view only those items available in your library or branches based on your search criteria.
- Select your Library or branches from the **Select Location(s)** drop-down list.
- Click **Search**. The Reading Program result set displays.

See [Research Reading Programs](#) for examples of the result set for Reading Programs.

Community Info

If this is an optional search in your PAC, you can select the **Community Info** tab and view a specialized search form. **Community Info** lets you search the library's database of information related to local issues, events, and other resources in your area.

Let's look at the **Community Info** search form. Click **Search** on the PAC toolbar, and then click the **Community Info** tab to display the **Community Info** search form, as shown below:

Keyword Search Browse Advanced New Items Community Info

To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select "Search."

Find: All Groups that contain the word(s) Search

To Use the Community Info Search Form

- To the right of **Find**, use the drop-down list to select the area of interest. Choose from **All Groups**, **Organizations/Programs**, **Names**, **Subjects**, **Notes**, **Addresses**, **Physical information**, or **Electronic Locations**.
- Use the second drop-down list to select the search type. Choose from **begin with**, **contain**, **closely match**, **stem from**, or **sound like**.
 - In the entry box, type the word(s) you are interested in searching.
- Click **Search**.
- The result set for your search criteria displays.


See [Understand Community Info Search Results](#) to gain a better understanding of what is displayed in the result set.

I Want To

Cancel a Hold

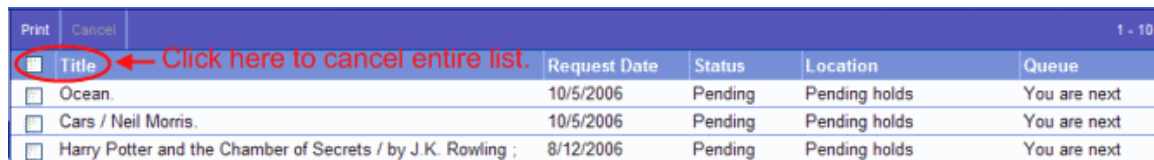
Cancelling a hold is easy, but there is one very important point to remember. If the item you have placed on hold has already arrived, it is too late to cancel. Why? This is because your librarian has already started the process of pulling the item from the shelf and placing it in the hold area for your pick-up. Since someone could be waiting for the very same item because they also placed a hold, the best thing to do is to contact your library to let someone know you are no longer interested in the particular item.

If your hold is still pending, here is how to cancel your hold. Click **My Account** from the PAC toolbar. Your Patron / Alternate ID Number and PIN will be requested if you have not previously logged on. Click **Holds** from the **Account Summary** screen. The **Holds** dialog displays with all of the items currently on hold and the status of each hold. Look at the example below.



<input type="checkbox"/> Title	Request Date	Status	Location	Queue
<input type="checkbox"/> Ocean.	6/6/2006	Pending	Pending holds	You are next
<input type="checkbox"/> Cars / Neil Morris.	10/5/2006	Pending	Pending holds	You are next
<input type="checkbox"/> Harry Potter and the Chamber of Secrets / by J.K. Rowling ;	8/12/2006	Pending	Pending holds	You are next

The area circled in red shows where you select the item you want to cancel. You select each item you want to cancel, OR, as shown in the next example, select the check box beside **Title** and ALL of the pending holds on your list will be selected. Did you really want to cancel ALL of the items on your list? If you select the check box again, the check marks are deleted and your holds will remain on hold.



<input type="checkbox"/> Title	Request Date	Status	Location	Queue
<input type="checkbox"/> Ocean.	10/5/2006	Pending	Pending holds	You are next
<input type="checkbox"/> Cars / Neil Morris.	10/5/2006	Pending	Pending holds	You are next
<input type="checkbox"/> Harry Potter and the Chamber of Secrets / by J.K. Rowling ;	8/12/2006	Pending	Pending holds	You are next

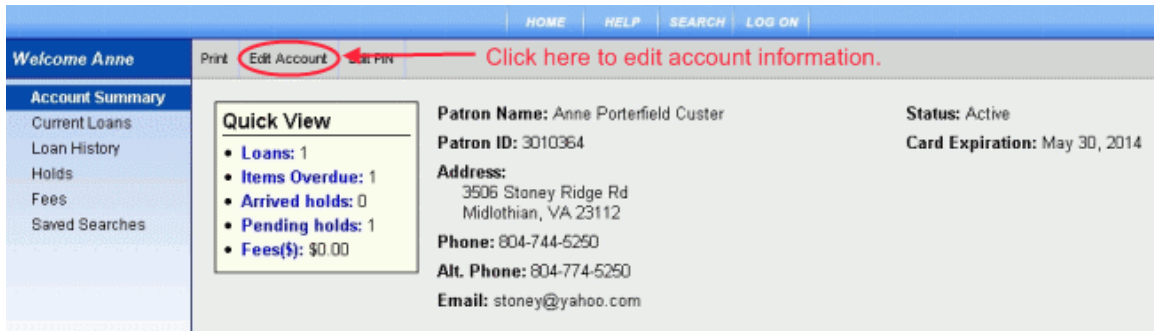
When you click **Cancel**, a message box will display for a few seconds stating, 'The hold(s) you selected have been canceled.' The title(s) have been removed from your list and you are returned to the **Holds** dialog.

See [View Holds](#) for more information about **Holds** in **My Account**.
See also [Suspend a Hold](#) or [Place an Item on Hold](#) for additional information.

Change Address

Have you moved and need to change your address? To change your **Address**, click **My Account** on the PAC toolbar. If you have not previously logged on, you will be asked for your Patron ID and PIN. See [Log On the PAC](#) for more information.

The **Account Summary** screen displays your account information. Click **Edit Account**, as shown in the example below:



The following **Edit Account** screen displays. Review the example below.

The 'Edit Account' form is displayed within a blue header bar. It contains several input fields for user information. The 'Address' section includes fields for 'Address' (containing '3506 Stoney Ridge Rd'), 'City' (containing 'Midlothian'), 'State' (containing 'VA'), and 'Zip' (containing '23112'). The 'Phone' section includes fields for 'Phone' (containing '804-744-5250') and 'Alt. Phone' (containing '804-744-9999'). The 'Email' section includes fields for 'Email' (containing 'stoney@yahoo.com') and 'Confirm Email' (containing 'stoney@yahoo.com'). Below these fields is a label 'For security reasons, please enter your PIN:' followed by an empty input field. At the bottom of the form are two buttons: 'Submit Change' and 'Cancel Change'.

- Click the appropriate text box and type the correction you want to make regarding your address. At this time you can also change your phone number, alternate phone number, or email address, if desired.
- Once you have entered your updated information, type your **PIN** in the appropriate entry box.
Note: Any change made to your account information requires your PIN. Failure to type your **PIN** in the appropriate entry box displays '**For security reasons, please enter your PIN**' in red with a warning icon alerting you an entry needs to be made.
- Click **Submit Change**. A message box appears displaying, 'Your account information was changed successfully.' Click **Close Window**, or wait for the

message to time out. The **Account Summary** screen displays with the updated information.

- If you decide not to make the change, click **Cancel Change**. You are returned to the **Account Summary** screen with your information unchanged.
- If you want to print out your account information, click **Print** on the **Account Summary** toolbar.
The **Print** dialog displays. Once you have selected the appropriate printer, click **Print**.
If you are printing in the library, check with your librarian for printer configuration and location.

TIP! For the best print results, use **Print** on the **Account Summary** toolbar instead of your browser.

Caution: If you plan to use the library's printer, there may be a fee involved for printing. Check with the front desk for applicable fees before sending your information to the printer.

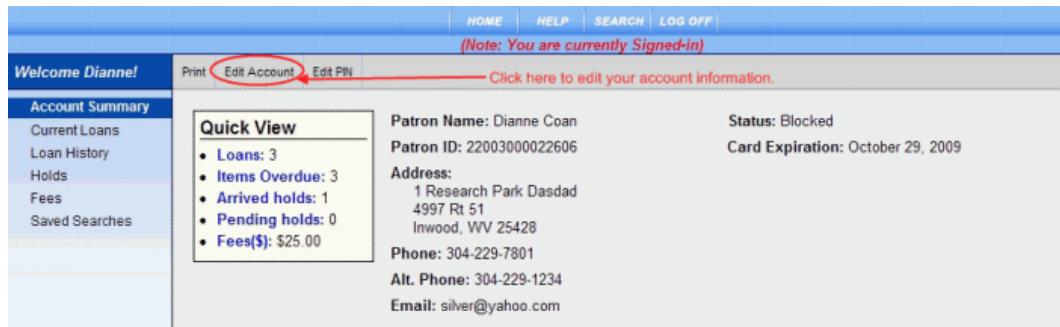
See [Edit PIN](#), [Change Email Address](#), or [Edit Account](#) for additional information on making changes to your account information.

Change Email Address

Your Email address is displayed in the **Account Summary** screen along with other pertinent information regarding your account. Making a change to your email address is a simple process.

To Change Your Email Address

1. Click **My Account** from the PAC toolbar. If you have not already logged on, you will be asked for your Patron ID Number and PIN. The **Account Summary** dialog opens. See the example below:



2. Click **Edit Account** from the **Account Summary** screen. The following screen displays:

The 'Edit Account' form contains the following fields and values:

- Address: 3506 Stoney Ridge Rd
- City: Midlothian
- State: VA
- Zip: 23112
- Phone: 804-744-5250
- Email: stoney@yahoo.com
- Alt. Phone: 804-744-9999
- Confirm Email: stoney@yahoo.com
- For security reasons, please enter your PIN: [Empty field]

At the bottom of the form are two buttons: 'Submit Change' and 'Cancel Change'.

3. Click the entry box for your existing Email address.
4. Type your updated Email address in the **Email** entry box.
5. Re-type your updated Email address in the **Confirm Email** entry box. If you fail to re-enter the exact same email address entered in Step 4, a message box displays, 'The "Email" box must match the "Confirm Email" box.'
6. Enter your **PIN** number in the entry box to the right of **For security reasons, please enter your PIN**. Failure to type your **PIN** in the appropriate entry box

displays 'For security reasons, please enter your PIN' in red, alerting you an entry needs to be made.

7. Click **Submit Change**. A confirmation box displays briefly, 'Your EMAIL was changed successfully.' The change is now reflected on your **Account Summary** screen.
8. Click **Cancel Change** if you decide not to make the change.

See [Print](#) to print your account information.

See also [Change PIN](#), [Change Address](#), or [Edit Account](#) to change other information on your account summary.

Clear the Review List

If you are in **Review List** and want to start a new list, click the **Clear list** button on the far right of the **Review List** screen, next to the **Print** button. See the area circled in red below for the location of the **Clear list** button:



Once you click **Clear list**, a dialog box displays, as shown below:



Click **OK** if you want to clear your list. A message briefly displays, 'Your list of saved items has been cleared.'

You are returned to the universal search page.

Click **Cancel** if you do not want to clear the list.

See [Review List](#) for additional information.

See also [Save Result](#) for information about saving your result to the **Review List**.

Do an Advanced Search

If you want to do an advanced search, click the **Advanced** tab from the universal search form, as shown below:

The **Advanced** search dialog displays, as shown below:

- Type your keyword in the first entry box and select your search type from the drop-down list for Term 1. Choose between Title, Author, Subject, or Note.
 - Select your Boolean operator [AND (+), OR (|), NOT (-)] from the drop-down list.
 - Type your keyword in the second entry box and select your search type from the drop-down list for Term 2.
- If you only want to use two terms, click **Search**. Your result set will display based on the search criteria entered at this point.

There are several other options to consider which will help to narrow your search. By using the **Set Limits** dialog, you can limit your results with Collection, Format, Language, Place, Date, and Search Branch. Returns per page and limiting to available items only can also be set up in **Set Limits**. For more detailed instructions, see [Set Limits](#).

Through the **Advanced** search form you can adjust the number of items that will display on each page of your result set. The default is 10 items per page, but you can adjust up to 100 using the drop-down list.

Selecting the check box to the left of **Available Items Only**, you can narrow your search to display only those items currently available in your library.

Using the **Select Location(s)** drop-down list allows you to select your specific library or branch.

More Than Two Terms

If you want to do a more complicated search, you can add a third keyword (Term 3) to your search criteria.

Select a second Boolean operator in the **Advanced** search dialog and type your keyword in the third entry box.

Select your search type from the drop-down list.

By adding a third keyword it becomes necessary to select how you want to group the terms. You have two choices:

(Term 1 * Term 2) * Term 3 **OR** Term 1 * (Term 2 * Term 3)

Your search results will be affected by your grouping. Review the example in [Advanced](#) to see how this can affect the result set.

After selecting your search criteria and adjusting any limits, click **Search**. The search results displayed after doing an advanced search are very similar to results displayed from any other searches you might perform in your Library's PAC.

See [Understand Advanced Search Results](#) for information on result sets in an Advanced search.

See also [Search for a Book](#), and [Do a Browse Search](#) for information on other ways to search.

Do a Browse Search

If you want to browse for an item, select the **Browse** tab on the **Search** dialog, as shown below:

The screenshot shows the top navigation bar with links for HOME, HELP, SEARCH, LOG ON, MY ACCOUNT, and ONLINE RESOURCES. Below this is a search interface with four tabs: Keyword Search, Browse (highlighted with a red circle), Advanced, and New Items. A red arrow points to the Browse tab with the text "Click here". The main search area has a yellow background and contains the following elements:

- Instructional text: "To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select "Search.""
- Search form: "Find: Keywords [v] that contain [v] the word(s) [input] Search" where "Keywords" and "contain" are dropdown menus.
- Buttons: "Set Limits" and "Search".
- Options: "Return 10 [v] per page." and a checkbox for "Available Items Only".
- Location selection: "Select Location(s):" with a dropdown menu showing "All Branches", "Bailey Bridge", "Bellwood", and "Bensley".

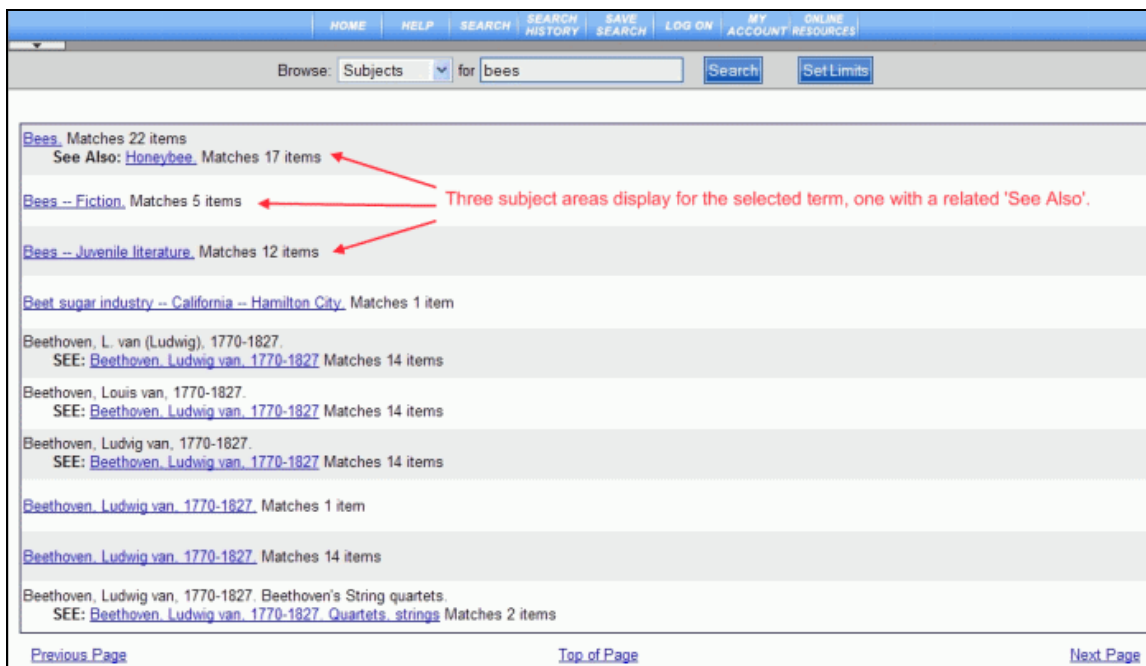
The **Browse** dialog displays, as shown below:

The screenshot shows the same search interface but with the "Browse" tab selected. The background is light blue. The search form now says "Browse: Titles [v] for [input] Search" where "Titles" is a dropdown menu. The "Set Limits" button is now greyed out. The "Return 10 [v] per page." and "Available Items Only" options remain. The "Select Location(s):" dropdown menu is also present, showing the same branch options as in the previous screenshot.

- Use the **Browse** drop-down list to select the search type you are interested in. Choose from Titles, Authors, Subjects, Notes, Publisher, or Series. Select Local Call, Dewey, GPO, ISSN, LC Call, LCCN, and LCCN 2000+ for a numeric return.
- Use the entry box to type the keyword for your browse search.
- Use **Set Limits** to narrow your search in Collection, Format, Language, Place, or even your library's branches. See [Set Limits](#) for more information on setting these parameters.
- Set the number of items per page by using the drop-down list to the right of **Return** for the number of results you want to display on each page. Select between 10 and 100.

