

MUSKOKA LAKES
PUBLIC LIBRARY



User Manual

2020

TIPS AND TRICKS FOR
CATALOG SEARCHING
AND USING YOUR
ACCOUNT

Now that we are using the online ordering for library items, this manual will help you to successfully search for items more efficiently and effectively, and to place requests for those items through your library account.

(YOU CAN ALWAYS CALL US
FOR HELP 705-765-5650)

First things first:

You will need your Muskoka Lakes Public Library card. Notice that it has 14 digits which you will need to enter during the ordering process (more on that step later). You will also need your PIN which is usually set as the last four digits of your phone number. If you can't find your card or do not know your PIN, give us a call 705-765-5650.

You've got your card and you think you know your PIN. Let's get started!

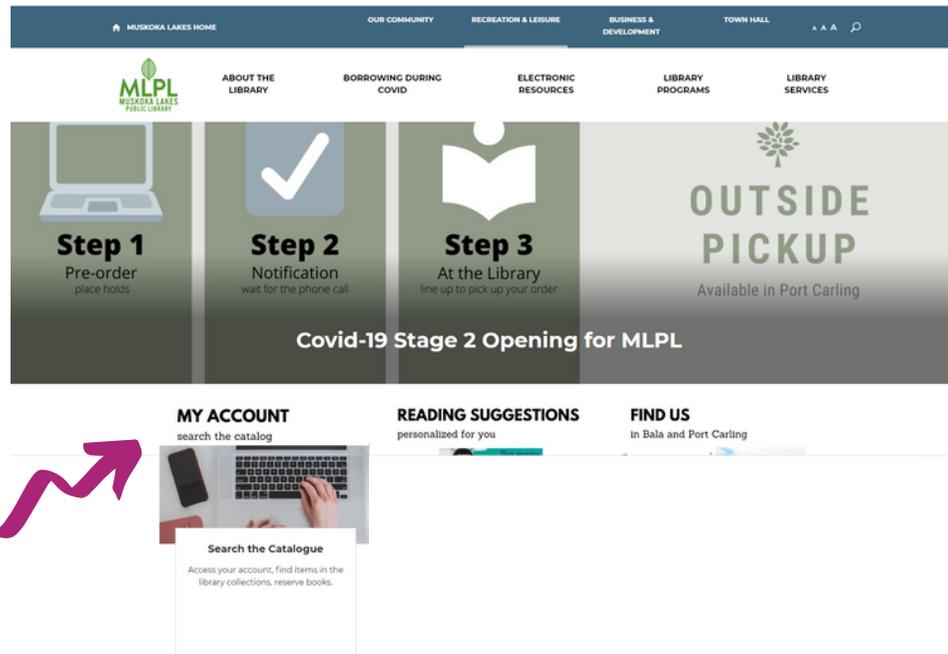
Access the internet using your usual method (Internet Explorer, Chrome, Firefox, Google... whichever is your usual favourite).

(if you use Google search, you will have to click on one of the results that says Muskoka Lakes Public Library)

Go to Muskoka Lakes Public Library's website by typing this: www.muskokalakes.ca/library and you will see something similar to the picture below. Sometimes, a white box with a notice on it pops up first. Click on the X to close that box then you will see this:

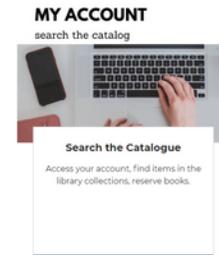
(the image may change over time)

You may have to scroll down a bit so that you can click on 'MY ACCOUNT'



You have clicked on 'MY ACCOUNT/search the catalog'. Great!

You will see a screen similar to this:



