

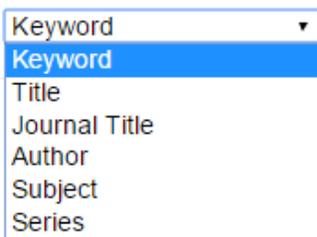
# Searching the Catalog

- The **home page** contains a single search box for you to enter search terms. You can get to the home page at any time by clicking the library name or logo in the upper-left, or you can enter a search anywhere you see a search box.



## Search Options

- You can select to search by:
  - Keyword**—finds the terms you enter anywhere in the entire record for an item, including title, author, subject, and other information.
  - Title**—finds the terms you enter in the title of an item.
  - Author**—finds the terms you enter in the author of an item.
  - Subject**—finds the terms you enter in the subject of an item. Subjects are categories assigned to items according to the Library of Congress.
  - Series**—finds the terms you enter in

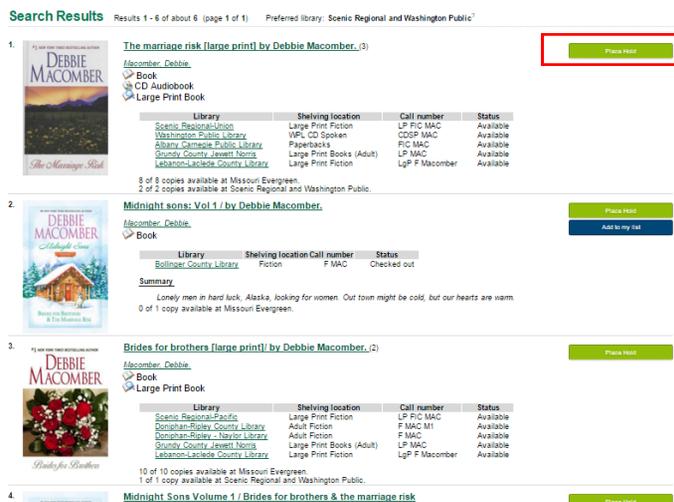


the title of a multi-part series.

# Search Tips

- Unlike many catalogs, the search features of the catalog are forgiving. For example, you do not need to enter the author's last name first, nor do you need an exact title or subject heading. The catalog is also forgiving about plurals and alternate verb endings, so if you enter dogs, the catalog will also find items with dog.
- You can search for an exact phrase using double quotes. For example, "Harry Potter" will find only items with the exact phrase, not with the terms Harry or Potter alone.
- You can form more complex searches using the Advanced Search features.

## Search Results



- Search results are sorted by relevancy. To place a hold, click **Place Hold** on the right. To view more details, click on the title of the book.



## Logging Into Your Account

- Click on the **My Account** link



Search the Catalog [Advanced Search](#)

Search All Formats  for

Keyword  in Missouri Evergreen

- Enter your username**
  - If this is your first time logging in, your username will be your library card number. You have the option to change your username on the **Account Summary** screen.



**Log in to Your Account**

Please enter the following information:

**Library Card Number or Username**

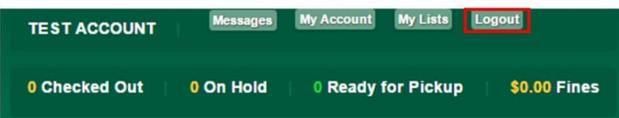
**PIN Number or Password**

Please include the plus sign if one appears at the end of your number and don't use spaces between numbers. Example: 930012345+.

If this is your first time logging in, please enter your birthday using slashes between month/day/year. Example: 12/31/1967. You may change your password at any time. [Forgot your password?](#)

Stay logged in?

- Enter your password**
  - Your default password will vary depending on your library
- Click on the **Log in** button.



TEST ACCOUNT

0 Checked Out   0 On Hold   0 Ready for Pickup   \$0.00 Fines

- To log out, click on the **Logout** button.

## Using the Tabs



- The **Account Summary** tab displays a summary of the number of items you have checked out, the number of holds you have, and the number of holds you have ready for pickup. Clicking on "View All" will provide a detailed list of these items. Also on the summary page are any fines that are owed and any payments.
- The **Messages** tab displays a list of messages for your account. **To act on messages** check the box on the far left side of each message you wish to mark as read, mark as unread, or delete. Go to dropdown menu just above the list and choose from "Actions for selected messages". Then click "Go". You will need to confirm on the message that pops up.
- The **Items Checked Out** tab displays a list of all items that are currently checked out. **To renew any items**, check the box on the far left side of each item you want to renew. Go to the dropdown menu just above the list and choose "Renew Selected Titles". Then click "Go". Your items will be renewed and a new due date will be shown in your account.
- The **Holds** tab shows the materials you currently have on hold (reserve). The title, author, format, pickup location, and status are displayed. Click on the check box to the left of the item and then go to the dropdown menu above the item list and choose the action for the selected items. By clicking on the "edit" link to the right of the item, you can edit the pickup library, suspend a hold, activate a hold, and change the expiration date of the hold.

## Using the Tabs continued...

- In the **Account Preferences** tab, personal information can be viewed. Patrons may edit their account name, password, phone number, and email address. Any other changes to personal information will be done by library staff at the patron request. Notification preferences may be set by each patron. The patron can choose to be notified by email, phone, or text. A default phone number for hold notification can also be entered here. Search preferences allows you to decide how many entries you want to see on a page when you complete a search. You can also choose your preferred search location and your preferred pick-up library for holds. This is where you will mark to maintain a history of checked out items and holds. You can set your List Preferences of the number of lists per page and the number of list items per page.
- The **My Lists** section allows you to create, edit, share, and remove lists you have created. Your list of items can be used for any number of purposes. For example, to keep track of what books you have read, books you would like to read, to maintain a class reading list, to maintain a reading list for a book club or to keep a list of books you would like for your birthday. There are an unlimited number of uses.