- Select the check box to the left of **Available Items Only** if you want to only browse for available items.
- Use the **Select Location(s)** drop-down list to choose all branches, or a specific branch of your library.
- Click **Search**. Your results display alphabetically for Titles, Authors, Subjects, Notes, Publisher, or Series. Selecting Local Call, Dewey, GPO, ISSN, LC Call, LCCN, LCCN 2000+ display the results in numerical order. See [Understand Browse Search Results](#) for examples of search results using the **Browse** search option.

Once you click **Search**, your result set displays. Let's look at the following example where a **Browse** search was done for Subjects and 'bees':



In the example shown above, three different, but related results display regarding the search term used. One of the three also contains additional related material, shown by the **See Also** link. The rest of the result set displays alphabetically the items following your selected term, in this case, 'bees'. Using **Previous Page** or **Next Page** continues your browse for items alphabetically before or after your initial search term. **Top of Page** takes you to the beginning of the current result set.

Clicking a link with only one match opens the label display for that item. Multiple matches opens a result set similar to those viewed in **Keyword**, **Advanced**, or **New Items** searches.

See [Understand Browse Search Results](#) and [Browse](#) for additional information about this search type.

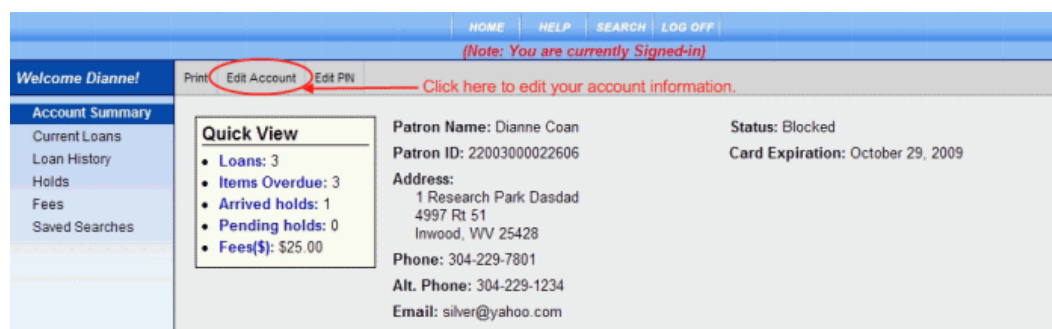
See also [Keyword Search](#), [Advanced](#), or [New Items](#) for other search options.

Edit Account

The **Edit Account** button on the **Account Summary** screen lets you make changes in your patron record regarding your address, phone number, alternate phone number, and email address. You are able to change any, or all of these fields in your patron account.

To Edit Your Account Information

1. Click **My Account** on the PAC toolbar. If you have not already logged on, you will be asked for your Patron ID Number and PIN. The **Account Summary** dialog opens. See the example below:



2. Click **Edit Account** from the **Account Summary** toolbar. The following screen displays:

The 'Edit Account' form is displayed within a blue header. It contains the following fields and labels:

- Address: [1 Research Park Dasdad] [City: Inwood]
- [4997 Rt 51] [State: WV]
- [] [Zip: 25428]
- Phone: [304-229-7801] Email: [silver@yahoo.com]
- Alt. Phone: [304-229-1234] Confirm Email: [silver@yahoo.com]
- For security reasons, please enter your PIN: []

At the bottom of the form are two buttons: 'Submit Change' and 'Cancel Change'.

3. Click inside the appropriate area you want to change. For example, if you want to change your phone number, click the entry box next to **Phone** and type your new phone number.
4. Make your corrections to any other areas using the appropriate entry boxes.
5. Your **PIN** is required for any changes made on your account. Type your **PIN** in the entry box to the right of **For security reasons, please enter your PIN**. Failure to type your **PIN** in the appropriate entry box displays 'For security

reasons, please enter your PIN' in red with a warning icon alerting you an entry needs to be made.

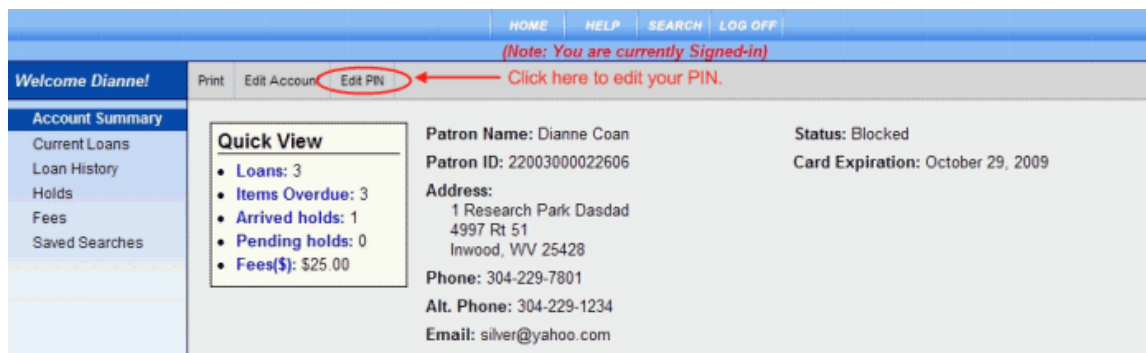
6. Click **Submit Change**. A message box appears displaying, 'Your account information was changed successfully.' You are returned to the **Account Summary** screen which reflects the change made to the appropriate area.
7. Click **Cancel Change** if you decide not to accept the change you made. You are returned to the **Account Summary** screen. Your information remains unchanged.

See [Print](#) for information on printing your account information.

See also [Edit PIN](#) for information on changing your PIN.

Edit PIN

Do you want to change your PIN? Click **My Account** on the PAC toolbar. If you have not already logged on, you will be asked for your Patron ID Number and PIN. The **Account Summary** dialog opens. From the **Account Summary** toolbar, click **Edit PIN**. See the example below:



The dialog displays, as shown below:

The 'Edit PIN' dialog box contains three input fields and two buttons:

- Current PIN:** [Input field]
- New PIN:** [Input field]
- Re-enter New PIN:** [Input field]
- Submit Change** button
- Cancel Change** button

To Edit PIN

1. Type your current PIN in the entry box to the right of **Current PIN**.
2. Type your new PIN in the entry box to the right of **New PIN**.
Note: Your PIN can be numbers, upper or lower case letters, or a combination with a maximum of 8 characters.
3. Type the same information you entered in Step 2 in the entry box to the right of **Re-enter New PIN**.
4. Click **Submit Change**. A confirmation box displays briefly, "Your PIN was changed successfully." Your PIN has been changed and you are returned to the **Account Summary** screen.
5. If you decide not to change your PIN, click **Cancel Change**. Your PIN will remain as it was previously.
Note: You must select **Submit Change** or **Cancel Change** to return to the **Account Summary** screen.

PAC 4.0 Help

See [Edit Account](#), [Change Email Address](#), or [Change Address](#) for additional information on changing your account information.

Locate New Items

Do you want to see what just arrived? Are you anxious to get your hands on the latest best seller? Whether you have something specific in mind, or just want to view the latest additions to your library, **New Items** in the **Search** options provides what you need.

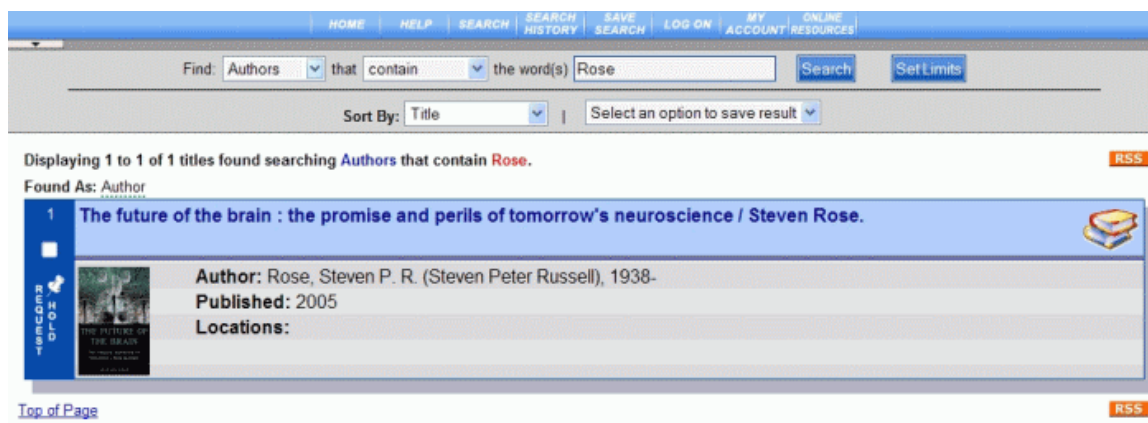
To Search New Items

- From the PAC toolbar, click **Search**.
- **Search** displays several options. Click the **New Items** tab.
- The **New Items** dialog opens, as shown below:

- To the right of **Find**, use the drop-down list to select specifically what you are looking for, or select **Keywords** if you want to see everything with the keyword you will type in the entry box.
- To the right of **that**, use the drop-down list to narrow your search. Select **contain** if you want to see everything.
- Enter a keyword or words in the entry box to the right of **word(s)**. This keyword may be part of the title, author's last name, what the subject matter is, or whatever may help you find the item.
- Use the **Received Since** drop-down list to view items received within a certain time frame. Do you want to view those items received just this month? Select **This Month** from the drop-down list.
- Select the specific location to view the new items from the **Select Location(s)** drop-down list. You can see what is new specifically to your branch.
- **OPTIONAL:** Use the [Set Limits](#) option if you want to be more specific in your search. With **Set Limits**, you can select the **Collection** (Non-Fiction, Young Adult, etc.), **Format** (book, sound (music), map, etc.), **Language**, or **Place**, along with a selected location such as your Library name or any of its branches.
- **OPTIONAL:** The **Return ## per page** default setting is 10. Use the drop-down list to increase the number of results you want to display per page. You can return as many as 100 results at a time.

- **OPTIONAL:** If you would like your search results to contain only those new items that are currently available in your Library, select the check box to the left of **Available Items Only**.
- Once you have set up the above steps with the information you want, click **Search**. The search results display based on the entered criteria. See [Understand Search Results](#), [Understand Individual Search Result](#), or [Understand Label Displays](#) for more information.
- If you did not obtain the results you expected, reset your search criteria. Try a different keyword or search type.

Result sets for **New Items** are similar to those found for **Keyword** searches. See the result set example below for new 'Authors' that 'contain' the word(s) 'Rose':



At the top of the result set dialog the fields and keyword(s) used in your search display. The number of titles found with the search criteria is displayed, as shown in the example above, '1 to 1 of 1.' Click the title to review the label display for each item in the result set.

See [Understand Individual Search Result](#) or [Understand Label Displays](#) for more information about the individual items in the result set. See also [Do a Browse Search](#) or [Do an Advanced Search](#).

Log Off the PAC

Logging off the PAC is very important. Use the **Log Off** option available on the PAC toolbar. Failure to log off could leave your information available to whoever comes behind you to use the PAC. If you do not log off, the system will eventually time out and log you off.

Protect your personal account information by using **Log Off** on the PAC toolbar.

See [Log Off](#) for specific information regarding this procedure.

See also [PAC Toolbar Overview](#) or [Log On](#) for additional information.

Log On the PAC

As a patron, you have the choice to log on before you do your first search, or wait until you decide to place a hold on an item, or review something in **My Account**. It is really up to you when you log on.

Remember you will be asked for your log on (Patron / Alternate ID Number and PIN) when you get involved in an area that becomes unique to you. In other words, placing a hold requires your patron information, because the hold is being assigned specifically to your library account. In the same manner, viewing **My Account** involves looking at your personal information about your history with the library.

Logging on at the very beginning will help you avoid logging on every time you want to place a hold, or view **My Account**. The system will retain your information and populate the **Log On** dialogs throughout your session.

Note: If you do not have an established Patron/ Alternate ID Number and PIN, or if you cannot remember your Patron / Alternate ID Number and PIN, see your librarian.

See [Log On](#) for specific instructions about logging on. See also [Log Off](#) for information about the importance of logging off the PAC.

Place an Item on Hold


There are a few different ways to place an item on hold depending on whether you are in a result set, looking at a review list, or viewing an item in the label display. To place a hold you must have a Patron ID Number and PIN since the hold will be placed against your account with the library. You will be asked to log on to your account for each item you want to place on hold.



Note: If you [log on the PAC](#), the system will retain your information and populate the Log On dialogs throughout your session.

Holds can be placed with your library or your library's branch locations. When multiple locations are involved you can choose the location for the exact copy or volume you want, or you can choose to place a hold on the first available copy. Some libraries may not permit holds to be placed on available items. It depends on your library's policy regarding holds. Check with your librarian if you are unfamiliar with your library's hold policy.


First, let's look at placing a hold from the result set. In this example, a search is performed for 'birds' and the result set returned over 250 titles. You want to place a hold on the book, Crinkleroot's guide to knowing the birds showing in the result set. Click **Request Hold** on the left side of the individual result set, as shown in the red circled area below:



Found As: Title, Subject

59 All the birds of North America. written by Jack Griggs. 


  **Author:** Griggs, Jack.
Locations:
Grange Hall 598.097 GRI Available

Found As: Title, Note, Subject

60 Crinkleroot's guide to knowing the birds / by Jim Arnosky. 

  **Author:** Arnosky, Jim.
Published: 1992
Locations:
Multiple Multiple Available

The **Request a Hold** dialog displays, as shown below:

Request a Hold 

Title: Crinkleroot's guide to knowing the birds

These locations currently have this item available for checkout:

Crenshaw	1 available
Grange Hall	1 available
Smith	1 available

Please enter the following information:

Patron / Alternate ID Number:

PIN:

In this dialog, type your **Patron / Alternate ID Number** and **PIN** and then click **Submit Request**.

A dialog box displays a message advising whether the hold is approved or denied.

Depending on your library's hold policy, you may see the following **Request a Hold** dialog instead:

Request a Hold

Title: Crinkleroot's guide to knowing the birds

Select what you want:

- I want the first available copy
- I want a specific copy

Hold	Library	Shelf Location	Call Number	Item Status
<input type="checkbox"/>	Crenshaw	Nonfiction	598 Arn	Available
<input type="checkbox"/>	Crestwood	Nonfiction	598 Arn	Available
<input type="checkbox"/>	Grange Hall	Nonfiction	598.2 ARN	Available
<input type="checkbox"/>	Smith	Nonfiction	598 ARN	Available
<input type="checkbox"/>	Woolridge	Nonfiction	598 Arn	Available

Please enter the following information:

Patron / Alternate ID Number:

PIN:

The **Title** of the item displays in red. In the **Select what you want** area, circled in red above, choose one of the following:

- **I want the first available copy** - If it does not matter what copy or volume you want, select **I want the first available copy**. Type your **Patron / Alternate ID Number** and **PIN** in the entry boxes and then click **Submit Request**. A dialog box displays a message advising whether the hold is approved or denied. If approved, a message box displays, 'Your home library will notify you when the item is ready for pickup.' along with the expiration date for the hold, as shown in the example below:

Request a Hold

Title: Crinkleroot's guide to knowing the birds

Your hold has been approved for : Crinkleroot's guide to knowing the birds

The hold on this item will expire on 22-SEP-08.

Your home library will notify you when the item is ready for pickup.

Click **Close Window** and you are returned to the result set display.

Note: Your library may not allow holds to be placed on available items. If you do not see the dialog shown above, review your library's hold policy or consult your librarian.

- **I want a specific copy** - If you want to place a hold on a specific copy or volume, select **I want a specific copy**. The Library locations table becomes activated, as shown circled in red below:

Request a Hold ?

Title: **Crinkleroot's guide to knowing the birds**

Select what you want:

I want the first available copy

I want a specific copy

Hold	Library	Shelf Location	Call Number	Item Status
<input type="checkbox"/>	Crenshaw	Nonfiction	598 Arn	Available
<input type="checkbox"/>	Crestwood	Nonfiction	598 Arn	Available
<input type="checkbox"/>	Grange Hall	Nonfiction	598 2 ARN	Available
<input type="checkbox"/>	Smith	Nonfiction	598 ARN	Available
<input type="checkbox"/>	Woolridge	Nonfiction	598 Arn	Available

Please enter the following information:

Patron / Alternate ID Number:

PIN:

Select the check box for the item under the **Hold** column for the specific location(s) of the particular copy or volume you are requesting a hold. The **Call Number** will show the volume or copy number, when applicable. Type your **Patron / Alternate ID Number** and **PIN**, and then click **Submit Request**. The **Request a Hold** dialog box displays a message advising whether the hold is approved or denied. If approved, your home library will notify you when the item is ready for pickup. See the example of an approved hold below:

Request a Hold ?