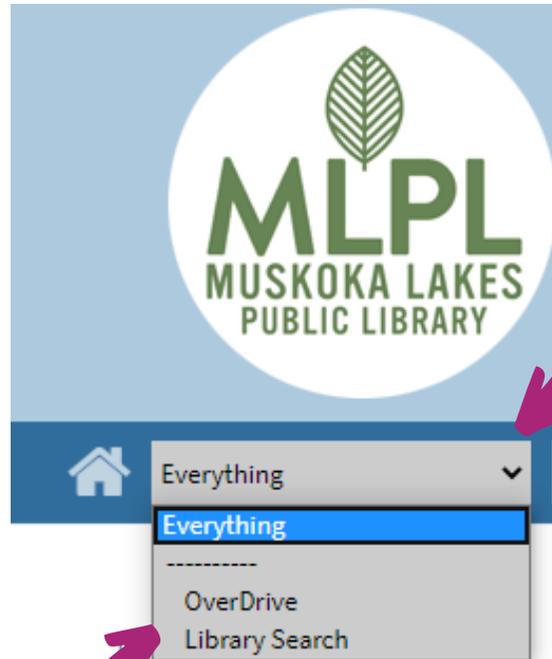
The screenshot shows the MLPL (Muskoka Lakes Public Library) website. At the top is the MLPL logo and a navigation bar with links for 'Log in', 'My Account', 'My Lists', 'Library Information', and 'Select Language'. Below the navigation bar is a search bar with a dropdown menu set to 'Everything' and a search button. The main content area features a 'New to the Muskoka Lakes Public Library in the Last Six Months' section with a list of categories: Adult Fiction, Adult Non-Fiction, Young Adult, Juvenile Picture Books, Junior, Video, and Audiobooks. A featured book is displayed with the title 'A grandmother named love: a novel' by A. S. Compton, published in 2019. To the right of the featured book is a 'Log in to Activate' button and a link to 'muskokalakes.ca/library'. Below the featured book is a 'Find in My Library' button. At the bottom of the featured book section is a carousel of book covers. On the left side of the page, there is a 'Membership Notice' and a red 'Notice' box with text about branch hours and pre-order pickup service. At the bottom right, there is an 'OverDrive' logo.

Look around this screen to familiarize yourself with all the options.

The screenshot shows the website interface for Muskoka Lakes Public Library (MLPL). At the top, there is a navigation bar with links for 'Log In', 'My Account', 'My List', 'Library Information', and 'Select Language'. Below this is a search bar with a dropdown menu set to 'Everything' and 'All Fields'. A pink arrow points to the search bar area, with the text: 'We'll call this row of options the 'Search row' (Clicking on any of these will limit your results and give you only the newest to the library in each category)'. Another pink arrow points to the 'Log in to Activate' button, with the text: 'We'll call this row of options the 'Login row''. The main content area features a book recommendation for 'A Grandmother Named Love' by A.E. Corydon, a 'Membership Notice' box, a red 'Location and Hours for Pre-ordered Pickup Service' box, and an 'OverDrive' logo.

Now we will explore the Search row and the Login row and what you can do with the options available.

Notice the picture icon of a house. Beside that is a box, or field, that says 'Everything' and beside that is a little V, or down arrow.



Click once on the down arrow and you will see two choices: OverDrive and Library Search

If you only want to search for items that are digital copies, then select 'Everything' instead of 'OverDrive'.

If you only want to search for items that are physical items within the library building, then change from 'Everything' to 'Library Search'. This manual will focus on using 'Library Search'.

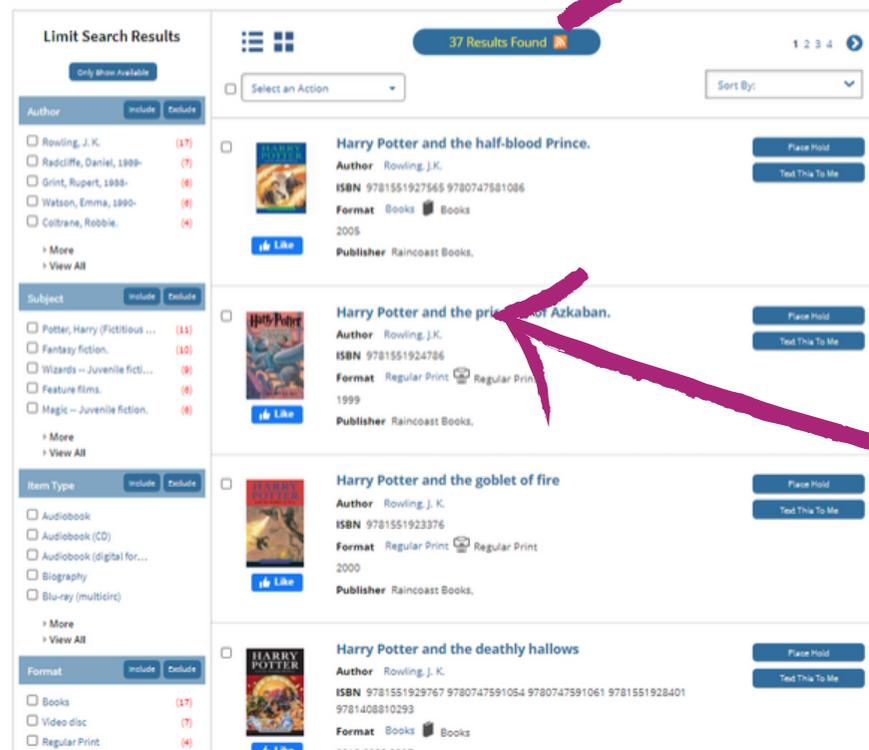
Now that you have the first box, or field as it is also known, set to 'Library Search', move to the second box that says 'All Fields' and click once on the down arrow to see the five options available to narrow your search.



