


## My Account

 PLEASE NOTE: You do not need to login to search the catalogue.

### Logging in to the catalogue

- From the Library Catalogue page, click "Login" in the top right corner.
  - Type your library card number (including the 15/) in the first field and your PIN in the second field. Your PIN is the day and month you were born (entered in DDMM format).
- If you have difficulty logging in to the catalogue, please speak with library staff.



### View your library record

- You can then click on the "My Account" tab to view your library record.
- The option to renew your items is available under "Loans and Renewals".

### Logging Out

When you have finished, be sure to logout of your account to protect your privacy. Return to the top right of the screen to click on **LOGOUT**. If your name displays in the top right corner you are still logged in.



## Requesting Items

To place a **REQUEST** on an item you will need your library card number and PIN.

- Find the item and click the title to display the Copy/Holding information.
- Once you have found an item to reserve, click on "Request First Available Copy".

[Request First Available Copy](#)

- If you have not logged in, you will be prompted to do so.
- A request confirmation screen will ask you to choose your pick-up location. Use the drop-down menu to select the correct library.
- Click the "Request" button.
- A box appears "Your request has been successfully placed".
- You can then either "Return to searching" or "Logout and return".

## Searching from the Catalogue Home Page

The first search that appears is a 'Title Browse' search. If you know the item's title, type it into the blank search box and click the Arrow button, or press Enter.

Search:   

If you wish to do a different type of search click on the drop-down arrow on the right of the search box and select the search from the list by clicking on the search type. Enter your search words into the blank field on the right and click the Arrow button or press Enter.

REMEMBER: Staff are always on hand to help you should you require any assistance.

## Check the Status of an Item

Copy/Holding information					
Location	Collection	Call No.	Status	Due Date	
Logan Central Library	Adult Fiction	AUST	On loan	31 March 2009	Request This Copy Only Add Copy to MyList
Logan Central Library	Adult Paperback	AUST	Available		Request This Copy Only Add Copy to MyList

- **Available or Returned Today** items should be in the library
- **Not for Loan** items can only be used in the library
- **On Loan** items are on issue – you may reserve them
- Other statuses help us to keep track of items as they move around. Please place a request for these items or ask library staff for assistance.

## How to Find the Item in the Library

- Locate the appropriate collection. Ask staff for assistance if required.
- **Non-Fiction** - Books are in numerical order. Numbers are on the label on the spine (eg. ANF 636 CHIC). Shelf ends are labelled to assist you.

- **Fiction** - The books are in alphabetical order by author. The first 4 letters will be found on the spine (eg. PATT).

## Searching from the *Search Catalogue* Tab

There are many types of searches available:

- **Basic Search**
- **Keyword Search**
- **DVD and Videos**
- **Audio**
- **Large Print**
- **Online Resources**
- **Logan History**
- **Search History**




### Basic Search

The basic search allows you to choose either an alphabetical (browse) search or a keyword search.

- To start a search, click on "Basic Search" in the blue search option bar.
- Choose a basic search option from the drop-down list, and enter your search terms in the blank field to the right. Then click the Arrow button.
- Select an item from your search results by clicking on the title.

Things to remember:

- With Author/Musician browse searches, type the author's surname first:

**Search:**   

- For all other browse searches, enter the title/series/etc exactly as they are said:

**Search:**   

To search for an Author or Musician:

1. Click on "Basic Search".
2. From the drop-down menu, select "AUTHOR/MUSICIAN (last, first name)"
3. Type the Author/Musician's surname, then their first name, and click the Arrow button.
4. A list of Authors/Musicians will be displayed. Click their name to view relevant titles.

What is the quickest way to search for a title?

1. Click on "Basic Search".
2. In the blank field next to "TITLE starts with", type in the title and click the Arrow button.
3. A list of matching titles will be displayed in alphabetical order.

### Keyword Search

Keyword searches find all the keywords entered, regardless of order typed.

- To start a search, click on "Keyword Search" in the blue search option bar.
- Enter your search terms in the relevant search field and click the Arrow button.
- Select an item from your search results, by clicking on the title.
- Item details are shown on the screen. On the left side are some links to related topics.
- Note the **LOCATION** of the item. If it is at another branch, you will need to request it.
- The **COLLECTION** column tells you where in the library to find the item.
- The **CALL NUMBER** is the number on the spine of all non-fiction items or just the first 4 letters of the author's last name for fiction items. Write down this number and/or the letters to find the item (eg. 798.1 DOG).

To clear the screen and do another search click on **Keyword Search**.

**TIP:** If unsure of the spelling of a word you can truncate your keyword with an asterisk (\*) eg: For the name Grisham you can type Grish\*

To search for CDs using keywords:

1. Click on the "Keyword Search" tab.
2. In the "Music Keyword" field, type keyword/s (eg. sinatra) and click the Arrow button.
3. A list of titles will be displayed. To view availability details, click the title of the item.

To search for Magazines using keywords:

1. Click on the "Keyword Search" tab.
2. In the "Magazine Keyword" field, type keyword/s and click the Arrow button.
3. A list of titles will be displayed. To view availability details, click the title of the item.

To search for Audio Books that are on CD only:

1. Click on the "Keyword Search" tab.
2. Under the Limits section, scroll and select Compact Disc.
3. Back at the top of the screen in the "Audio Book Keyword" field, type your keyword/s and click the Arrow button. A list of titles will be displayed.

## Refining Your Search

---

You can refine your search by selecting a specific Location, Collection, Format, Language and/or Publication date.

- In the Limits box on the Keyword Search page, click on the field you would like limit your search to. To limit your search to 2 or more collections/locations/formats, press and hold the **Ctrl** key while you click.
  - eg. If you would like to limit your search to the Adult Fiction and Paperback collections held at Logan Central Library, click "Logan Central library" in the *Limit by Location* box, then click the "Adult Fiction" in the *Limit by Collection* box, then press Ctrl and hold while clicking "Adult Paperback".

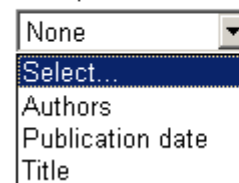
### Limits



You also have the option of sorting your results by Author, Publication date or Title.

### Sorting

Sort your results by selecting a sort option.



- Once you have made your selections, scroll back up to the top of the screen, enter your keywords and click the Arrow button.

How do I search for titles that are only in this library?

1. Click on "Keyword Search".
2. Under the Limits section (in the "Refine your search" area), select the library location you would like to limit your search to by clicking on the name of the location.
3. Back at the top of the screen, enter your keywords and click the Arrow button.