Title: **Crinkleroot's guide to knowing the birds**

The following hold request(s) were approved:

Crestwood	Nonfiction	598 Arn	Pending
-----------	------------	---------	---------

Your home library will notify you when the item is ready for pickup.

Click **Close Window** and you are returned to the result set display.

Important! Whether you select the first available, or select a particular branch, if you change your mind before clicking **Submit Request**, you can cancel your selection by clicking **Cancel**. You are returned to the result set display.

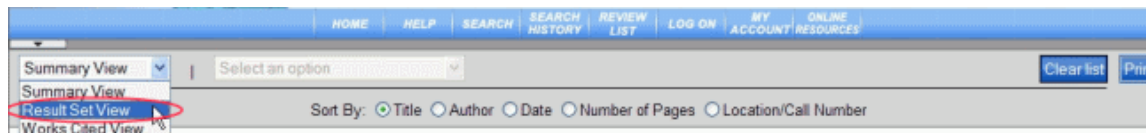
Holds placed from the label display or from the review list will show a similar dialog as discussed above.

See [Understand Label Displays](#) for more information about placing a hold from the label display, or see [Place a Review List Hold](#) for information about placing holds from the [Review List](#).

See also [View Holds](#) regarding **My Account | Holds** displaying the status and items you currently have on hold, [Cancel a Hold](#) for information about how to cancel a hold you have already placed, or [Suspend a Hold](#) if you need to suspend your hold for any length of time.

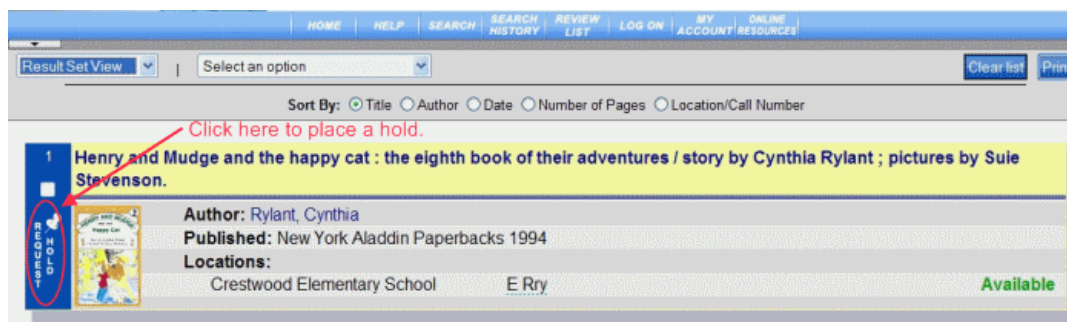
Place a Review List Hold

Once you have selected items for your review list, you have the opportunity to place holds on individual items, or on all of the items on your list. When you click [Review List](#) from the PAC toolbar, you will first see your listed items in the **Summary View**. You can place a hold from the **Summary View**, or any of the other formats, **Result Set View** or **Works Cited View**. To place a hold from **Review List**, use the drop-down list and select your desired view. See the example below:



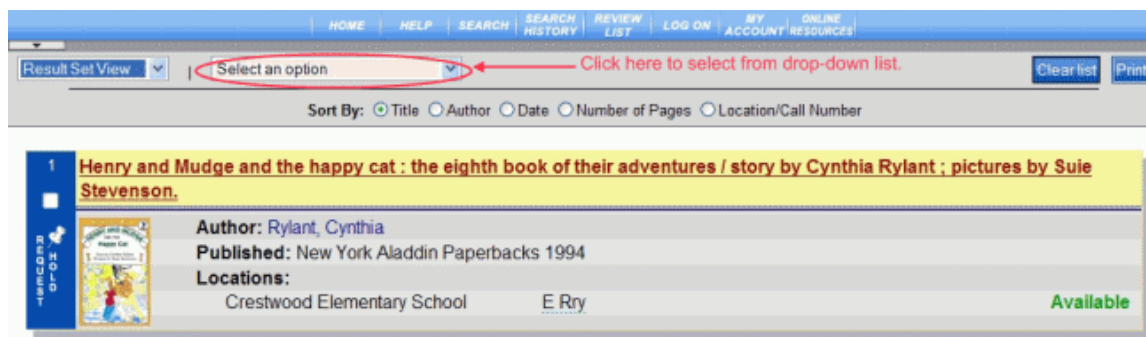
In this example, the **Result Set View** will be used. There are two ways to place a hold from the **Result Set View**:

1. Click **Request Hold** located on the left side of the individual result, as shown below:

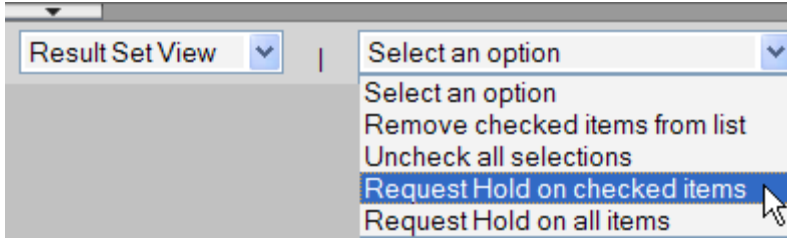


See [Place an Item on Hold](#) for more information on placing a hold using this method.

2. Click the **Select an option** drop-down list located under the PAC toolbar, as shown below:



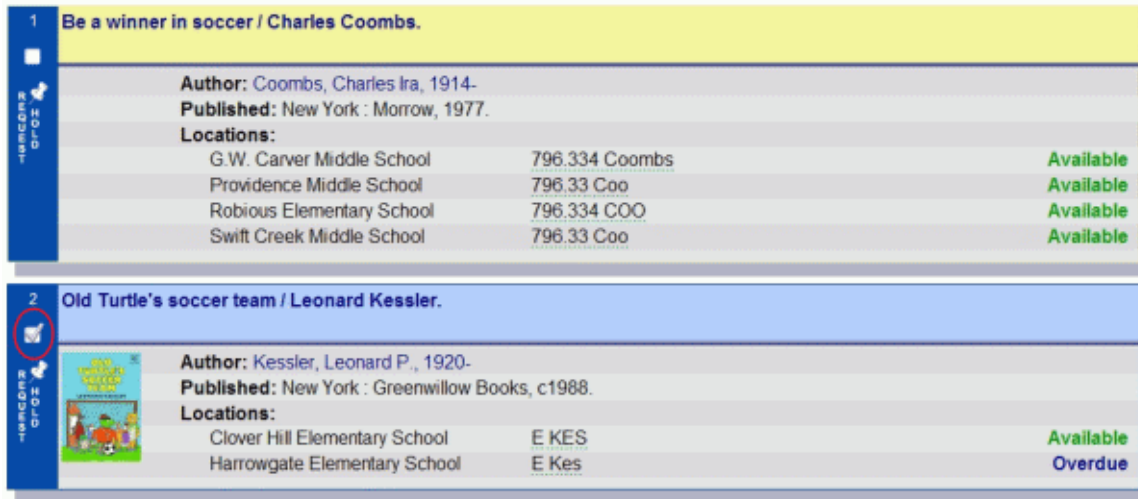
The **Select an option** drop-down offers the following selections:



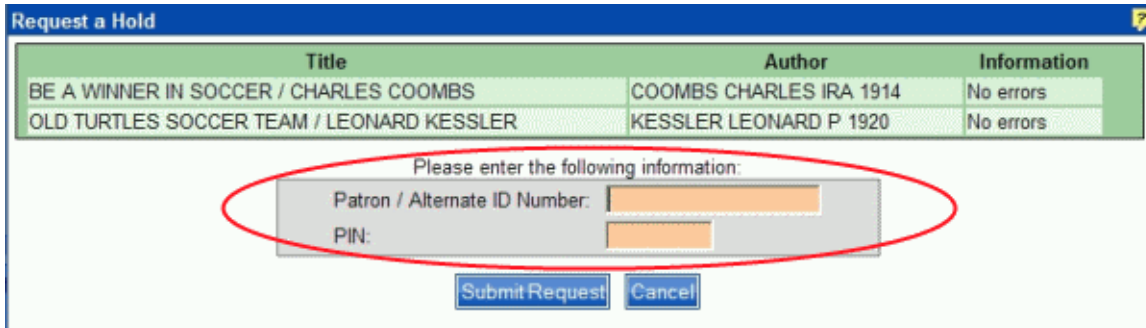
Two of the drop-down selections will place items on hold: **Request Hold on checked items** and **Request Hold on all items**. Let's discuss each of them separately.

Request Hold on Checked Items

After selecting the check box above the **Request Hold** area (see red circled area below) for each item you want to place a hold, select **Request Hold on checked items** from the **Select an option** drop-down list to request a hold on those items.



The **Request a Hold** dialog displays, listing all of the individual items you have requested holds, as shown in the example below:



The **Title** and **Author** is listed along with **Information** about the individual item. In the example above, 'No errors' is displayed under the **Information** column. Type your **Patron / Alternate ID Number** and **PIN**, shown in the circled area above.

If there are specific notes about the item regarding why this item cannot be placed on hold, 'Cannot place hold' will be shown in red. Holding your mouse pointer over the red message will display the reason the hold cannot be placed. Review the example below:

Title	Author	Information
BUMPS IN THE NIGHT / BY HARRY ALLARD PICTURES BY JAMES MARSHALL	ALLARD HARRY	No errors
GHOST IN MY SOUP / JUDI MILLER	MILLER JUDI	Cannot place hold
There are copies in the library system, check with the librarian to request an item.		
GHOST IN THE CLOSET		
GHOST IN THE LIBRARY / WRITTEN BY MICHAEL PELLOWSKI ILLUSTRATED BY ROBERT DURHAM	PELLOWSKI MICHAEL	No errors
GHOSTS / BY CHRISTOPHER MAYNARD	MAYNARD CHRISTOPHER	Cannot place hold

There were problems with one or more items you are attempting to place on hold. For more details, move the mouse over the "Error" indicators in the table shown above. If you continue, the items with errors will not be placed on hold.

Please enter the following information:

Patron / Alternate ID Number:

PIN:

Each library has their own policy on holds. Review your library's policy if you are unfamiliar with how holds are handled, or consult your librarian.

After you have entered your Patron ID Number and PIN, click **Submit Request**. Your **Request a Hold** approval dialog displays, as in the example below:

Request a Hold

The following hold request(s) were approved:

Title	Author	Result
Old Turtle's soccer team / Leonard Kessler.	Kessler, Leonard P., 1920-	Pending
Be a winner in soccer / Charles Coombs.	Coombs, Charles Ira, 1914-	Pending

Your home library will notify you when the item is ready for pickup.

Click **Close Window**. You are returned to the **Result Set View** of the **Review List**.

Request Hold on All Items

Select **Request Hold on all items** if you want all of the items in your review list to be placed on hold. The **Request a Hold** dialog displays, similar to the example shown above, but lists all of the items on your review list. Review the example below:

Request a Hold		
Title	Author	Information
BE A WINNER IN SOCCER / CHARLES COOMBS	COOMBS CHARLES IRA 1914	No errors
OLD TURTLES SOCCER TEAM / LEONARD KESSLER	KESSLER LEONARD P 1920	No errors
SOCCER CIRCUS / JAMIE GILSON ILLUSTRATED BY DEE DEROSA	GILSON JAMIE	No errors
SPORTS SPORTS SPORTS A POETRY COLLECTION / SELECTED BY LEE BENNETT HOPKINS PICTURES BY BRIAN FLOCA		No errors

Please enter the following information:

Patron / Alternate ID Number:

PIN:

Type your **Patron / Alternate ID Number** and **PIN**, shown in the red circled area, and then click **Submit Request**.

Your **Request a Hold** approval dialog displays, similar to the dialog discussed above in the **Request Hold on checked items**. If the **Information** column displays 'Cannot place hold', hold your mouse pointer over the message to display the reason the hold cannot be placed. Holds cannot be placed on items with 'error' messages.

From the **Request a Hold** approval dialog, click **Close Window** and you are returned to the **Result Set View** of the **Review List**.

Cancel Hold

If you have made your selections, but change your mind about requesting a hold, click **Cancel** from the **Request a Hold** dialog. You are returned to the **Result Set View** of the **Review List**.

If you have already submitted your hold request, you cannot cancel holds from **Review List**. Go to **My Account | Holds** to cancel the hold(s). See [Cancel a Hold](#) for information about canceling a hold already placed in **My Account | Holds**.

Remember: To check the status of the items you have placed on hold, go to **My Account | Holds**. See [View Holds](#) for additional information.

See also [Suspend a Hold](#) for information if you need to suspend your hold for any length of time.

Print

The **Print** button displays on the individual toolbar for each of the options in **My Account** giving you the opportunity to print any of the screens. In **My Account** you can print from: **Account Summary, Current Loans, Loan History, Holds, Fees, and Saved Searches.**

The **Print** button also displays in the **Review List** toolbar. Click **Print** from the **Review List** toolbar in any of the three views: Summary View, Result Set View, or Works Cited View. See [Review List](#) for more information about the printing capability offered there.

Caution: If you plan to use the library's printer, there may be a fee involved for printing. Check with the front desk for applicable fees before sending your information to the printer.

To Use the Print Option

- Click **Print** from the toolbar for any **My Account** option where you want to print a copy of the displayed information.
- The **Print** dialog displays. Once you have selected the appropriate printer, click **Print**.

If you are printing in the library, check with your librarian for printer configuration and location.

Note: If you have more than one page of information, only the page currently displayed will print. Multiple pages will need to be printed individually.

TIP! For the best print results, use **Print** on any of the **My Account** options instead of your browser.

See [View Account Summary](#) for additional information.

Renew an Item

Renewing an item is simple when you use **My Account | Current Loans**. Follow the steps below:

- Click **My Account** from the PAC toolbar. You will be asked to log on with your Patron ID Number and PIN. The **Account Summary** displays.
- Click **Current Loans** from the **Account Summary** dialog.
- **Current Loans** displays with all the items you currently have checked out. **Note:** Current titles with a red **Due Date** indicate items are overdue.
- Find the one(s) you want to renew and select the check box to the left of the title of each item. This will enable the **Renew** button on the toolbar. See the example below:

HOME HELP SEARCH LOG OFF		
(Note: You are currently Signed-in)		
Welcome Dianne	Print	Renew
Account Summary	<input type="checkbox"/>	Title
Current Loans	<input type="checkbox"/>	Masada / [videorecording] / directed by Boris Sagal. 10/1/2007
Loan History	<input type="checkbox"/>	Best science fiction stories of the year. 10/23/2007
Holds	<input type="checkbox"/>	Family / favorite poems. Illus. by Linda Hohag and Lori Jacobson. [Comp. by Diane Dow Sure]. 10/23/2007
Fees	<input type="checkbox"/>	Airplanes / by Darlene R. Stille. 10/23/2007
Saved Searches	<input checked="" type="checkbox"/>	Orca song. 11/1/2007
	<input type="checkbox"/>	Trucks. 11/1/2007

To renew all of the items in **Current Loans**, select the check box to the left of **Title**.

- Click **Renew**. **Note:** If an item cannot be renewed, a message displays indicating 'Item cannot be renewed. Check at the circulation desk.' Many libraries will allow renewals if the item is not overdue, or reserved by another patron. Check with your librarian if you are unfamiliar with your library's renewal policy.

See [View Current Loans](#) for detailed information regarding this procedure.

Research Reading Programs

If your library participates in certain reading programs, you can search your library's PAC to view the items available to you. Using the **Reading Programs** search option you can find specific reading levels, interest levels, and point values associated with your library's reading program(s) and their related materials. Consult your librarian if you are unfamiliar with the reading programs offered at your library.

For information on how to use the **Reading Programs** search option, see [Reading Programs](#).

Understanding the Reading Programs Results Set

Once the criteria for your Reading Programs search is entered, your result set is returned. The search form is displayed at the top of the result set. This gives you the opportunity to make changes in your search criteria if your results did not meet your expectations. **Reading Level**, **Interest Level**, and **Point Value** can also be adjusted using the drop-down lists. See the example below of a reading program result set for a search containing 'bear'.

The screenshot displays a search interface with the following elements:

- Search Bar:** Find: Keywords that contain the word(s) bear. Buttons: Search, Set Limits.
- Filters:**
 - Reading Level: 1.0 to 12.0
 - Interest Level: 0 to 20 (or Select a range)
 - Point Value: 0.0 to 200.0
 - Reading Programs button
- Sort By:** Title | Select an option to save result
- Results Summary:** Displaying 1 to 10 of over 250 titles found searching Keywords that contain bear with reading program information
- Result 1:**
 - Title: ASK MR. BEAR.
 - Author: FLACK M.
 - Locations: Multiple
 - Reading Program: Multiple
 - Status: Available
- Result 2:**
 - Title: The Berenstain Bears and Mama's new job / Stan & Jan Berenstain.
 - Author: Berenstain, Stanley
 - Published: 1984
 - Locations: Wells
 - Reading Program: E Ber
 - Status: Available

Each entry displays the **Reading Program**  result set icon, as seen in the example above.


In this example, there are over 250 results returned for this search. The results per page has been set to 10. This can be adjusted through **Set Limits** to view up to 100, if desired.