For this example, you want to find out what is available in the library about Harry Potter. So the first box/field is set to 'Library Search'. The next box/field is left at 'All Fields'. The next box/field is where you click and then type the words that you want to use for your search. Click on the green SEARCH button to see your results. It tells us that 37 results were found.

You have the option of narrowing the results by using the options found down the left-hand side.

Note: In the format selection, Books and Regular Print are both 'books'.



Advance to the next page of results here.

Click on the title to see more information about it.

MLPL MUSKOKA LAKES PUBLIC LIBRARY

Library Search All Fields SEARCH Advanced Search

Details for Harry Potter and the prisoner of Azkaban.

Harry Potter and the prisoner of Azkaban.
Harry Potter :
 Author: Rowling, J.K.
 Format: Regular Print Regular Print
 Call Number: J FIC ROWLI
 ISBN: 9781551924786
 Language: English
 Physical Description: 317p. : trade pbk.
 Publication Information: Vancouver : Raincoast Books, 1999.
 Publisher: Raincoast Books,
 Series: Harry Potter ; #3
 Series Title: Harry Potter ; #3
 Subject:
 Wizards and wizardry -- Juvenile fiction.
 Potter, Harry (Fictitious character) -- Juvenile fiction.

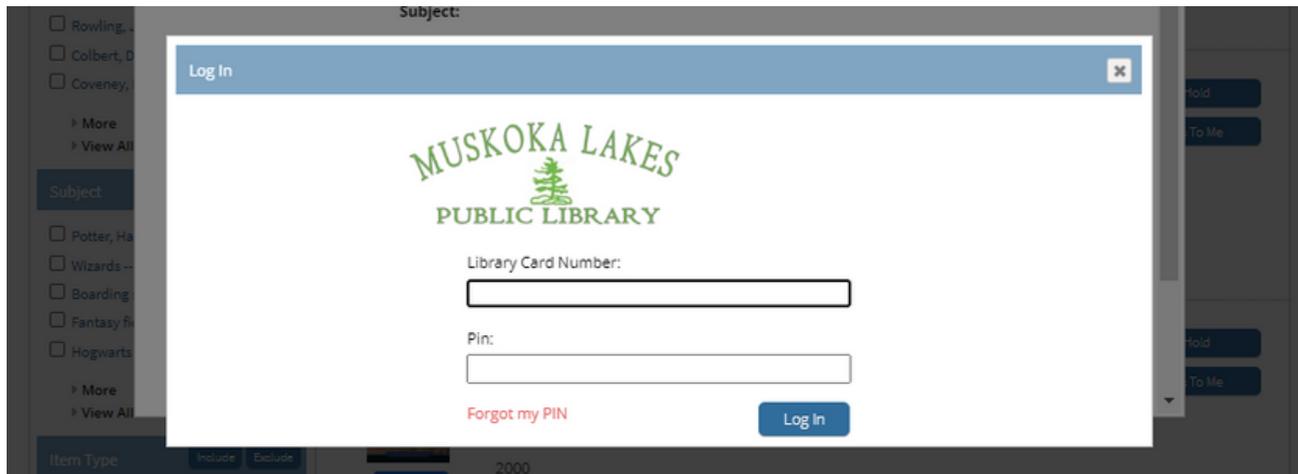
Availability: 19

Library	Call Number	Item Type	[[missing key: search.ChildField.CUR_LOCATION]]	Status	Item Holds
Port Carling Branch - Muskoka Lakes Public Library	J FIC ROWLI	Juvenile fiction		On Shelf	Reserve This
Port Carling Branch - Muskoka Lakes Public Library	J FIC ROWLI	Juvenile fiction	CHECKEDOUT	Due 7/2/20	Reserve This

