This tutorial will focus on the use of our public catalog website at https://catalog.herrickliboh.org/ There is also a log in option and search option on our main website, but they simply bring the user to this public catalog website.

LOGGING IN TO YOUR ACCOUNT

You can browse the catalog without logging in (using your library card number and password/pin), but many catalog features do not work if you are not logged in. (Placing holds, creating lists, etc.)

There are two spots you can use to log in to your account. The home screen has a log in panel on the right. There will also always be a log in button at the top of every catalog screen. Enter your library card number (with no spaces) in the first box, and your password or pin in the second box and click 'log in'.
After you log in successfully you should see an account summary screen:

You have three tabs you can click to see your checkouts, your holds, and your OverDrive Account (Libby) e-books. Libby is the e-book app that you can get for iOS or Android from your app store. It replaces the previous OverDrive app for e-books. Anything you check out with the app can be seen on this OverDrive tab.

You can see physical items checked out to your card and renew them on the first Checked Out tab. Either select 'Renew' for an individual item, or click the check boxes of items to renew multiple items at once with the ‘Renew Selected’ button, or use the ‘Renew All’ button to try to renew all items. Some items cannot renew online, but we may be able to help you if you call the library.

Under the second, Holds tab, you can view your pending holds, and for each hold you have the option of cancelling it, or of suspending it for a time, e.g. if you are going on vacation and do not want it if it comes in when you are away. You can suspend a hold until a certain date (when it will automatically resume), or indefinitely. Once a hold is suspended, the Suspend button on this screen becomes a Resume button so that you can choose to cancel the suspension if you wish.

Under the third, OverDrive Account tab, you will have to enter your OverDrive password, and it will then display any e-books you currently have checked out, and there will be a clickable link to your OverDrive
account on their website. Logging in to OverDrive at this point will also allow you to place holds on and check out e-books from within our catalog. (More on this later)

At the left are more buttons to view your personal details, any charges, your privacy settings, and other features.

SEARCHING THE CATALOG

The Basic Search bar appears near the top of every page. You can search by author, title, or subject. When the dropdown box at the left of the search bar says ‘Library catalog’ as it does in the above image, the search will be a keyword search, meaning it will search everything (author, title, subjects, etc.) for your search term in the box. You can click the dropdown box to restrict your search to one area, Title, Subject, ISBN number, etc.

There is also an ‘Advanced search’ link that will give you more search options if the basic search is not specific enough. (More on this later)

After you enter a search term and click go, the results screen with the items in our catalog that matched your terms will appear, and there will also be a link above them to any results found in the OverDrive (Libby) e-book catalog.
You can scroll through our items, or click the OverDrive link to see the OverDrive e-book specific results. If you had previously logged into your OverDrive Account on your Account Summary screen at the start of this tutorial, then each of the titles in the OverDrive results list will have a button to let you either place a hold or borrow that e-book title.

**ADVANCED SEARCH SCREEN**

Clicking ‘Advanced search’ takes you to a more detailed search screen. The Advanced search gives you more control over how the system uses your search terms.
The first circled area above allows you to search with more than one term or criteria at a time. The drop down boxes control what field is used for your search terms (author, title, etc.). You can set the drop down boxes to search for a specific author AND a specific title, i.e. it should only return items that match both criteria. You could also set the drop down boxes to search for one author OR one other author, which would return all items by either author. Many combinations are possible to refine your search.

The second circled area above allows you to check boxes next to category icons, to limit your search to certain parts of the library’s collection.

The fist tab has ‘Item Types’ which are very broad categories. You can search within all the library’s DVDs, or within all Music, or only books, but it will search among all items in that type.

The second tab has ‘Shelving location’. This section is the most specific of the three tabs, you can check boxes to search only Adult Fiction, or only Horror DVDs, or New DVDs, or only Children’s nonfiction. There are many shelving locations to choose from as a search limiter.

The third tab has ‘Collection’ codes, which are sort of in between the previous two. For example, here you can search Adult Movies, without limiting it to just Horror or Drama, but without including Children’s DVDs. Try experimenting with the many options.