Use the **Sort By** drop-down list to sort your results by Title, Author, Publication Date, Availability or Material Type.

Use the **Select an option to save result** drop-down list to save selected results, or all of the results to a review list. This list can be printed out in the **Review List** toolbar option. See [Save Result](#) and [Review List](#) for more information.

Clicking on the second title in the result set, The Berenstain Bears and Mama's new job displays the label display shown below:

PREVIOUS ITEM
RETURN TO RESULTS
NEXT ITEM



The Berenstain Bears and Mama's new job / Stan & Jan Berenstain.

Author [Berenstain, Stanley](#)

Publisher -- New York : Random House, c1984.

ISBN 0394868811

Summary When Mama Bear decides to turn her hobby into a business, each member of the Bear family tries to help a little more around the house.

Description [32] p. : col. ill.

Related Searches

Author

[Berenstain, Stanley](#)


[Berenstain, Jan](#)

Subject

[Mothers -- Employment -- Fiction](#)

[Family life -- Fiction](#)

[Bears, Fiction](#)



Library	Shelf Location	Call Number	Item Status
Wells	Easy	E Ber	Available

Reading Program Information:

Program Name	Interest Level	Reading Level	Point Value	Quiz Number	Owned By
Test Accelerated		3.3	2		
Test Accelerated		3.9	0.5	7452	

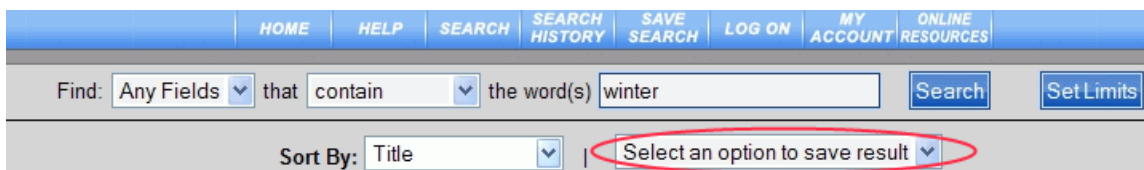
The **Reading Program Information** table displays the **Interest Level**, **Reading Level**, and **Point Value** along with **Quiz Number**, if applicable. The **Owned By** column will display the location of the library that holds the test for the referenced Reading Program.

In this example, the **Reading Program** for this book is *Test Accelerated*, shown under **Program Name** in the above example. If you need further assistance, your librarian will be able to help you with interpreting the reading program information in your result set.

See also [Keyword Search](#), [Browse](#), [Advanced](#), or [New Items](#) for information on other search options.

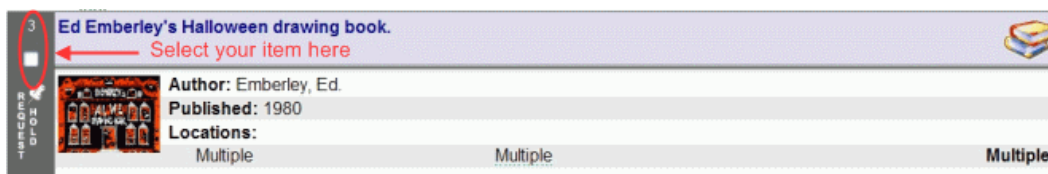
Save Result

Once you have set up the criteria for your search, you have the option to save select or all items from your search results. These saved items populate a [Review List](#) you can view at any time during your current session. Let's take a look at the **Select an option to save result** drop-down list.



The drop-down list is located at the top of the search results page, as shown above. Click **Select an option to save result** as shown in the red circled area to display the drop-down list of options. The following options are available:

- **Save checked items to list** - After checking the individual items you want to save, choose this option from the list. See the example below:



Selecting this item individually will add the item to your **Review List**. If your result set contains multiple pages, you will need to select **Save checked items to list** for each page where you have checked individual items. In other words, if your result set contained seven pages and you wanted to add one item from page two to your review list and three items from page five, you would need to **Save checked items to list** for both page two and page five.

- **Save all items to list** - This option will save all of those items currently displaying in your result set. If you have ten items showing, then ten will display on your review list. If your search returned 250 items and you are only viewing ten at a time, only those ten will be saved to the review list, not the entire 250. If your result set contains multiple pages, you will need to select **Save all items to list** for each page you want to save to your review list.

Once you have selected either of these options from the drop-down list, a message box briefly displays, 'The checked items have been added to your list.'

Review List is added to your PAC toolbar, as shown below:



Click **Review List** on your PAC toolbar to view the list at any time during your current session.

- **Uncheck all selections** - This option will remove any check marks you have on selected items, giving you a clean slate to either re-select a few or re-select all of them.

Note: Your review list is available as long as you remain active in the PAC.
Once your current session has ended, your review list is cleared.

See [Review List](#) for more information regarding the output from the save result option.

Search for a Book

Are you looking for a certain title? Do you know the author, but not sure what he/she wrote? What information do you have? The more information you have, the more successful your search will be. Without a lot of information to go on, it will take you a little longer to find the book. But with the **Search** options you have available in the PAC, you will have many different ways to try and get your desired result. Let's take a look at how to search for a book and you will be well on your way to checking out!

To Search for a Book

1. Click **Search** on the PAC toolbar.
2. If **Keyword Search** is not the default screen, click the **Keyword Search** tab. In the example below, **Keyword Search** is the default, which means **Keyword Search** is the first dialog you see after clicking **Search**.

The screenshot shows the top navigation bar with links for HOME, HELP, SEARCH, LOG ON, MY ACCOUNT, and ONLINE RESOURCES. Below this is a toolbar with buttons for Keyword Search, Browse, Advanced, and New Items. The main search area has a yellow background and contains the following elements:

- Instructional text: "To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select "Search.""
- Search form: "Find: Keywords that contain the word(s) [input box] Search" with a "Set Limits" button below.
- Options: "Return 10 per page." and a checkbox for "Available Items Only".
- Location selection: "Select Location(s):" with a dropdown menu showing "All Branches", "Bailey Bridge", "Bellwood", and "Bensley".

 Red circles highlight the "SEARCH" link in the top bar and the "Keyword Search" button in the toolbar.

3. For this example, let's search for the title "The Cat in the Hat." Select **Title** from the drop-down list to the right of **Find**. See the example below:

This close-up screenshot focuses on the search form. The "Find:" dropdown menu is open, showing options: Keywords, Titles, Authors, Subjects, Notes, Publisher, Series, and ISBN. The "Titles" option is highlighted with a mouse cursor. The rest of the search form, including the "that contain" dropdown, the search input box, and the "Search" button, is visible in the background.

4. **Contain** is the default search type. It's usually your best bet for general searches. Use the drop-down list if you want to select a different search type.
5. Type the name of the title in the entry box. In this example, 'cat in the hat' is typed in the entry box to the right of **word(s)**, as shown in the example below:

You do not need to worry about capitalizing words or adding articles, such as a, an, or in this case, the. Even if you choose the search type 'begin with', articles are ignored.

6. At this point, click **Search**. The progress bar under the PAC toolbar will move horizontally across the screen, collecting the information using the search criteria you provided. How quickly results are returned depends on the size of your library's database. All the books with 'cat in the hat' anywhere in the title will be returned to you in list form, also known as the result set.

The optional items listed below will return less results, but if you want to take the time and make the selections, the use of these options will help you get closer to finding that one item you were looking for:

- **Optional:** Select **Set Limits** to narrow your search using **Collection, Format, Language, Place** and/or **Dates**. In addition, you can use **Search Branch** to search for only your Library or any of its branches. See [Set Limits](#) for more information.
- **Optional:** The default for how many items display on one result set page is 10. If you expect a long results list and want to see more than 10 on one page, use the drop-down list and select a different number. Choose between 10 and 100.
- **Optional:** Select the check box to the left of **Available Items Only** if you only want to view books that are currently available to you.
- **Optional:** Select the specific library or branch from the **Select Location(s)** drop-down list. The result set will display only those books for the selected library or branch.

See [Set Limits](#) if you want to learn more about how to narrow your search.

See also [Browse](#), [Advanced](#), or [New Items](#) for other search options.

Search for a Video/DVD

If you are trying to locate a particular video or DVD in your library's PAC, you will need to use [Set Limits](#) in addition to your search option criteria to narrow your search. By selecting the specific collection or format, your search results will be returned with items according to your specifications.

Let's take a look at the following example. You want to search for all the videos/videocassette in your library produced by Disney. Select the appropriate items in **Collection** in **Set Limits** to narrow your search for just videos/videocassette, as shown in the **Set Limits** dialog below:

The screenshot shows the 'Set Limits' dialog box with the following settings:

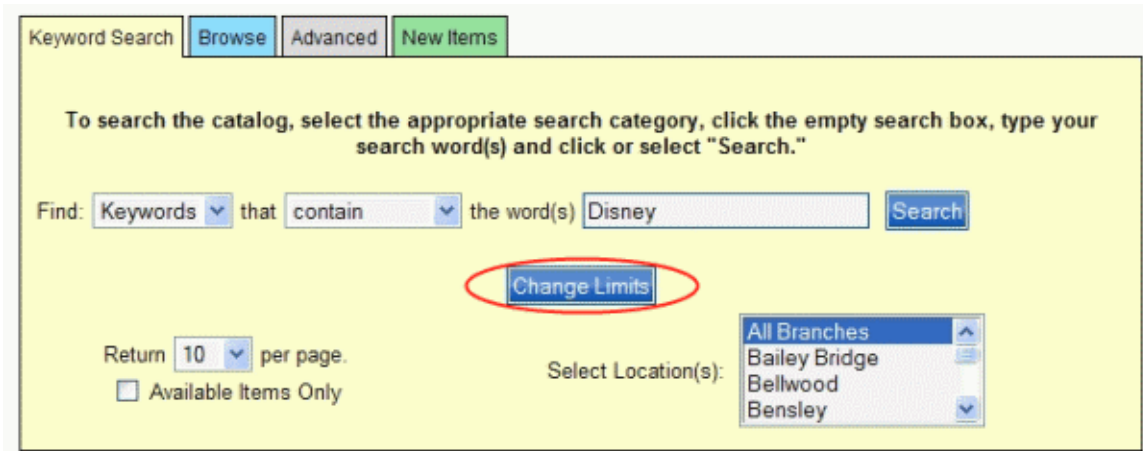
- Collection:** Videocassette, Videos (highlighted with a red oval)
- Format:** All Formats
- Language:** All Languages
- Place:** All Places
- Search Branch:** All Branches
- Date:** [] to [] [Clear Dates](#)
- Results per page:** 10
- Available Items Only:**

Buttons: OK, Cancel, Clear All

In this example, **Videocassette** and **Videos** are highlighted in the **Collections** drop-down list. Clicking **OK** will set these selected limits.

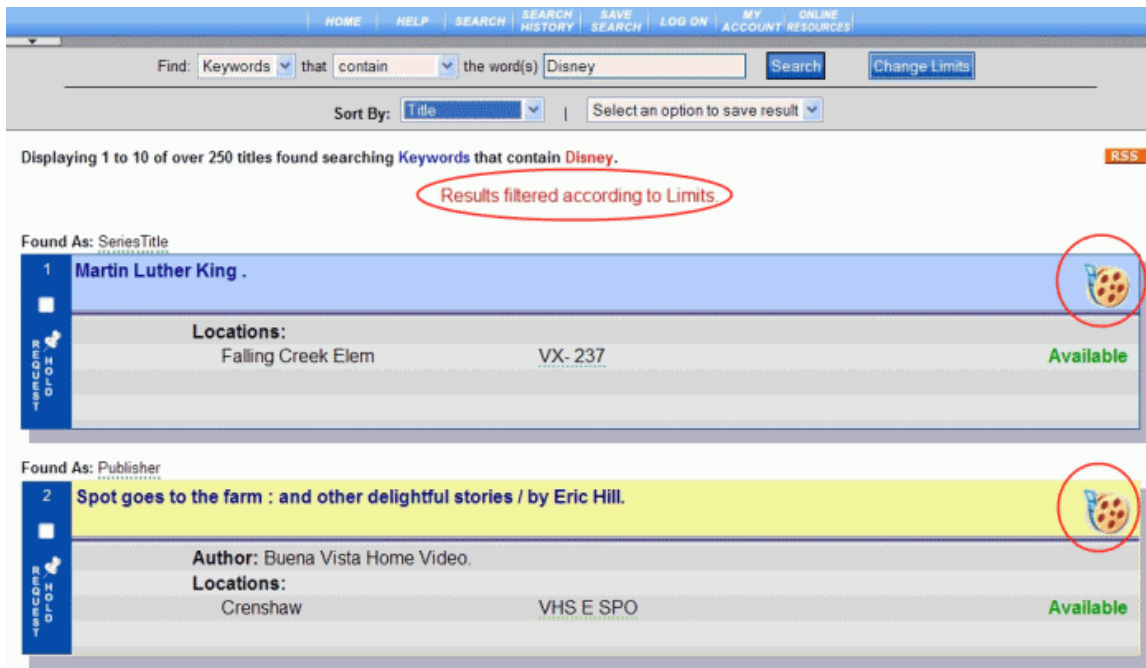
Remember: To select more than one choice from any limiting category, select the first one, then hold the <Ctrl> key down on your keyboard and highlight the others you want, one at a time, as you scroll through the drop-down list. Multiple categories can be selected with as many choices as desired within each category.

Once you have **Set Limits** selected, decide how you want to set up your search. In this example, the **Keyword Search** is used selecting 'Keywords', 'contain' and 'Disney' as the search criteria, shown below:



Because **Set Limits** was set up with limits selected for only videos and videocassette, **Change Limits** displays, shown circled in red above, as a reminder that categories were limited for this search.

By clicking **Search**, the result set displays, as shown in the example below:



Notice on the right hand side, the result set icon displays for 'Projected'. All of the items in this result set show this icon because **Set Limits** was set to only search for videos/videocassette.

Notice the message in red at the top of the result set, '**Results filtered according to Limits**'. This also indicates **Set Limits** was used for this particular search.

If you still are not satisfied with your results, try a new search with different search criteria or adjust **Set Limits**.

To clear your limits, click **Change Limits** from the result set or the search dialog. Click **Clear All** on the **Set Limits** dialog, and then click **OK**. You are ready to perform another search.

To narrow your search to a specific author or title, use the drop-down list and select the search field. Use 'contain' or 'begin with' as your search type to help narrow your search further. For example, if you wanted to locate only those videos that won academy awards, you could select 'Notes' and 'contain' in addition to setting your limits for videos/videocassette to locate the items.

See [Set Limits](#) for more information about limiting your search.

See also [Do an Advanced Search](#) for ways to search using a combination of terms.

Set Limits

Do you want to search for an item in Chinese, or know the book you want is an Adult Biography? Are you trying to find a particular video or CD? The use of **Set Limits** will help to narrow your search results to those items found in the library (or branches) based on what you select in each area of the **Set Limits** dialog. The choices are based on those items specific to your library and branches. So, if you do NOT see the category you are interested in, you will know right away nothing will be found in your limited search. For example, if you want to search for books in German, but under **Language** German is not an option, then nothing will be found in your library with German as a language.

Tips in using Set Limits:

- Multiple selections can be made from each section of **Set Limits**. Hold the <Ctrl> key down as you highlight each selection for the section you are limiting.
- When using **Set Limits**, you can search without using a keyword. The search will be performed based on the limits you have set.

Let's take a look at the **Set Limits** dialog below:

The following sections can be modified:

- **Collection** - Are you searching for Adult Fiction, Young Adult Non-Fiction, Biography? Use the drop-down list to pinpoint the collection. Collections are based on how your library is set up. Does it have an audio section? Is there a section specific for maps, videos, or even large print books? Each collection in your library will be listed in the drop-down list under **Collection**.

- **Format** - Select the material type(s) to limit your search to a particular type of material. Do you want a book, CD, map, etc.? Use the drop-down list to choose the appropriate format(s).
- **Language** - Select the desired language(s) to limit your search to a particular language. Use the drop-down list to select the language(s).
- **Place** - Select the country, state, or province to limit your search to a particular place of publication. Use the drop-down list to select the place(s).
- **Search Branch** - Search All Branches, or specific branches.
- **Date** - Date refers to the date of publication. Type a specific year in both entry boxes, such as 2001, or a date range, such as 1996 to 2006. Click **Clear Dates** to clear your entry if you changed your mind, or need to type a new date.
Note: If a single date entry is used in either the first entry box or the second entry box, the search will not reflect the limits set. **Set Limits** will not change to **Change Limits** on the **Search** form.
- **Results per page** - Select the number of results you want to see on each page of the result set. Use the drop-down list to select numbers 10 through 100.
- **Available Items Only** - Select the check box **Available Items Only** if you want to limit your search to only those items currently available in your library.