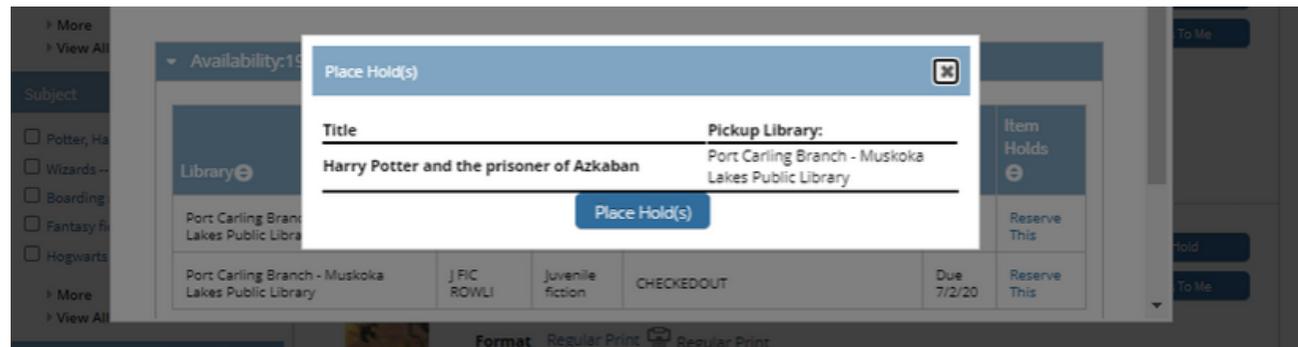
[Explore About The Author, Series and more](#)
[Recommendations & Reviews](#)

By clicking on the title of one of the search results, a new screen pops up. You can see that there are 2 copies in Port Carling and that 1 is currently checked out. I decide to reserve, (or place a hold, or order) the one that is not checked out so I click on 'Reserve This'. A new box pops up asking for your library card number and your PIN.

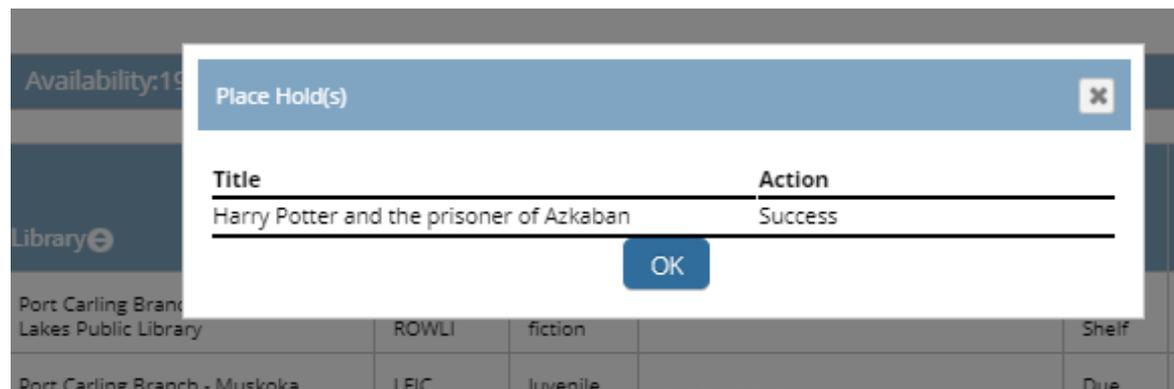
Check out these sections, too, by clicking on the side arrow to expand that section.



Enter your 14 digit library card number without spaces and your PIN (usually the last four digits of your phone number). Click 'Log In'.



Click 'Place Hold(s)'.



