

Guide to the Catalogue

A grayscale background image showing a person's hand using a mouse on a desk with a computer keyboard and monitor.

Winnipeg Public Library's online public access catalogue operates in a windows environment, where navigation is done with a mouse. The catalogue can be accessed from the Winnipeg Public Library's website (winnipeg.ca/library) and is also available in all branch libraries.



To Search for an Item

Click on the **Basic Search** tab.

Click on the drop down arrow of the **Search:** box. Choose an index.

Enter your search terms into the blank Search box.

Press **Enter** or click on the **Go** button.

The **Search Results screen** displays if there is more than one record that matches your query. Click on an item in the search results to display more information about it.

If there is only one matching record to your query, the **Item Information screen** displays for the matching item.



To Sort a Title List

At the **Search Results** screen, click on the drop-down arrow of the **Sort by:** box. Select the desired sort option and click on **Go**.



To Limit a Title List

At the **Search Results** screen, click on the drop down arrow of the **Limit by:** box. Select a limiting option from the Limits list. Click on **Go**.



To View Information for a Specific Item

Click on the title or on the link **Show Details**. This will display the **Item Information screen** which contains the complete record for the item. The **Copy/Holding information** appears at the end and displays owning branches and the status of the items. The number of requests is also displayed on this screen. Links to related works are displayed on the left side bar.



To Request an Item

To request **any copy** of a title click on the **Request Item** button. To request a **specific copy or volume** of a title, click on **Request Copy** on the line that lists the specific item you want. You will be prompted to log in to your account using your library card and PIN (Personal Identification Number). The default PIN is the last four digits of the telephone number that we have on file for your library account. If you have changed your PIN to something other than your telephone number, you must use the changed number.

The **Request Confirmation** page provides information about notification methods (phone or email), lets you select your pickup location and tells you when the request will expire if unfilled.

If your request is successful, a box summarizing your request information will appear. Click on **Return to Searching**. Any subsequent requests you place while logged in will not require you to enter your barcode and PIN. Click on **Logout and Return** if you do not wish to stay logged in.

To protect your privacy and to end your session, remember to click on LOG OUT (upper right corner) when you have finished using the catalogue.



To Email Your Search Results

Scroll down to the bottom of the **Search Results** page and mark the format (HTML, Plain text, etc.) in which you would like the list to appear. Type the item numbers you want to email. Enter the subject in the Subject field. In the Email to: field, enter the email address where you want the information sent. Click on **Send**.



To Add an Item to My List

- You can create a temporary list of library materials that will be valid for the length of your search session. Simply click on **Add to my list** next to any item.
- If you change your mind, click **Remove**.
- To create a personal list that will be saved for future reference, you must be logged in to **My Account**.
- To view your list, click the **My List** link at the top of the screen. To view a list saved during a previous session you must be logged in.
- You can remove an item in a viewed list by clicking in the box beside the item and then on **Remove**.
- You can place requests from within your list by clicking on **Request Item**.
- You can email the list by clicking on the **Email this list** link.
- You can check the expiration date of your list by clicking on **Manage Lists**. If nothing is added to a list it will expire in 999 days and disappear. If you add an item to a list the new expiration date is 999 days from the date you added the new item. To return to **My List** from **Manage Lists**, click on **My List** in the upper right corner of the screen.



My Account

Log in by entering the barcode from your library card and your PIN (Personal Identification Number) as prompted. The default PIN is the last four digits of the telephone number that

we have on file for your library account. If you have changed your PIN to something other than your telephone number, you must use the changed number.

- The **Account Overview** provides summary information on your library account. For more detailed information, click on each category, either from the blue navigation bar or from the section headings.
- **Items out** displays all of the material that you have signed out on your library card.
- **Hold Requests** shows all items on which you have placed a request; these items are either not yet available or are ready to be picked up.
- **Blocks** are messages in your library account, such as overdue books, fines or holds ready for pickup.
- **Profile** displays your:
 - **Personal Information**, including address, telephone number and the expiration date of your card. You cannot change this information yourself. Click on **Request Change** to notify library staff of the need to update your information.
 - **Email Information** allowing you to update your email address yourself by typing it in the email information box and clicking on **Update**. Please contact library circulation staff to set your account for email notification if you have not already done so.
 - **Personal Identification Number (PIN) update boxes**. You can change your PIN by typing in the boxes and clicking on **Update**. A PIN consists of a maximum of four numerals. Your default PIN is the last four digits of your telephone number. If you change your PIN, it will not display in the PIN box; you must commit it to memory.

When you are finished using My Account, remember to click on Log Out (upper right corner) to end your session and to protect your privacy.



To Check Your Request/Hold

- Log in to **My Account**.
- Click on **Hold Requests**.
- Look at the **Position column** to determine where you are in the queue.
- Click on **Log Out** when you have finished searching the catalogue.



To Suspend a Request/Hold

If you will be unavailable to pick up your requested item, for reasons such as vacation, you may set your requests to Suspended. As a result, you will not lose your position in the request queue and will not be charged a non-pickup fee.

- Log in to **My Account**.
- Click on **Hold Requests**.
- **Click in the box to the left of the requested item** you want to suspend.
- The default **Suspend Until** date is 6 months from the current date. You can change this to another date by using the drop down boxes. This will arrange automatic reactivation of your request on the date you specify.
- Click on the **Change Status** button.
- The new status (Suspended) will be displayed in **Status column**.
- Upon the specified date, the status of the request will be automatically changed to Active.



To Cancel a Request/Hold

You may cancel your request if an item is no longer needed.

- Log in to **My Account**.
- Click on **Hold Requests**.
- **Click in the box to the left of the title** that you wish to cancel.
- Click on **Cancel Request**.
- Once an item has been set aside for you it becomes a hold. You can **cancel a hold** of an item that has already been set aside for you but for which the pick up date has not yet expired. Expired holds will cause a non-pickup fee to be charged to your account.



To Renew an Item

Renewals may be requested on most Winnipeg Public Library materials, with the exception of magazines, DVDs, Express Bestsellers, toys, seasonal collection items and items already requested by other customers.

- Click on the **My Account** tab.
- Log in by entering the barcode from your library card and your PIN (Personal Identification Number) as prompted.
- Click on **Login**.
- Click on **Items Out** or on the blue **Checked Out** tab to display a list of all items borrowed on your card.
- Locate the title you want to renew. Items can be sorted by clicking on the underlined heading in the blue bar.
- Click in the checkbox beside the title(s) you want to renew. Click on **Renew**.

If the renewal is successful, the new due date is calculated from *the date of the renewal*, not from the original due date. To avoid overdue fines, renew your items before midnight of the Due Date (local Winnipeg time).

When you are finished using My Account, remember to click on Log Out (upper right corner) to end your session and to protect your privacy.



Search Tips

Navigation: Use the Tabs and the attached links below the active tab. If a list of results is displayed use **Next**, **Previous**, **Return to Results** or **Refine Search** and hyperlinks to navigate through the catalogue.

- Capitalization: Use either lower case or upper case letters.
- Names of people: Enter the last name first.
- Punctuation: Leave out punctuation such as commas and apostrophes.
- Hyphenation: The catalogue treats hyphens as spaces between words in search terms.
- Truncation: Keywords may be truncated using *. For example, if you enter "comput*" you will find all the terms that begin with those letters.
- Boolean searches: You can use the Boolean operators AND, OR and NOT in Advanced Search. Select them from the drop-down menu.

Note: If there is no activity for 5 minutes when using the catalogue, the catalogue will revert to the Welcome screen.

For further assistance, click on the Help link in the upper right corner of any screen or ask Library staff at any information desk.

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