To Use Set Limits


- In any, or all of the sections discussed above, use the drop-down list and highlight the particular limit you want to search.
Remember: Multiple selections can be made from any of the drop-down lists. To do this, hold the <Ctrl> key down as you highlight each selection for each section you are limiting.
- Once your limits have been set, click **OK**. You are returned to the **Search** dialog.
- Click **Search** to launch your search with the limits you have set.
- Notice the **Change Limits** button displays instead of the **Set Limits** button as a reminder that limits have been selected. Any result sets will display the message, 'Results filtered according to Limits.'

IMPORTANT: If you select ANY of the options in **Set Limits**, they will remain in place for any searches you perform afterwards. If your search did not meet your expectations, and you want to make changes to any limits, click **Change Limits** on the **Search** dialog, or **Result Set** dialog and reset your limits. Click the **Clear All** button to clear your choices and return to the default limits (All Collections, All Formats, All Languages, All Places, All Branches).

Exception! If you use **Set Limits** and nothing is returned in the result set, when you return to the main **Search** dialog **Set Limits** will be reset to the default limits.

See [Keyword Search](#), [Browse](#), [Advanced](#), or [New Items](#) for search options where **Set Limits** can be used.

Suspend a Hold

Once you have placed a hold, you have the ability to suspend your hold. Your hold must be in the **Pending** status if you want to suspend it. You can select the item(s) you want to suspend and choose the date when the hold(s) will be reinstated using the **Suspend** button in **My Account | Holds**. A clock  icon will appear next to the title of the hold you suspended. Anytime you are in **My Account | Holds** you can view the date when your hold will be reinstated by holding your mouse over the clock icon.

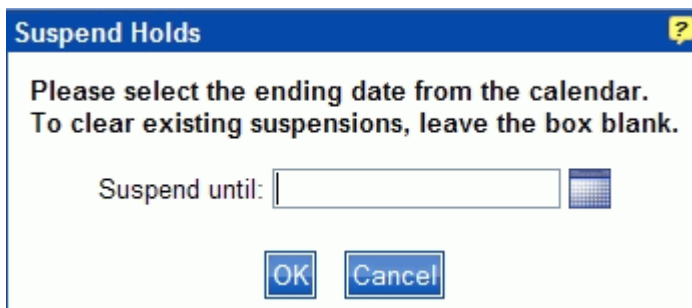
If you want to remove the suspended date, you can also unsuspend your hold in **My Account | Holds**. See [Unsuspend a Hold](#) for more information.


To Suspend a Hold

1. From the PAC toolbar, click **My Account**. If you have not already logged on, you will be asked to provide your Patron ID Number and PIN.
2. Click **Holds** on the **Account Summary** menu, or click **Pending holds** from the **Quick View on Account Summary**.
3. Select the check box(es) to the left of each title for the item(s) you want to suspend. The **Suspend** button on the **Holds** toolbar is enabled. See the example below:




4. Click **Suspend** on the **Holds** toolbar area. The **Suspend Holds** dialog displays, as shown below:



5. Click the calendar  icon and select the date when you want your hold to be reinstated. For example, if you are going out of town and returning on the 29th,

then click the 29th, the date of your return. This will restart your hold on the 29th, putting the item back on your hold list and putting you back in queue for when your item comes in. If you should return sooner than the 29th, you can always unsuspend your hold. See [Unsuspend a Hold](#) for more information.

Note: You can manually type the date in the entry box using the format: mm/dd/yyyy.

6. Click **OK**.
7. A message box displays, 'The holds you selected are now suspended.'
8. The clock  icon displays next to the hold you suspended. See the example below:



Welcome Kim!						
Print Cancel Suspend 1 - 32						
	Title	Requested	Status	Location	Queue	
<input type="checkbox"/>	AFRICAN BOY AND HIS MONKEY.	1/7/2008	Pending	Pending holds	You are next	
<input type="checkbox"/>	AMERICAN FOLKLORE-SET II	1/7/2008	Pending	Pending holds	You are next	
<input type="checkbox"/>	AMERICAN INDIAN FOLK LEGENDS.	1/7/2008	Pending	Pending holds	You are next	
<input type="checkbox"/>	Are you my mother? [videorecording] / Praxis Media ; Random	1/7/2008	Pending	Pending holds	You are next	
<input checked="" type="checkbox"/>	Arthur celebrates the holidays / [videorecording] / Random	1/7/2008	Pending	Pending holds	You are next	
<input type="checkbox"/>	Jazz / [videorecording]	10/19/2007	Pending	Pending holds	You are next	
<input type="checkbox"/>	Under all silences : shades of love / an anthology of poems	1/2/2008	Pending	Pending holds	You are next	
<input type="checkbox"/>	The Random House book of bedtime stories / ill. by Jane Dyer.	1/7/2008	Pending	Pending holds	You are next	
<input type="checkbox"/>	Til their eyes shine: the lullaby album / Sound recording.	9/21/2007	Pending	Pending holds	You are next	
<input type="checkbox"/>	100 great operas and their stories / Henry W. Simon.	9/21/2007	Pending	Pending holds	You are next	
<input type="checkbox"/>	20,000 leagues under the sea / by Jules Verne ; adapt. by Judith	1/7/2008	Pending	Pending holds	You are next	

Note: To see the date for any suspended holds, hold your mouse over the clock icon. 'Suspended until mm/dd/yyyy' displays with the date of how long your hold will be suspended.

See [Unsuspend a Hold](#) and [Cancel a Hold](#) for additional information.

Understand Advanced Search Results

The result set in an **Advanced** search looks similar to those result sets for **Keyword Search** and **New Items** search. The combination search boxes display at the top of the result set. The exact search criteria used in the search is written out for you.

To help you better understand the result set features, let's perform an **Advanced** search using 'huckleberry' as the Title AND 'twain' as the Author. The result set displays, as shown below:

The screenshot shows the PAC 4.0 search interface. At the top, there is a navigation bar with links: HOME, HELP, SEARCH, SEARCH HISTORY, SAVE SEARCH, LOG ON, MY ACCOUNT, and ONLINE RESOURCES. Below this is the search form. It has three search boxes. The first box contains 'huckleberry' and is set to 'as a Title (Term 1)'. The second box contains 'twain' and is set to 'as a Author (Term 2)'. The third box is empty and set to 'as a Subject (Term 3)'. There are 'Search' and 'Set Limits' buttons. Below the search boxes is a 'Sort By:' dropdown menu set to 'Title' and a 'Select an option to save result' dropdown menu. Below the search form, it says 'You Searched: Titles, Authors, Subjects for words that exactly match (huckleberry AND twain) 1 to 10 of 83 items.' Below this is a list of results. The first result is 'Adventure of Huckleberry Fin.' with a book icon. It shows 'Author: Twain, Mark.', 'Locations: Bon Air', and 'FIC TWA'. The status is 'Available'.

The advanced search form at the top of the results displays the combination you set up with your search criteria. If you did not receive the results you expected, you can modify keywords and fields to perform another search.

Above the first result in your set, **You Searched** displays the exact criteria used for this search. The number of total items found in the search and how many results display on each screen is also shown. In the example above, **1 to 10 of 83 items**, means a total of 83 items were returned with 10 showing on each page. The number returned on each page can be changed in [Set Limits](#).

If using more than two search terms, use the **Group Terms** button in the search form at the top of the result set to group your terms. This can really make a difference in your search results. See [Advanced](#) for further explanation and examples of how to set this up.

Use the **Sort By** drop-down list to arrange your results by **Title**, **Author**, **Publication Date**, **Availability**, or **Material Type**.

Use the **Set an option to save result** drop-down list if you want to save all the items, or selected items in your result set to a list. **Review List** will populate on the PAC toolbar.

You can review or print your list at any time during your current session in the PAC. If you log off, return Home, or become inactive, your list will be deleted. See [Review List](#) for more information.

To view more information regarding an individual item, click the title of the item to open the label display. In the label display, you can place a hold on the item and link to related topics.

See [Keyword Search](#), [Browse](#), and [New Items](#) for other ways to search the PAC. See also [Do An Advanced Search](#) for additional information.

Understand Browse Search Results

The result set from a **Browse** search is different from one you see when you perform a **Keyword Search** or an **Advanced** search. Remember, a **Browse** search is covering a wide range of topics. An alphabetical listing displays for a search using Title, Author, Subject, Publisher, or Note. A numerical listing shows for Local Call, Dewey, GPO, ISSN, LC Call, LCCN, and LCCN 2000+. This topic will discuss examples for both alphabetical and numerical searches.

To get started, let's do a **Browse** for Authors and type 'clancy' as the keyword. Review the **Browse** search results shown below:

The screenshot shows a search interface with a navigation bar at the top containing links for HOME, HELP, SEARCH, SEARCH HISTORY, SAVE SEARCH, LOG ON, MY ACCOUNT, and ONLINE RESOURCES. Below the navigation bar is a search input area with a dropdown menu set to 'Authors', a text box containing 'clancy', and buttons for 'Search' and 'Set Limits'. The main content area displays a list of search results, each with a link to a specific author and the number of items found:

- [Clancy, Ambrose, 1948-](#) Matches 1 item
- [Clancy, Deirdre,](#) Matches 1 item
- [Clancy, Edward P.,](#) Matches 1 item
- [Clancy, John G., ed. and tr.,](#) Matches 1 item
- [Clancy, John Gregory, ed. and tr.,](#) Matches 1 item
- [Clancy, Joseph P., 1928-](#) Matches 1 item
- [Clancy, Kevin J., 1942-](#) Matches 1 item
- [Clancy, Paul R., 1939-](#) Matches 1 item
- [Clancy, T.,](#) Matches 2 items
- Clancy, Thomas L., 1947-
SEE: [Clancy, Tom, 1947-](#) Matches 56 items

At the bottom of the results list are three navigation links: [Previous Page](#), [Top of Page](#), and [Next Page](#).

A wide range of result sets is returned. Each line in the **Browse** results displays a result set with the number of matching items noted in each entry. The last one in this result set, 'Clancy, Thomas L., 1947-', shown above, contains 56 items in the result set. Clicking on each item will open the result set for that item.

Use of **Previous Page** and **Next Page** takes you to items alphabetically before and after the original search term entered. **Top of Page** returns you to the top of the result set currently being viewed.

At any time you can browse using a different search type, or word(s) with the search dialog at the top of the result set. Click **Set Limits** to narrow your search further regarding Collection, Format, Language, and Place. You can also adjust your results per page, view available items only, or select certain branches pertaining to your desired results along with using dates to pinpoint specific items.

Let's look further at a result set within the browse results. Clicking the **See:** Clancy, Tom, 1947- link, discussed above, the following displays:

HOME HELP SEARCH SEARCH HISTORY LOG ON MY ACCOUNT ONLINE RESOURCES

Browse: Authors for clancy Search Set Limits

Sort By: Title | Select an option to save result
 Select an option to save result
 Save checked items to list
 Save all items to list
 Uncheck all selections

Displaying 1 to 10 of 56

1 Airborne : a guided tour of an airborne task force / Tom Clancy. Available

Author: Clancy, Tom, 1947-
 Published: 1997
 Locations: Paradise 358.4 C

2 Armored cav : a guided tour of an armored cavalry regiment / Tom Clancy. Available

Author: Clancy, Tom, 1947-
 Published: 1994
 Locations: Multiple 358.18 C

This looks similar to the result set returned from a **Keyword, Advanced, or New Item** search. The original **Browse** criteria displays at the top of the result set with a **Sort By** drop-down list. The **Sort By** provides an opportunity to sort using **Title, Author, Publication Date, Availability, or Material Type**. There is also access to **Select an option to save result** drop-down list, shown circled in red above, where individual or all items can be saved to a review list. See [Review List](#) for more information.

Any browse search using a numeric (Local Call, ISSN, etc.) will return a result with individual records. Let's look at one for **Local Call** number. Using '345' as the search term, the following result set displays:

Browse: Local Call for 345 Search Set Limits

Select an option to save result
 Select an option to save result
 Save checked items to list
 Save all items to list
 Uncheck all selections

345 ARM
 Restitution : a guidebook for juvenile justice practitioners / Troy Armstrong.

345 Aym
 Laws and trials that created history / by Brandt Aymar and Edward Sagarin.

345 Aym
 Laws and trials that created history / by Brandt Aymar and Edward Sagarin.

345 aym
 A pictorial history of the world's great trials : from Socrates to Jean Harris / Brandt Aymar and Edward Sagarin.

345 AYM
 Laws and trials that created history / by Brandt Aymar and Edward Sagarin.

345 Ben
 Criminal justice : opposing viewpoints / Bonnie Szumski, book editor.

345 BEN
 Criminal justice, opposing viewpoints / [edited by] David L. Bender, Bruno Leone.

345 BER
 Every kid's guide to the juvenile justice system / written by Joy Berry.

345 BER
 Every kid's guide to the juvenile justice system / written by Joy Berry.

345 Car
 You be the judge / [by] Sidney B. Carroll. Illustrated by John Richmond.

Previous Page Top of Page Next Page

Notice in this result set, check boxes are available for each result. In a numeric browse the result set displays individual records, rather than groupings as shown in the first example for 'clancy'. You have the opportunity to save individual items, or all of the results using the **Select an option to save result** drop-down list. Select the check box next to each item, shown circled in red above. Selecting **Save checked items to list** after choosing your items will add these items to a review list. The review list can be viewed at any time during your PAC session, but the review list is cleared if you become inactive in the PAC. See [Review List](#) for more information.

See [Browse](#) for additional information about this search type.

See also [Keyword Search](#), [Advanced](#) or [New Items](#) for other search options.

Understand Community Info Search Results

A **Community Info** result set page is displayed if information is available for your search criteria. The result set is similar to those returned with any other search options with one exception. You cannot place a hold on anything in the **Community Info** result set, although you can select items to be saved to a review list.

Let's look closer at the **Community Info** result set. At the top of the result set, the search criteria you currently used is displayed, as shown in the example below. Changes can be made to your search criteria if you did not get your expected results. Click **Search** after making changes to any of the selections.

Find: All Groups that contain the word(s) community Search

Sort By: Name | Select an option to save result

- Use the **Sort By** to arrange your results alphabetically by **Organization/Program** or **Name**.
- Use the **Select an option to save result** drop-down list to save an item to a [Review List](#). Select the check box for the item you want to save to your list. Then choose from **Save checked items to list**, **Save all items to list**, or **Uncheck all selections**. Refer to the example below.

HOME HELP SEARCH SEARCH HISTORY SAVE LOGIN MY ONLINE ACCOUNT RESOURCES

Find: All Groups that contain the word(s) cemetery Search

Sort By: Organization/Program | Select an option to save result

Displaying 1 to 6 of 6 titles found searching Keywords that contain cemetery. RSS


Found As: Note

1 Hesse, Larry Joe, 10/04/1934-12/30/2002.

Found As: Note

2 Jones, Amy "50" (age) 1952-12/20/2002.

Click **Review List** on the PAC toolbar if you want to view the saved items.

- The **Found As** area shows the field(s) where your selected keyword was found. In this example, the keyword was located in the **Note**. By holding your mouse pointer over the **Found As: Note** area, a text box displays specifically where the keyword was located.
- This result set  icon indicates a community info record.

- Click the Title of the item to view more information about the individual community information record.

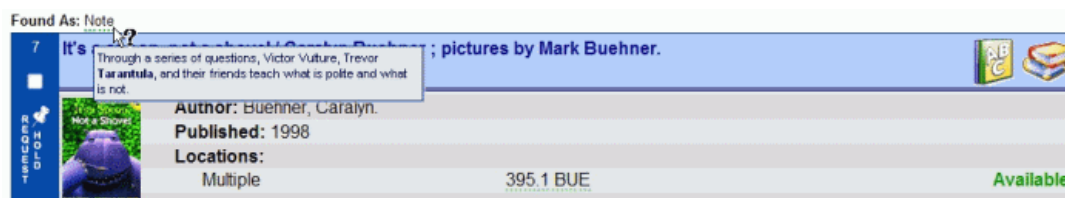
Searches performed under **Community Info** can be saved using the **Save Search** toolbar button. This information will be added to any other saved searches you have in **My Account | Saved Searches**. Remember, you can save a maximum of 10 searches. See [View Saved Searches](#) for more information.

Search history is retained during your session in the PAC, but once you become inactive, your search history will be deleted. See [Search History](#) for more information.

Understand Individual Search Result

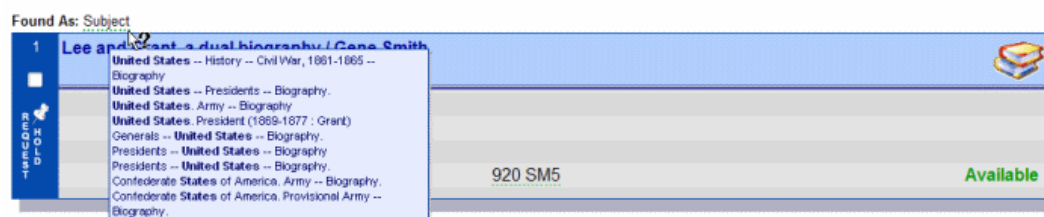
The topic [Understand Search Results](#) goes into detail about the top of the search results screen and the information provided in that area. This topic will discuss the actual information for an individual item found in any search result.