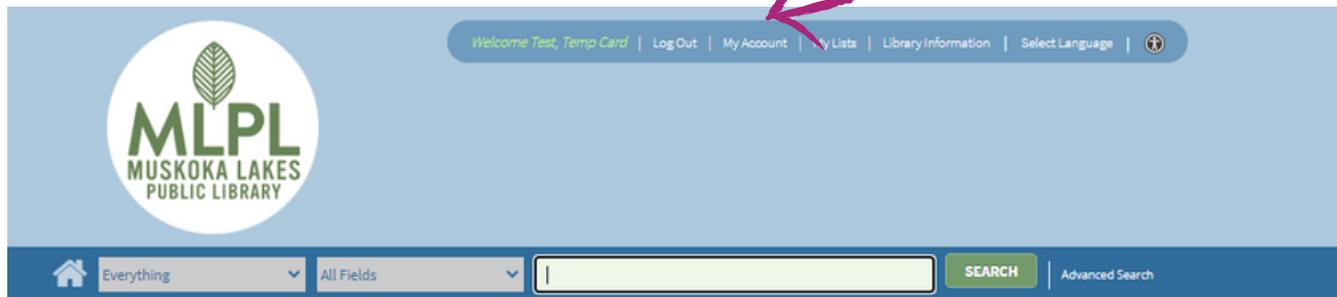
Click 'OK'. You will now be back to the previous search screen. If not, simply click on the X in the upper corner of the pop up box.

Continue to search for items and place holds in the same manner. Remember that you can search by 'author', 'title', etc.

It is important to realize that most times spelling counts and most times the spelling is American rather than Canadian.

Not all words need to be used in your search to be successful. Words such as 'the', 'a', etc, are not necessarily needed, nor is capitalization.

Let's now look at your record by clicking on 'My Account'.



Personal Information | **Checkouts** | Holds | Fines

Digital Checkouts

Library Checkouts

Total Items Checked Out: 4
Items Overdue: 0

Select All [Renew](#)

	Title / Author	Times Renewed	Date Due
<input type="checkbox"/>	 Barn 8 : a novel Unferth, Deb Olin. Shelf Number: RIC UNFER <small>Renewal limit reached. No further renewals allowed for this item.</small>	0	7/3/20
<input type="checkbox"/>	 The bluest of blues : Anna Atkins and the first book of photographs Robinson, Fiona, 1965- Shelf Number: JP ROBIN	0	7/10/20
<input type="checkbox"/>	 Salt, Sugar, Fat: how the food giants hooked us Moss, Michael. Shelf Number: 338.47MOS	0	7/10/20
<input type="checkbox"/>	 The charmers Adler, Elizabeth (Elizabeth A.). Shelf Number: RIC ADLER	0	7/10/20

Select All [Renew](#)

Checkout History

Your status: OK

Checkouts

Digital: 0
Library: 4

Holds

Digital: 0
Library: 2
Ready for pickup: 1

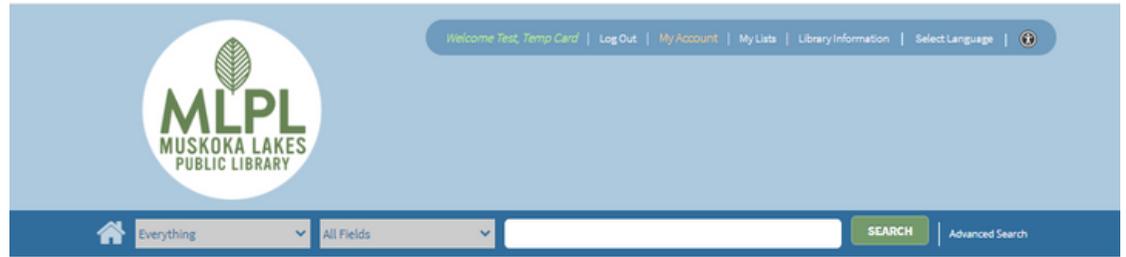
Fines

Total due: CAD0.00

Note the different tabs here. Click on 'Checkouts' to see what you presently have checked out and when it is due. For some items you have the option to renew by clicking on the small box beside the title and then clicking 'Renew'. Not all items are renewable. Give us a call if this is the case and you would like an extension.