The bottom section of the Advanced Search screen contains some other filters, not all of which apply to our collection. The Audience dropdown for example, really works best with either Adult or Juvenile as
we don’t actually categorize our collection into the many different age groups. Some of these other options are still useful, you can limit to search to just available items, or change how results are sorted.

PLACING HOLDS, THE SHOPPING CART, AND LISTS

From the results list of either the basic or advanced searches, you can place a hold or click the title for more detail on that item.

If you click the title for more details on the item, the hold button moves to the right:
After clicking the hold button from either screen, you must click ‘Confirm hold’ on the next screen in order to finish placing the hold:

If you want to make a collection of items before deciding which to place on hold, you can use the Shopping Cart feature, or make a List. Both of these features can be accessed from the top of every screen:
And you will also see the lists and the cart with each item on the results screen after you have performed a search:

If you have clicked the title of an item from your results to see more detail, then the Lists and Cart options also appear to the right:
The Shopping Cart works as a temporary holding basket for titles you have found. You can put items into the Cart as you find them (click the ‘Add to your cart’ button or link), and you can then view the Cart later in the session to decide what to do with them. The shopping Cart only retains your contents during the current browsing session. If you log off or close your internet browser, the Cart will be empty when you come back. You can also add the contents of your Cart to a permanent list, print or download or e-mail the contents of your Cart for your own use (in this case this means printing, downloading, or e-mailing a listing of the Cart contents, NOT the e-book versions of the titles!) Because this e-mail is sent from an automatic server, it may end up in your e-mail program’s spam folder, so be sure to check there if you don’t see it appear in your regular inbox.

If you click the Cart button at the top of your screen after adding items into it, you will get a smaller popup window that looks like:

The first row of options in blue let you ‘Send’ (e-mail) or download a list of the cart titles. When you download, you must choose ISBD in the dropdown in order to get a text file. The other options are for specialty software formats. There is also a print button. Again, if you e-mail yourself the contents, they may go to your spam folder or your inbox, so check both locations.

You will need to check the boxes next to titles (or use ‘Select all’ to check them all) to perform the actions on the second row in gray such as removing individual items from the cart, adding them to a list,
or placing holds. This enables you to add multiple items to your cart, and then place holds on all of them at once.

You can only have a maximum of 20 holds. If you want to reserve more than 20 items for curbside pickup, put the titles into the cart or a list and e-mail them with the ‘Send’ button to: ebooks@herrickliboh.org and we will assemble them for you.

The Cart is useful, but only if you finish your activities in one session. When you leave the site, the Cart will reset and empty. In order to create a more permanent collection of items, use a List.

When you click List at the top of the catalog screen, you will see a drop down menu:

The top portion of this drop down menu will have lists created by library staff. Here you can see a list of our items on the current New York Times bestseller list, and lists of new adult fiction by month. If you are looking for new fiction, these lists are a good place to try. Another place to see new titles is the cover gallery at the bottom of the page. It shows you a random selection of new titles from Fiction, Non-fiction, Teens, Children (fiction), and the Picture books collections.

Returning to the List drop down menu, the bottom portion of this drop down menu will show any lists you have created, and a button to make a new list. Clicking on ‘New list’ will give you the following screen:
You must give each new list a title. You can select one of several sort criteria. You can leave the last option as is. Click the save button and you are ready to add items to your list. You can create multiple lists.

Then when you are looking at search results, or a specific title, you can click the ‘Save to lists’ or ‘Save to your lists’ button. This will open a box where you will then have to choose which list, and then click save.

To look at one of your lists, click the list drop down at the top of the page, and click on the list you want to see. You will get a screen like:
This is similar to the cart screen, with options in blue to download, send as e-mail, or print etc. Again, if you download you will want to choose the ISBD format for a text file, and e-mail may go to your spam folder. There are two gray options below the blue options. Again you need to click the checkboxes next to specific list items in order to remove them or place holds.