In the example below, a search was conducted for 'keywords containing tarantula'. This is one of 40 titles returned:

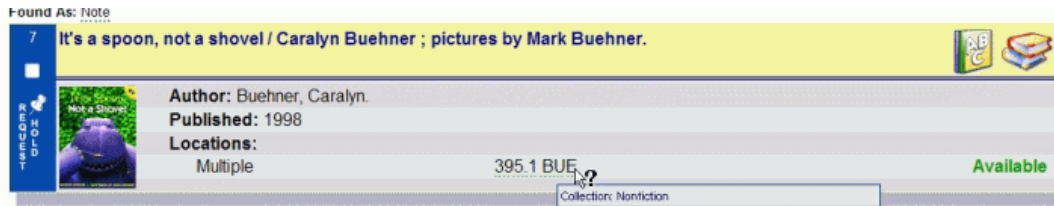


- The **Found As** area shows the field(s) where your selected keyword was found. In this example, the keyword was located in the **Note**. Remember the keyword search was for keywords located in the title, author, subject, note, etc. fields. By holding your mouse pointer over the **Found As: Note** area, a text box displays specifically where the keyword was located, as shown above.

If the keyword is found in multiple subjects, notes, etc. with many related searches, the **Found As** area will display a lengthier note. Look at the example below:



- The title of the item is prominently displayed along with the author's name and any other pertinent information regarding illustrations, pictures, etc.
- The individual result also shows the type of material, illustrated by the icon shown at the far right of the result set. Holding your mouse pointer over the icon displays the text name of the material. In the first example, the item is a book , but also part of a reading program . The second example above is a book . For a listing of all materials and their meanings, see [Result Set Icons](#).
- In the body of the individual result, the author is displayed along with the published date and the branch locations where the item may be found. In our example shown above, the location **Multiple** indicates several branches have this particular item.
- The call number, in this case, 395.1 BUE, helps to pinpoint the shelf location of the item. Holding your mouse pointer over this area displays what collection the item can be found, such as 'Nonfiction', as shown below:



- Finally, in the far lower right corner of the individual result, the availability status is displayed. The example shows the item to be 'Available', but you may see other terms, such as **Missing**, or **Overdue**, among others.

See [Understand Label Displays](#) for information about what is 'behind' the individual result.

Understand Label Displays

Each item in the result set contains information 'behind the scenes' that is not readily seen when you first view your search results. By clicking the title of the item in your result set, you can find out the particulars about the item.

If you want to place a hold from the label display, see [How to Place a Hold](#), discussed later in this topic.

Let's examine what the label displays using the example below. Let's say you completed a search using the keyword 'horse' and out of 250 results this one catches your eye.

Found As: Title

1 --and the horse he rode in on : the people v. Kenneth Starr / James Carville.

Author: Carville, James.
Published: 1998
Locations: Flesh Public Library 345.73 C Available

Click on the title, shown in this example as ...and the horse he rode in on: the people v. Kenneth Starr / James Carville. The label display shows the following:

RETURN TO RESULTS NEXT ITEM

...AND THE HORSE HE RODE IN ON
JAMES CARVILLE
TYNES CYRILFF

--and the horse he rode in on : the people v. Kenneth Starr / James Carville.
Author [Carville, James](#)
Imprint New York : Simon & Schuster, 1998.

REVIEWS TABLE OF CONTENTS EXCERPTS SUMMARIES

Library	Shelf Location	Call Number	Item Status
Flesh Public Library	Adult Non Fiction	345.73 C	Available

This item has been checked out 0 time(s) and currently has 0 hold request(s).

Related Searches
Author
Carville, James
Subject: Personal Name
Starr, Kenneth, 1948:
Clinton, Bill, 1946--
Trial, litigation, etc.
Subject: Topical Term
Special prosecutors --
United States --
Biography,
Political corruption --
United States.
Subject: Geographic Name
United States -- Politics
and government --
1993--

The **Return to Results** and **Next Item** buttons display under the toolbar, as shown above, and allows you to navigate between the items in your result set. **Previous Item** may also show if the label display selected is in the middle of your result set.

The title is listed first, followed by the **Author**. **Imprint** provides the publisher and publication date, as shown above. Other information, such as reading program criteria, summaries, series, abstracts, and more will also display, if applicable.

Note: It is your Library's discretion as to how much information is made available. Each library may display different fields providing the information previously discussed.

Consult your librarian if you have further questions.



In some label displays you may also see the following icon, shown above, and others which provide additional information about the item. By clicking the icon, a text box displays information about the item based on the icon's topic. For example, 'Summaries' provides a summary of the item currently viewed in the label display.

If you see these icons in the label display, your library has a subscription to Enhanced Content. For a complete list of icons you will see in the **Label Display**, see [Enhanced Content Icons](#).

If you do not see these icons and feel they may be helpful, talk to your librarian to see if your library can subscribe to Enhanced Content.

The **Related Searches** box in the upper right corner of the label display provides links to other items by the same author. Related subject matter is also shown in this area.

Clicking in this area generates a browse list to explore other items related to those found in the result list.

The label display also shows the branch locations and the status of the item at each branch. The shelf location and call number is provided for easy access to the item.

Information about how many times the item has been checked out, or if it is currently on hold, displays under the branch locations.

How to Place a Hold

You can place a hold from the label display by clicking the **Hold Request** button on the toolbar, shown in the example below:



The **Request a Hold** dialog displays. See the example below:

Request a Hold

Title: The autumn equinox

Select what you want:

I want the first available copy

I want a specific copy

Hold	Library	Shelf Location	Call Number	Item Status
<input type="checkbox"/>	Christian	Nonfiction	394.264 Jac 2002 Free	Available
<input type="checkbox"/>	Crenshaw	Nonfiction	394.264 Jac	Available

Please enter the following information:

Patron / Alternate ID Number:

PIN:

The title is shown in red. In the **Select what you want** area, choose one of the following:

- **I want the first available copy** - If it does not matter what copy or volume you want, select **I want the first available copy**. Type your **Patron / Alternate ID Number** and **PIN** in the entry boxes and then click **Submit Request**. A dialog box displays a message advising whether the hold is approved or denied.
- **I want a specific copy** - If you want to place a hold on a specific copy or volume, select **I want a specific copy**. The Library locations table becomes activated. Select the branch location where you want to place the hold. Use the **Call Number** to determine the volume or copy associated with the branch location where you want to place the hold.
Note: Hold policies are different from library to library. Some libraries will allow holds to be placed on available items. Others will only allow holds on items currently checked out or in transit. If you do not see the selections shown above, review your library's hold policy. Ask your librarian if you are unfamiliar with your library's hold policy.

After making your selection, type your Patron / Alternate ID Number and PIN. Click **Submit Request**. A dialog displays a message advising whether the hold is approved or denied. If you change your mind before clicking **Submit Request**, you can cancel your selection by clicking **Cancel**. You are returned to the label display. If you decide you are not interested in the item after you have already placed the hold, you will need to cancel the hold in **My Account | Holds**. See [Cancel a Hold](#) for additional information.

See also [Place an Item on Hold](#), or [Place a Review List Hold](#) for other methods of placing holds, or [View Holds](#) to see the status and items of requested holds found in **My Account | Holds**.

Understand Search Results

You've set up your keyword search with whatever information you had (title, author, etc.), you clicked **Search**, and now you have a page of 'stuff' that matches some of the information you entered. Or, maybe your search results hit exactly on the item you wanted based on the information you provided in your search criteria.

Let's discuss the search results, whether you got lucky or not. Consider this example: You are looking for a book about 'peacocks'. You are not sure who the author is, nor are you certain about any titles. You select 'Keywords', 'contain', and type 'peacocks' in the designated entry boxes. The search results might look like the example below.

HOME | HELP | SEARCH | SEARCH HISTORY | SAVE SEARCH | LOG ON | MY ACCOUNT | ONLINE RESOURCES

Find: Keywords that contain the word(s) peacocks Search Set Limits

Sort By: Title | Select an option to save result

Displaying 1 to 10 of 32 titles found searching **Keywords** that contain **peacocks**. RSS

Found As: Note

1	Animal fables from Aesop / adapted and illustrated by Barbara McClintock.	
	Author: McClintock, Barbara. Published: 1991 Locations: Smith 398.24 A	Available

Found As: Note

2	Bird mania / by Ed and Ruth Radlauer.	
	Author: Radlauer, Ed. Published: 1981 Locations: Gates 598 Rad	Available

First of all, new buttons have been added to the toolbar, [Search History](#) and [Save Search](#), as shown below:



These buttons, **Search History** and **Save Search**, populated by clicking 'Search', help save the search criteria you used with each search performed. Let's look more closely at what these can do:

- **Search History** - This new toolbar button keeps track of all of the searches you conduct during your 'session'. A session may time out after a few minutes, depending on your activity. When it times out your history will be lost. So, stay active! You can click [Search History](#) at any time during your search to view what search terms you used and the number of results you got using the search term.
- **Save Search** - This new toolbar button allows you to save specific search criteria to **My Account** regarding the search terms you used. This is a great feature if you are doing a lot of research and frequently returning to the library to check on items or perform similar searches. See [Save Search](#) for more information.

The top of the search results provides some noteworthy information. From the result set you can answer the following questions:

- **How many items did the search locate?** The top line, as in the example using peacocks, shows: **1 to 10 of 32 titles**. So, you have the possibility of viewing 32 items. The page return had been set up to review 10 at a time. At the bottom of the first 10 results there are numbers indicating how many more 'pages of 10' you have to view, as shown below:

[Previous Page](#) [1](#) [\[2\]](#) [3](#) [4](#) [Next Page](#)

Click the page number, or **Next Page** to advance to the next 10, and so on, until you reach the last page.

To increase your page return, use the **Set Limits** button in the search form area to reset the results per page. Increasing from 10 to 20, 30, or up to 100 will allow you to scroll longer before going to the next or previous page.

- **What does Sort By do?** - This area in the search form gives you the capability to sort the entire result set alphabetically by title or author, sort numerically by publication date, and group available items or material types (book, CD, DVD, etc.).
- **How can I keep the items shown in the result set?** Did you find some books in the result set you are interested in and want to save them to a list? As you scroll through the listing, use the check box above **Request Hold** to select those items you want to consider. In the **Select an option to save result** drop-down list in the search form area select **Save checked items to list**. This will save all the checked items on the current page to a list. If you have multiple pages in your result set, you will need to save each page. See [Save Result](#) and [Review List](#) for more information about these features and other available options.
- **Can I search using different terms?** - You can always start over and do a search using different keywords or search terms. Just make a few changes in the search form area and click **Search** again.
- **What does Set Limits do?** - Using **Set Limits** gives you the opportunity to narrow your search to certain collections, formats, languages, place of publication, or dates. You can also choose a different branch, display available items only, or increase the number of results per page by changing the **Set Limits** criteria.
- **Can I hide the search form?** - Using the arrow in the upper left corner, as shown in the example below, you can hide the search form. Hiding the search form will give you more room to scroll through the result set. It is especially helpful when using **Browse** since the additional space permits more results to display.

Click here to hide the search form.

Find: that the word(s)

Sort By: |

By clicking the 'down' arrow, the search form collapses, or becomes 'hidden'. Clicking the 'up' arrow will return the search form.

See [Understand Individual Search Result](#) for a better understanding about individual results, or [Understand Community Info Search Results](#) for understanding Community Info search results.

See also [Understand Label Displays](#) for specific information about each item found in the result set.

Unsuspend a Hold

Unsuspending your hold is very similar to suspending your hold. By unsuspending your hold, the item you originally suspended will be reinstated at the same time you unsuspend it. Your item will be back in queue, waiting for its return and your notice of its arrival.

To Unsuspend a Hold

1. From the PAC toolbar, click **My Account**. If you have not already logged on, you will be asked to provide your Patron ID Number and PIN.
2. Click **Holds** on the **Account Summary** menu, or click **Pending holds** from the **Quick View** on **Account Summary**.
3. Select the check box(es) to the left of each title for the item(s) you want to unsuspend.

Remember: The items you have previously suspended will have a clock icon to the right of the check box.

4. Click **Suspend** on the **Holds** toolbar area. The **Suspend Holds** dialog displays, as shown below:

Suspend Holds ?

Please select the ending date from the calendar.
To clear existing suspensions, leave the box blank.

Suspend until:

5. To unsuspend your selected item(s), leave the date blank. DO NOT type anything in the entry box. Click **OK**.
6. A message box displays, "The holds you selected are no longer suspended".
7. The clock icon no longer appears next to your suspended item.
Note: If the hold was unsuspending by a librarian, the clock may show next to your selected item until the following day, pending an update process which runs overnight.

See [Cancel a Hold](#) or [Suspend a Hold](#) for additional information.

Use Online Resources

If your library provides access to subscription web sites, such as HeritageQuest, EBSCOhost, or others, an **Online Resources** link on the [Start Up Page](#) of your PAC displays web sites available to your library. You will also see an **Online Resources** button on your PAC toolbar, shown below, which takes you to the same screen.



Click **Online Resources** from either the start up page, or the PAC toolbar. Your Patron / Alternate ID and PIN will be requested to log on to **Online Resources**. The **Online Resources** page will display.

See the example below of possible categories and links:

A screenshot of the Online Resources page. At the top is a search bar with the text "Find: Titles that contain the word(s)" and buttons for "Search" and "Options". Below the search bar are four main categories: Business & Finance, Fast Facts, Health, and Jobs. Each category contains several links to external websites with brief descriptions. The Business & Finance category includes links to BigCharts, The Motley Fool, Thomas Register of American Manufacturers, and U.S. Small Business Administration. The Fast Facts category includes links to FedStats, InfoPlease.com, World Almanac, Internet Public Library, RefDesk, and Statistical Resources. The Health category includes links to HealthFinder.gov, HealthWeb: Health Statistics, and HealthWorld Online. The Jobs category includes links to Career Resource Homepage, CareerPath.com, Federal Jobs Digest, and Yahoo! Careers. A "Top of Page" link is located at the bottom center of the page.

Click any link you are interested in viewing. Talk to your librarian if there is a web site you would like to see included in your library's online resources.

See [Online Resources](#) for more information.

View Account Summary

The **Account Summary** screen displays the patron information you provided for your library card. Your name and your Patron ID (or Alternate ID) assigned to your information is shown along with your residential address, phone number, alternate phone number, email address, status of your library account, and the expiration date of your library card.

In addition, the **Account Summary** provides a **Quick View** displaying the number of current **Loans** and **Items Overdue**. **Holds**, including both arrived or pending, and your current fees due for fines, or otherwise, are also shown.

Click **My Account** on the PAC toolbar. If you have not already logged on, you will be asked for your Patron ID Number and Pin. The **Account Summary** dialog opens. See the example, shown below:

PROTECT YOURSELF! The **Account Summary** contains a lot of personal information, so protect it at all times. Be cautious of those around you when viewing your account summary. If you choose to print out the information, remember you are responsible for properly disposing of it when you are finished. Always take precautions when it involves your own personal information.

In the **Account Summary** toolbar, shown in the example above, you can [Print](#), [Edit Account](#), and [Edit PIN](#). These options make it easy to change your information quickly and print your account information, if necessary.

Each topic listed in the **Quick View** is a link to the corresponding subject heading in **Account Summary**. For example, clicking **Items Overdue** will display your **Current Loans** information.

Additional links are provided below on topics for changing, deleting, or just viewing information regarding your account. Click each link for more information.

- [Change Email Address](#)
- [Change Address](#)
- [View Current Loans](#)
- [View Loan History](#)
- [View Holds](#)

PAC 4.0 Help

- [View Fees](#)
- [View Saved Searches](#)

View Current Loans

The **Current Loans** option from the **Account Summary** screen displays the titles of items you currently have on loan with your library, or any applicable branches along with the due date. If your item is overdue, the due date will display in **red**. If you have just returned books, please allow enough time for the books to be checked back in. If you find an error on your account, please consult a librarian.

Click **My Account** on the PAC toolbar. If you have not already logged on, you will be asked for your Patron ID Number and PIN. The **Account Summary** dialog opens. Click **Current Loans**.

In **Current Loans** you can:

- Renew any items on the list.
- Print the list.
- Show the label display for each item by clicking on each individual title.
- Sort the **Title** column alphabetically in ascending or descending order by clicking the **Title** heading.
- Sort the **Due Date** column in ascending or descending date order by clicking the **Due Date** heading.

Let's take a closer look at the **Current Loans** dialog using the example below:

Welcome Cathy			
		Print	Renew
Account Summary	<input type="checkbox"/>	Title	Due Date
Current Loans	<input type="checkbox"/>	Cookie Dough Boy	9/27/2007
Loan History	<input type="checkbox"/>	Dictator clock; 5,000 years of telling time.	9/27/2007
Holds	<input type="checkbox"/>	The amazing egg / by Robert M. McClung ; [editor, Emilie McLeod].	10/4/2007
Fees	<input type="checkbox"/>	A picture book of Sacagawea / David A. Adler ; illustrated by Dan Brown.	10/6/2007
Saved Searches			

Click the title of the item to view the label display for each item. The numbers on the far right, as shown in the example above, 1 - 4, indicate how many items are on your list.