Clicking on the 'Holds' tab shows what holds you presently have and the status of each hold request. In this example it shows that one hold is to be picked up by 6/22/20 BUT YOU MUST WAIT FOR US TO PHONE YOU BEFORE COMING TO PICK IT UP.

The other two show the status as 'Pending' which means that it is not available yet for one of two reasons... either staff has not processed your request yet or the item is checked out to someone else.



	Title/Author	Status	Pickup at	Expires	Place in queue
1	Harry Potter and the prisoner of Azkaban Rowling, J.K. Shelf Number: J1C ROWLI	Pickup by 6/23/20	Port Carling- Muskoka Lakes Public Library	6/19/21	1
	Where the crawdads sing Owens, Della. Shelf Number: FIC OWENS	Pending	Port Carling- Muskoka Lakes Public Library	6/19/21	1
	American dirt Cummins, Jeanline Shelf Number: FIC CUMMI	Pending	Port Carling- Muskoka Lakes Public Library	6/19/21	6

If you want to cancel your hold at any time or suspend it for a period of time, you can do that easily.

Note the 'Place in queue' column. It tells you how many holds have been placed on the item by library users. If it shows number 1, then you are first in line.

You can check to see if you have previously taken a title out of Muskoka Lakes Public Library by viewing your 'Checkout History'. This option is found on the 'Checkouts' tab.

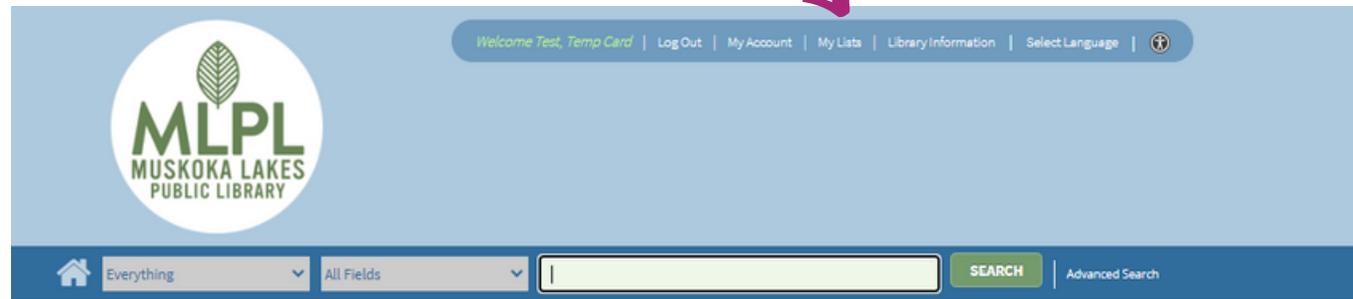
The screenshot shows the MLPL website interface. At the top is the MLPL logo and navigation links. Below is a search bar. The main content area has tabs for 'Personal Information', 'Checkouts', 'Holds', and 'Fines'. The 'Checkouts' tab is active, showing 'Total Items Checked Out: 4' and 'Items Overdue: 0'. A list of items is displayed with columns for 'Title / Author', 'Times Renewed', and 'Date Due'. A pink arrow points to the 'Checkout History' link at the bottom of the list.

By clicking on the up/down symbol found at the top of each column, you can sort to make finding a particular, previously checked out item, easier.

The screenshot shows the MLPL website interface with the 'Checkout History' tab active. It displays 'Total Items in Checkout History: 2362'. A table lists items with columns for 'Title', 'Author', 'Checked Out', and 'Returned'. A pink arrow points to the up/down sort symbols at the top of the 'Title' and 'Author' columns. To the right, a sidebar shows 'Your status: OK' with counts for 'Checkouts', 'Holds', and 'Fines'.

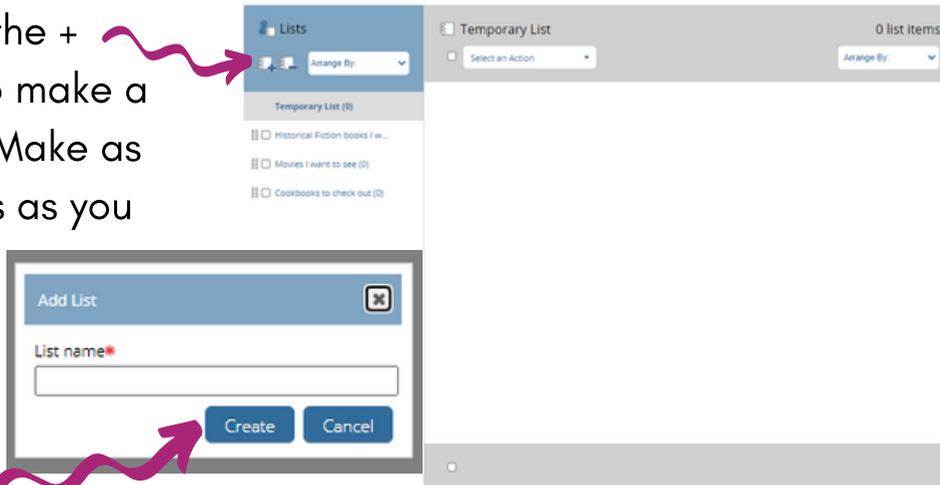
Title	Author	Checked Out	Returned
Male : an early settlement in Muskoka	Petry, Bob, 1921-	6/15/20	6/18/20
1917 [videorecording (Blu-ray)]	Mendes, Sam.	6/9/20	6/10/20
Amnesty : a novel	Adiga, Aravind.	6/8/20	6/19/20
Strange planet	Pyle, Nathan W.	6/8/20	6/16/20
The hate u give [videorecording (Blu-ray)]	Tillman, George, 1969-	5/30/20	6/8/20
The immortal life of Henrietta Lacks [videorecording]	Wolfe, George C.	5/30/20	5/30/20
Queen & Slim [videorecording (Blu-ray)]	Matsoukas, Melina, 1981-	5/30/20	5/30/20
Queen & Slim [videorecording (Blu-ray)]	Matsoukas, Melina, 1981-	5/30/20	5/30/20
Harry Potter and the goblet of fire	Rowling, J. K.	5/20/20	6/9/20
Muskoka : this place we call home	Turnbull, Scott, 1976-	4/24/20	5/6/20
Harry Potter and the chamber of secrets	Rowling, J. K.	4/23/20	5/20/20
Harry Potter and the prisoner of Azkaban	Rowling, J.K.	4/23/20	5/20/20
The forgotten home child	Graham, Genevieve,	4/23/20	4/23/20
Queen & Slim [videorecording (Blu-ray)]	Matsoukas, Melina, 1981-	4/2/20	4/10/20
Harriet [videorecording (Blu-ray)]	Lemmons, Kasi.	4/2/20	4/10/20
Once upon a time... in Hollywood [videorecording (DVD + Blu-ray)]	Tarantino, Quentin.	4/2/20	4/6/20
Charlie's angels [videorecording (DVD + Blu-ray)]	Banks, Elizabeth, 1974-	3/24/20	4/2/20
The forgotten home child	Graham, Genevieve,	3/21/20	4/22/20
The great Buster [videorecording (DVD)] : a celebration	Bogdanovich, Peter, 1939-	3/21/20	4/2/20
Stan & Ollie [videorecording (DVD)]	Baird, Jon S., 1972-	3/21/20	3/23/20