The **Current Loans** toolbar displays a **Print** button, and a **Renew** button, which becomes enabled when you select one or more items from the list. See below for detailed instructions on how to use these buttons.

To Renew Items

From the **Current Loans** screen you can easily renew the item you have borrowed.

Click the check box to the left of the title for the item(s) you want to renew. The **Renew** button is activated.

To renew all of the titles displayed, click the check box to the left of **Title**. Check marks will display for every item shown on the **Current Loans** screen. See the example below:

HOME HELP SEARCH LOG OFF		
(Note: You are currently Signed-in)		
Welcome Cathy	Print Renew	1 - 4
Account Summary	<input type="checkbox"/> Title	Due Date
Current Loans	<input checked="" type="checkbox"/> Cookie Dough Boy	9/27/2007
Loan History	<input checked="" type="checkbox"/> Dictator clock; 5,000 years of telling time.	9/27/2007
Holdings	<input checked="" type="checkbox"/> The amazing egg / by Robert M. McClung ; [editor, Emilie McLeod].	10/4/2007
Fees	<input checked="" type="checkbox"/> A picture book of Sacagawea / David A. Adler ; illustrated by Dan Brown.	10/8/2007
Saved Searches		

Click **Renew** in the toolbar.

Note: If the item cannot be renewed, a message displays indicating 'Item cannot be renewed. Check at the circulation desk.'

To Print Current Loans

- To print a copy of the **Current Loans** information, click **Print** on the **Current Loans** toolbar.
- The **Print** dialog displays. Once you have selected the appropriate printer, click **Print**.
- If you are printing in the library, check with your librarian for printer configuration and location.
Note: If you have more than one page of information, only the page currently displayed will print. Multiple pages will need to be printed individually.

TIP! For the best print results, use **Print** on the **Current Loans** toolbar instead of your browser.

Caution: If you plan to use the library's printer, there may be a fee involved for printing. Check with the front desk for applicable fees before sending your information to the printer.

See [View Account Summary](#) for more information about **My Account**.

See also [View Fees](#), [View Holds](#), [View Loan History](#), or [View Saved Searches](#).

View Fees

In **My Account** you can view **Fees**, which displays current fees due on your account. Did you just made a payment on your account? The information is updated instantly. You can even print a copy of the list, if desired.

Review the **Fees** dialog shown below:

Title	Comment	Fees(\$)
Exploring careers in video and digital video / by Paul Allman	Rental Charge	2.50
Gone with the wind / by Margaret Mitchell.	Rental Charge	5.00
Gone with the wind / by Margaret Mitchell.		1.35
The Battle of Gettysburg / Alden R. Carter	Fine for damage to item	2.00
The falcon and the dove; a life of Thomas Becket of		2.40
	Found item damaged as well	10.00

Fees display three headings: **Title**, **Comment**, and **Fees**. Fees are displayed in the proper currency for the library's location; therefore, amounts will be shown in US dollars, pesos, pound, yen, etc. depending on your region. In the example above, **Fees** is shown as the (\$) symbol indicating US dollars.

The number on the right side, in this example, 1 - 6, advises at a glance how many items are on your list.

To View Fees

- Click **My Account** and the **Account Summary** screen displays. If you have not already logged on, you will be asked for your Patron ID Number and PIN. Click **Fees**, as shown in the example above.
- The **Fees** dialog will display the title of the item, a comment, if applicable, and the fee amount, as shown in the example above. Click each title to view the label display for that item.
- Clicking the **Title** or **Comment** heading will sort the column alphabetically in ascending or descending order. Clicking the **Fees** heading will display the column in ascending or descending fee amounts.
- If an incorrect fee is displayed, consult your librarian.

To Print Fees

- To print a copy of **Fees**, click **Print** from the **Fees** toolbar. The **Print** dialog displays.
- Once you have selected the appropriate printer, click **Print**.
- If you are printing in the library, check with your librarian for printer configuration and location.
Note: If you have more than one page of information, only the page currently displayed will print. Multiple pages will need to be printed individually.

TIP! For the best print results, use **Print** on the **Fees** toolbar instead of your browser.

Caution: If you plan to use the library's printer, there may be a fee involved for printing. Check with the front desk for applicable fees before sending your information to the printer.

See [View Account Summary](#) for more information about **My Account**.

See also [View Current Loans](#), [View Holds](#), [View Loan History](#), or [View Saved Searches](#).

View Holds

Holds in **My Account** will display any holds you have placed on items in your library or branches. **Holds** continually gives you an update on the status of your hold and shows your 'place in line' for the item you are waiting on.


To view **Holds** in the **Account Summary**, click **My Account** in the PAC toolbar. If you are not previously logged on, you will be asked for your Patron ID Number and PIN. See [Log On the PAC](#) for more information.

The **Holds** dialog displays. Those items with the **Status**, 'Arrived holds', are listed on top. See the example, shown below:

	Title	Requested	Status	Location	Queue
<input type="checkbox"/>	Pigs in space : starring Jim Henson's Muppets / by Ellen Weiss ;	10/19/2007	Arrived holds	Bird	You are next
<input type="checkbox"/>	Tractors / by Peter Brady : [photos. by Peter Ford and Joe	9/27/2007	Arrived holds	Bird	You are next
<input type="checkbox"/>	Astronomy / produced by The Center for Aerospace Education.	8/29/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	Claiming the heavens : the New York times complete guide to the	8/7/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Economics / [by] Richard G. Lipsey & Peter O. Steiner.	10/22/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	People behind our holidays / Filmstrip.	8/11/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	volcanos on-line / [computer file].	8/29/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	The Bees. Adapted from material by Edwin Way Teale. Photos.	9/28/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	Baseball memorabilia / Robert Obojski.	8/12/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Cats.	8/20/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	Chickens and their wild relatives / Alice L. Hopf.	9/13/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	Dogs / Phil Steinberg ; ill. by Scott W. Earle.	12/6/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Echoes from the macabre : selected stories / Daphne du Maurier.	7/19/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Economics explained / Robert L. Heilbroner and Lester C. Thurow.	10/22/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	Farms.	8/15/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Fish.	8/20/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	Flood / Richard Martin Stern.	9/21/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	Harry Potter and the Chamber of Secrets / by J.K. Rowling ;	12/12/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Harry Potter and the Chamber of Secrets / [sound recording] J.K.	8/11/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Harry Potter and the Chamber of Secrets / [sound recording] J.K.	8/11/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Harry Potter and the sorcerer's stone / by J.K. Rowling ;	12/12/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Harry Potters and the goblet of fire / by J.K. Rowling ; illustrations	7/20/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Harry Potters and the goblet of fire / by J.K. Rowling ; illustrations	7/20/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Heaven to Betsy / by Maud Hart Lovelace ; illustrated by Vera	8/3/2006	Pending	Pending holds	You are next

Only Pending Holds can be canceled.

The **Holds** screen contains the following information:

-  Indicates the hold has been suspended. See [Suspend a Hold](#) for more information.
- **Title** - Displays the title of the item you selected to be placed on hold. Click the title to view the label display.
- **Requested** - Displays the date when you placed the item on hold.
- **Status** - Displays whether the item is:
 - *Arrived holds* - has been checked in from the last borrower
 - *Pending* - waiting for the item to be checked in
 - *In transit* - traveling between branches
- **Location** - Displays the Library branch where the item can be picked up.

- **Queue** - Displays your 'place in line' to receive the item once it is checked in. You may see:
 - *You are next* - You will be receiving notice as soon as the item is checked in.
 - 1 - You are first in line to receive the item once the item is returned.
 - 2 - You are second in line to receive the item once the item is returned, and so on...you may see a number as high as 5 or more, depending on how your library sets up their hold procedures.

Let's take a closer look at the **Hold** example below:

<input type="checkbox"/>	Title	Requested	Status	Location	Queue
<input type="checkbox"/>	Pigs in space : starring Jim Henson's Muppets / by Ellen Weiss ;	10/19/2007	Arrived holds	Bird	You are next
<input type="checkbox"/>	Tractors / by Peter Brady ; [photos. by Peter Ford and Joe	9/27/2007	Arrived holds	Bird	You are next
<input type="checkbox"/>	Astronomy / produced by The Center for Aerospace Education.	8/29/2007	Pending	Pending holds	You are next
<input type="checkbox"/>	Claiming the heavens : the New York times complete guide to the	8/7/2006	Pending	Pending holds	You are next
<input type="checkbox"/>	Economics / [by] Richard G. Lipsey & Peter O. Steiner.	10/22/2007	Pending	Pending holds	You are next

The number in the far right corner advises how many items you have on hold. In this example, 1 - 38 shows, indicating there are 38 items on hold. Two titles show the **Status**, 'Arrived holds', and will be ready for pick-up at the Bird Library. Three books show the **Status**, 'Pending'. Under **Queue**, 'You are next' indicates you will be next to receive the item once it has been checked back in.

The check box in front of the title lets you cancel or suspend a hold. In this example, the two books with the 'Arrived holds' **Status** cannot be selected for cancellation or suspension. Their check boxes have been disabled, shown to be dimmed in comparison to the **Pending** status. The other three items with the **Pending** status can be cancelled or suspended since their check boxes are enabled.

IMPORTANT! If your hold is still pending and you are no longer interested in the item, it can be cancelled. Those items with a status of **Arrived holds** cannot be cancelled.

Contact your librarian if you are no longer interested in any hold item showing 'Arrived holds' under **Status**. See [Cancel a Hold](#) for more information.

See also [Suspend a Hold](#) for information on how to suspend a hold, or [Unsuspend a Hold](#) for information on how to unsuspend a hold.

To Print Holds

- To print the items on the list, click **Print** on the **Holds** toolbar. The **Print** dialog displays.
- Once you have selected the appropriate printer, click **Print**.
- If you are printing in the library, check with your librarian for printer configuration and location.
Note: If you have more than one page of information, only the page currently displayed will print. Multiple pages will need to be printed individually.

TIP! For the best print results, use **Print** on the **Holds** toolbar instead of your browser.

Caution: If you plan to use the library's printer, there may be a fee involved for printing. Check with the front desk for applicable fees before sending your information to the printer.

See [View Current Loans](#), [View Fees](#), [View Loan History](#), or [View Saved Searches](#).

View Loan History

Do you want to try to find that great book you read last summer? You can't remember the author for a book you just read that you want to recommend to a friend? The **Loan History** option on the **Account Summary** menu gives you the opportunity to view every item you have taken out of the library. This option displays a list of titles and the date when you borrowed the item. Through **Loan History** you can also print out every item you ever checked out.

Note: Your library may not provide access to this option. If you do not see **Loan History** listed in the **My Account** menu, consult your librarian.

To view **Loan History**, click **My Account** on the PAC toolbar. If you have not already logged on, you will be asked for your Patron ID Number and PIN. The **Account Summary** dialog opens. Click **Loan History**. Refer to the example below:

HOME HELP SEARCH LOG OFF		
Welcome Dianne!	Print	1 - 20 of 70
Account Summary	Title	Due Date
Current Loans	Battlestar Galactica 3.	10/19/2007
Loan History	Pigs / by Lynn M. Stone.	10/26/2006
Holds	Orca song.	10/20/2006
Fees	Airplanes / by Darlene R. Stille.	10/5/2006
Saved Searches	Pigs in space : starring Jim Henson's Muppets / by Ellen Weiss ; illustrated by Alastair Graham.	10/5/2006
	Family / favorite poems. Illus. by Linda Hohag and Lori Jacobson. [Comp. by Diane Dow Suire].	10/5/2006
	Masada / [videorecording] / directed by Boris Sagal.	8/15/2006
	Trucks.	8/14/2006
	The Red Badge of Courage.	8/14/2006
	Plays and sonnets. Edited by William George Clarke [i.e. Clark] and William Aldis Wright.	8/14/2006
	Bunny Test	8/12/2006
	Pigs.	8/12/2006
	Best science fiction stories of the year.	8/12/2006
	Plays and sonnets. Edited by William George Clarke [i.e. Clark] and William Aldis Wright.	8/12/2006
	Dianne Test	8/12/2006
	Of mice and men.	8/12/2006
	Of mice and men.	8/12/2006
	Of mice and men.	8/12/2006
	Of mice and men.	8/12/2006
	Of mice and men.	8/12/2006
	Of mice and men.	8/12/2006
Previous Page 1 2 3 4 Next Page		

Click any title to view the label display for each item. See [Understand Label Displays](#) for additional information.

Clicking the **Title** heading will sort the column alphabetically in ascending or descending order. Clicking the **Due Date** heading will display the column in ascending or descending date order.

The numbers in the upper right corner indicate the total number of items in your loan history. In this example, **1 - 20 of 70** indicates you have a total of 70 items with 20 displayed per page.

If you have more than one page in **Loan History**, the page navigation at the bottom of the screen allows you to select an individual page to review, or go to the next page in your history. The use of **Previous Page** and **Next Page** also provides the means to move forward or backward, one page at a time. Review the navigation example, shown below:

Previous Page [1](#) [2](#) [3](#) [4](#) Next Page

This indicates there are four pages and page three is currently showing. Click the number, **Next Page**, or **Previous Page** to move forward or backward.

To Print Loan History

- To print the items on the list, click **Print** on the **Loan History** toolbar. The **Print** dialog displays.
- Once you have selected the appropriate printer, click **Print**.
- If you are printing in the library, check with your librarian for printer configuration and location.

Note: If you have more than one page of information, only the page currently displayed will print. Multiple pages will need to be printed individually.

TIP! For the best print results, use **Print** on the **Loan History** toolbar instead of your browser.

Caution: If you plan to use the library's printer, there may be a fee involved for printing. Check with the front desk for applicable fees before sending your information to the printer.

See [View Account Summary](#) for more information about **My Account**.

See also [View Current Loans](#), [View Fees](#), [View Holds](#), or [View Saved Searches](#).

View Saved Searches

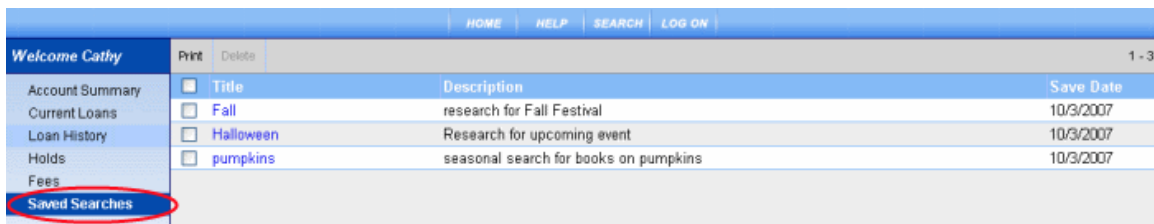
Are you researching a topic and want to have a hard copy of the available resources? Or, do you want to print a list of the items you recently searched in the PAC? **Saved Searches in My Account** allows you to view the searches you have performed and print out a list of those searches.

Do you want to delete the items you searched, or clean up a list to display only those items you are really interested in? You can also accomplish this in **Saved Searches**.

Remember: The list displayed in **Saved Searches** is a summary of all the times you clicked **Save Search** from the result set. If you never saved any searches you performed, you will not have anything in **Saved Searches**. If you were doing a lot of research and saving the searches to re-create searches later on, you could have quite a few. The maximum number of entries you can save in **Saved Searches** is ten.

To View Saved Searches

To view saved searches, click **My Account** from the PAC toolbar. If you have not already logged on, you will be asked for your Patron ID Number and PIN. After logging on, the **Account Summary** dialog displays. Click **Saved Searches** (circled in red below) on the left side of the **Account Summary** dialog. The **Saved Searches** screen displays, as shown below:



Welcome Cathy			
Print		Delete	
<input type="checkbox"/>	Title	Description	Save Date
<input type="checkbox"/>	Fall	research for Fall Festival	10/3/2007
<input type="checkbox"/>	Halloween	Research for upcoming event	10/3/2007
<input type="checkbox"/>	pumpkins	seasonal search for books on pumpkins	10/3/2007

The number in the upper right corner of the **Account Summary** toolbar advises how many items are on your list. In the example above, **1 - 3** is shown, indicating 3 items are on the list.

Three headings display in the **Saved Searches** dialog. The following explains where the information for each heading comes from:

- **Title** - This is the reference word you typed in the **Save Search** dialog to help you remember the search. See [Save Search](#) for more information.
- **Description** - This is the description you typed in the **Save Search** dialog to help you remember why you performed the search.
- **Save Date** - This is the date when you originally performed the search.

Each of the heading columns are sortable. Click on the heading name, Title, Description, or Save Date, to sort alphabetically, ascending or descending, or by date.

If you click any of the search terms listed under **Title**, another screen displays the result set for that search term with the current status of the items in your library. The result set may be slightly different than the original search displayed depending on how much time has elapsed since the results were last viewed.