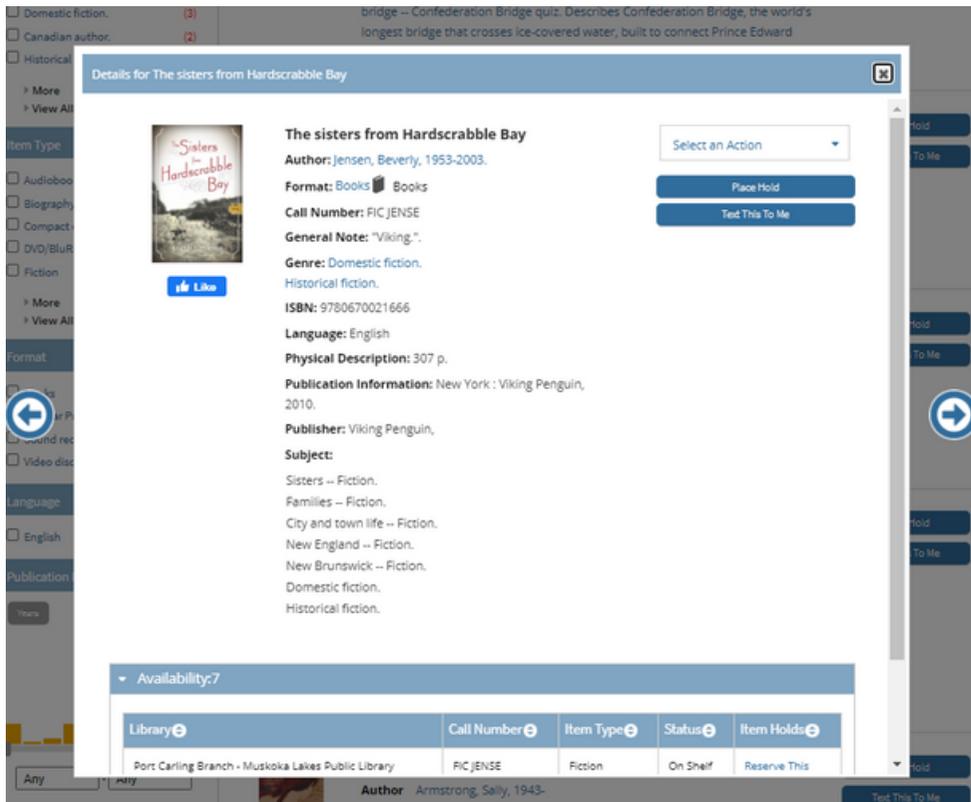
Sometimes you might come across a book or movie in your search that piques your interest but that you don't want to read or watch right now. Good news! You can make lists within your account to reference at a later date.



Click on the + symbol to make a new list. Make as many lists as you want.

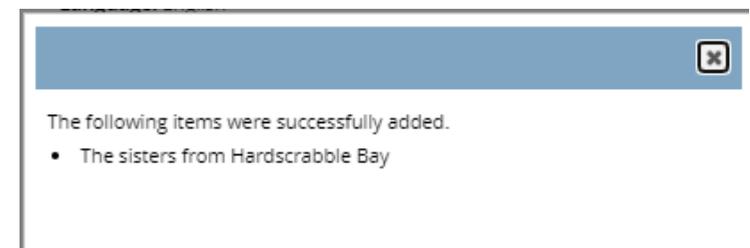
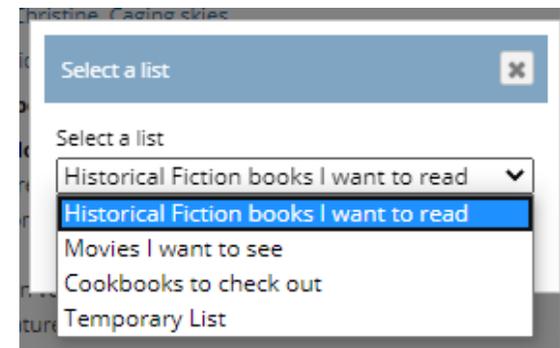
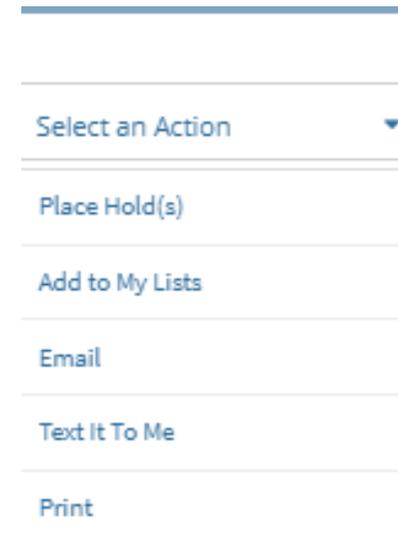
Name your list. Click 'Create'.





An item of interest was found but I want to save it in one of my lists for future reference.

- Click the down arrow on the 'Select an Action' box.
- Click on 'Add to My Lists' (or if you want to place a hold now, you can click on 'Place Hold(s)').
- Click on 'Select a list'. Your pre-named lists will appear.
- Scroll down to the list that you want to use and the item will be added.
- X out of screens that you no longer want.
- View your lists in the 'Login row'.



Muskoka Lakes Public Library

705-765-5650

muskokalakes@pclib.ca

www.muskokalakes.ca/library