To Delete Saved Searches

To delete items from the **Saved Searches** list, use the check box on the left to select the individual items. The **Delete** button is enabled. Click **Delete** on the **Saved Searches** toolbar. See the example below:

Welcome Cathy		Print	Delete	Select individual items here	
Account Summary	<input type="checkbox"/>	Title		Description	
Current Loans	<input type="checkbox"/>	Fall		research for Fall Festival	
Loan History	<input type="checkbox"/>	Halloween		Research for upcoming event	
Holds	<input type="checkbox"/>	pumpkins		seasonal search for books on pumpkins	
Fees					
Saved Searches					

A message displays, 'The checked items have been removed from your list.'

If you want to delete all of the items on the list, select the check box in front of **Title**.

Welcome Cathy		Print	Delete	Click here to select all the items on the list	
Account Summary	<input type="checkbox"/>	Title		Description	
Current Loans	<input type="checkbox"/>	Fall		research for Fall Festival	
Loan History	<input type="checkbox"/>	Halloween		Research for upcoming event	
Holds	<input type="checkbox"/>	pumpkins		seasonal search for books on pumpkins	
Fees					
Saved Searches					

All of the items on the list will be selected. Click **Delete** and the items on the list will be deleted. In the **Saved Searches** dialog a message box displays, 'The checked items have been removed from your list', followed by 'You currently have no searches saved.'

To Print Saved Searches

- To print the items on the list, click **Print** on the **Saved Searches** toolbar. The **Print** dialog displays.
- Once you have selected the appropriate printer, click **Print**.
- If you are printing in the library, check with your librarian for printer configuration and location.

TIP! For the best print results, use **Print** on the **Saved Searches** toolbar instead of your browser.

Caution: If you plan to use the library's printer, there may be a fee involved for printing. Check with the front desk for applicable fees before sending your information to the printer.

See [Save Search](#) for information about saving your search information from the result set.

See also [View Current Loans](#), [View Fees](#), [View Holds](#), or [View Loan History](#).

For Librarians Only

MARC Display

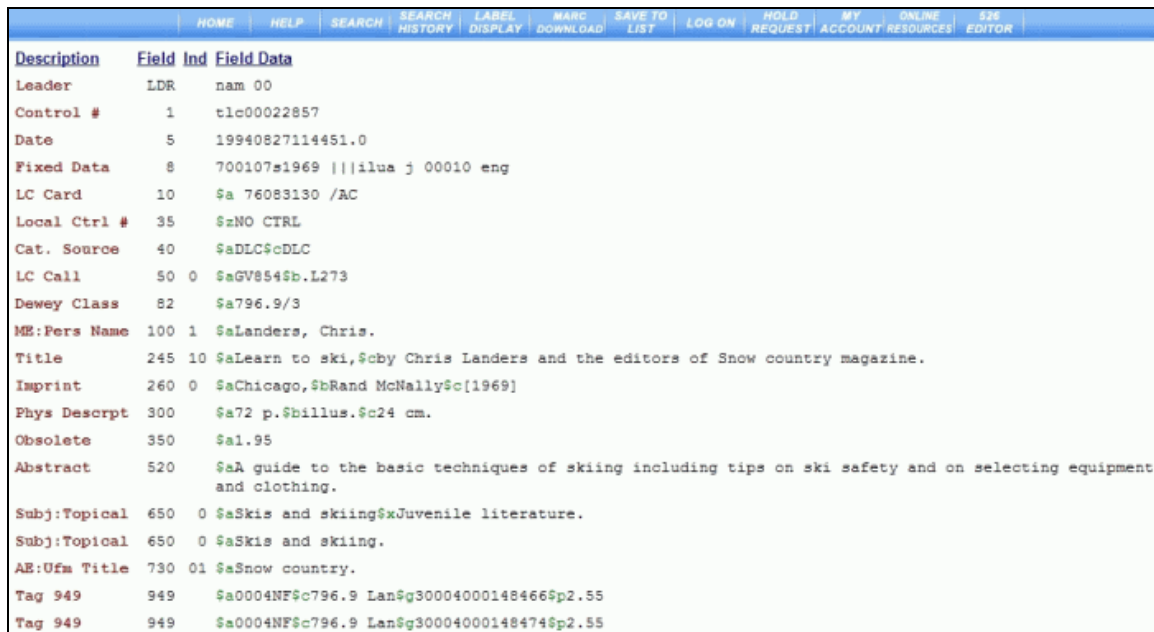
The **MARC Display** button on your PAC toolbar, as shown below, allows you to view the fields in the MARC record along with their description and field data information.



This button is an optional feature, which is controlled by your library's system administrator. If enabled, the **MARC Display** button appears on your toolbar when you are viewing a record in the label display.

The information shown in the MARC display is obtained from records in the library's database. Any corrections or additions to the MARC record are made through your library's cataloging application. Through the PAC, you can edit your holdings field or the 526 field. See [Online Holdings Editor](#) or [526 Editor](#) for more information.

From the label display, clicking the **MARC Display** button displays the MARC field data, as shown in the example below:

A screenshot of the MARC Display interface. At the top is a toolbar with buttons: HOME, HELP, SEARCH, SEARCH HISTORY, LABEL DISPLAY, MARC DOWNLOAD, SAVE TO LIST, LOG ON, HOLD REQUEST, MY ACCOUNT, ONLINE RESOURCES, and 526 EDITOR. Below the toolbar is a table with three columns: Description, Field, and Field Data. The table contains the following rows:

Description	Field	Ind	Field Data
Leader	LDR		nam 00
Control #	1		t1c00022857
Date	5		19940827114451.0
Fixed Data	8		700107s1969 ilua j 00010 eng
LC Card	10		\$a 76083130 /AC
Local Ctrl #	35		\$zNO CTRL
Cat. Source	40		\$aDLC\$cDLC
LC Call	50	0	\$aGV854\$b.L273
Dewey Class	82		\$a796.9/3
MF:Pers Name	100	1	\$aLanders, Chris.
Title	245	10	\$aLearn to ski,\$cby Chris Landers and the editors of Snow country magazine.
Imprint	260	0	\$aChicago,\$bRand McNally\$c[1969]
Phys Descript	300		\$a72 p.\$billus.\$c24 cm.
Obsolete	350		\$a1.95
Abstract	520		\$aA guide to the basic techniques of skiing including tips on ski safety and on selecting equipment and clothing.
Subj:Topical	650	0	\$aSkis and skiing\$xJuvenile literature.
Subj:Topical	650	0	\$aSkis and skiing.
AB:Ufm Title	730	01	\$aSnow country.
Tag 949	949		\$a0004NF\$c796.9 Lan\$g300040001484666p2.55
Tag 949	949		\$a0004NF\$c796.9 Lan\$g300040001484746p2.55

To exit the MARC display, click the **Label Display** button on the toolbar. You are returned to the corresponding label display record.

See [Online Holdings Editor](#), [MARC Download](#), or [526 Editor](#) for other 'Librarian Only' options.

MARC Download

The **MARC Download** button on the PAC toolbar, as shown below, appears when you are in the label display for your selected record. This button is an optional feature, which is controlled by your library's system administrator. The **MARC Download** allows you to save the MARC record information to a file or disk (depending on your browser instructions).



To use this option, click **MARC Download** on the PAC toolbar. The appropriate dialog for your browser displays. Follow the instructions on how to save the information.

See [Online Holdings Editor](#), [526 Editor](#), or [MARC Display](#) for other 'Librarian Only' options.

Online Holdings Editor

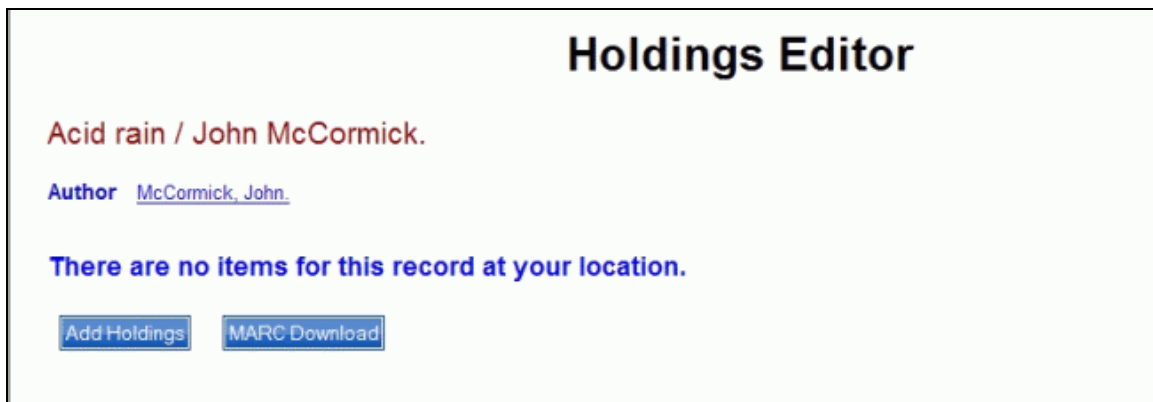
The **Edit Holdings** button on the PAC toolbar allows you to add, edit, or delete holdings codes in the MARC record. You must have a valid Patron ID Number and PIN and be authorized by your library administrator to be able to make changes in the holdings field for the associated branch. If your library has enabled this feature, you will see the **Edit Holdings** button on the PAC toolbar when you are in the label display, as shown below:



Click **Edit Holdings** on the PAC toolbar to open the **Holdings Editor** dialog.

Add Holdings

If there are no holdings currently at your branch location for this particular item, the **Holdings Editor** will display with the **Add Holdings** option, as shown below:



Click **Add Holdings** to open the **New Holdings Data** dialog, as shown below:

New Holdings Data
 * = Required Field
 * = Applicable only when adding to a new tag

* Barcode

** Holdings Code

** Call # Prefix

** Call # Class

** Cutter

Year

Volume

Copy #

Accession #

Item Price

Condition

Check In/Out Note

Make new item available immediately

Type the required information (those displaying *) and data for any other appropriate fields in the entry boxes. Click **Add Holdings** to add the information to the MARC record. The information will be updated immediately in your PAC and made available to patrons.

Edit Holdings

If you are viewing an item currently in your library, clicking **Edit Holdings** displays a dialog for adding, editing, and deleting the current holdings. See the example shown below:

Holdings Editor

The bear on the moon / Joanne Ryder ; illustrated by Carol Lacey.

Author [Ryder, Joanne.](#)

Existing Holdings

Barcode	Holdings Code	Call No.	Year	Volume	Part Subdivisions	Copy #	Accession #	Item Price	Condition	Check In/Out Note
30044000147639	0044E	E Ryd						13.35		

Clicking **Add Holdings** will display a dialog similar to the one in the **Add Holdings** example discussed above. **Add Holdings** allows additional holding fields to be added for your branch location.

Clicking **Edit Holdings** will display the **Existing Holdings** dialog with the current holdings information, as shown below:

Holdings Editor

The bear on the moon / Joanne Ryder ; illustrated by Carol Lacey.

Author [Ryder, Joanne](#).

Existing Holdings

Edit?	Barcode	Holdings Code	Call No.	Year	Volume	Part	Subdivisions	Copy #	Accession #	Item Price	Condition	Check In/Out	Note
<input checked="" type="checkbox"/>	30044000147639	0044E	E Ryd							13.35			

[Edit Selected Holdings](#) [Cancel](#)

Click **Edit Selected Holdings**.

Note: If multiple holdings exist, select the appropriate one under **Edit?** for the holdings code you want to change.

The **Edit Holdings Data** dialog displays. Make your changes in the appropriate fields and type in any required information. Click **Save Edits**. The **Existing Holdings** dialog displays with the updated information.

Clicking **Delete Holdings** will display the following dialog:

Holdings Editor

The bear on the moon / Joanne Ryder ; illustrated by Carol Lacey.

Author [Ryder, Joanne](#).

Existing Holdings

Delete?	Barcode	Holdings Code	Call No.	Year	Volume	Part	Subdivisions	Copy #	Accession #	Item Price	Condition	Check In/Out	Note
<input type="checkbox"/>	30044000147639	0044E	E Ryd							13.35			

[Delete Selected Holdings](#) [Cancel](#)

Click **Delete Selected Holdings** to delete the holdings from the record.

Note: If multiple holdings exist, select the appropriate one under **Delete?** for the holdings code you want to delete.

You are returned to the **Holdings Editor** dialog.

See [526 Editor](#), [MARC Download](#), or [MARC Display](#) for other 'Librarian Only' options.

526 Editor

The **526 Editor** provides an easy way to add or edit information about the Reading Programs your library chooses to participate in. Through the **526 Editor**, you can add or edit **Interest Level**, **Reading Level**, and **Point Value**, along with **Quiz Number**, **Display Text**, **Non-Public Note**, and **Location** for each Reading Program. If you have been authorized by your system administrator, you can update Reading Programs in your catalog quickly and save the information to your database.

Note: Your library's system administrator can provide access to this feature through the **PAC Configuration Utility** if you do not see the 526 Editor on your PAC toolbar.

To Use the 526 Editor

- Search for a record in the PAC and view the record in the label display. The **526 Editor** displays on the PAC toolbar when you are in the label display, as shown below:



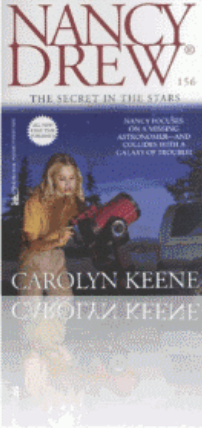
- Click the **526 Editor** to open the **526 Editor** dialog. If you have not previously logged on, you will be asked to provide your Patron ID Number and PIN. Let's take a look at an example where a search was performed for Nancy Drew. Clicking the **526 Editor** from the PAC toolbar displays the following:

The screenshot shows the 'Reading Program Editor' dialog. At the top, it says '(Note: You are currently Signed-in)'. Below that is the title 'Reading Program Editor'. On the left is a book cover for 'NANCY DREW THE SECRET IN THE STARS' by Carolyn Keene. To the right of the cover, the text reads 'Secret of the stars / Nancy Drew.' and 'Author Keene, Carolyn'. Below this is a table with columns: Reading Program Name, Interest Level, Reading Level, Point Value, Quiz Number, Display Text, Non-Public Note, and Location. The table contains one row: 'Test Accelerated', Interest Level (empty), Reading Level (5.4), Point Value (5), Quiz Number (45354), Display Text (empty), Non-Public Note (empty), and Location (empty). Below the table are three buttons: Add, Edit, and Delete.

Reading Program Name	Interest Level	Reading Level	Point Value	Quiz Number	Display Text	Non-Public Note	Location
Test Accelerated		5.4	5	45354			

- Click **Delete** to remove the Reading Program information from the record. Click **Add** or **Edit** to make changes to the current record. The **Edit Reading Program Data** dialog displays, as shown below:

Reading Program Editor



NANCY DREW
156
THE SECRET IN THE STARS
NANCY DREW'S
ADVENTURE—AND
SOLVED MYSTERY—
GALAXY OF SECRETS
CAROLYN KEENE
CYBIL KEENE

Secret of the stars / Nancy Drew.

Author [Keene, Carolyn](#)

Reading Program Name	Interest Level	Reading Level	Point Value	Quiz Number	Display Text	Non-Public Note	Location
Test Accelerated		5.4	5	45354			

Edit Reading Program Data
* = Required Field

*Reading Program Name:

*Interest Level:

*Reading Level:

*Point Value:

Quiz Number:

Display Text:

Non-Public Note:

Location:

- Make changes to any of the following:
 - **Reading Program Name** - Select a **Reading Program** name from the drop-down list.
 - **Interest Level** - Select an **Interest Level** from the drop-down list, or type a value in the entry box.
 - **Reading Level** - Type a reading level in the entry box.
 - **Point Value** - Type a point value in the entry box.
 - **Quiz Number** - Type a quiz number in the entry box.
 - **Display Text** - Type text in front of the program name that will display for this record.
 - **Non-Public Note** - Type a note for library purposes only.
 - **Location** - Select the location of the item from the drop-down list.
- After you have made your changes, click **Check input data**, shown circled in red above.

Note: If any required fields (those shown with an *****) are not completed, the dialog returns with a **Tips** note in red under the requested area. Update the area and click **Check input data**.

If you click **Cancel without change**, the change will not be made to the record. You are returned to the **Edit Reading Program Data** dialog.
- If any changes were made, the dialog displays with the updated information. A note displays, 'Reading program information has been modified. You must select "Save to Database" to apply these changes.' The **Save to Database** button has been added to the dialog.
- Click **Save to Database** to save the information to your local database. The MARC record will be updated with the latest information in the appropriate fields.

PAC 4.0 Help

- If you do not update the database and click any option in the PAC toolbar, a message box displays, 'Your changes have not been saved yet. Do you want to save changes now?' Click **OK** to save your changes and update the database. Click **Cancel** if you do not want to save your changes. You are returned to the option previously selected.

See [Online Holdings Editor](#), [MARC Download](#), or [MARC Display](#) for other 'Librarian Only' options.