SEARCHING FOR ITEMS

- You don't have to be logged in to your account to search for items.

- There are multiple ways you can search for an item or items. You can limit the search by format and by title, author, series, etc.

- Under "More Search Options" you can filter your search by additional filters.

NEED HELP?

- Change can sometimes be confusing, so we're here to help!

- Stop in and ask a staff member for help, call us at 815-385-0036, visit our website for more details — www.mchenrylibrary.org — or visit these online resources for more detailed instruction:

Videos from our consortium — https://bit.ly/2H7d0Pt

Website created by our consortium — https://www.catalog.ccslib.org/

LIBRARY CATALOG PARTNERS:

Algonquin Public Library

Cary Public Library

Crystal Lake Public Library

Des Plaines Public Library

Ela Area Public Library

Evanston Public Library

Fox River Valley Public Library

Fremont Public Library

Glencoe Public Library

Glenview Public Library

Highland Park Public Library

Huntley Area Public Library

Lake Forest Library

Lake Villa Public Library

Lincolnwood Public Library

McHenry Public Library

Niles Public Library

Northbrook Public Library

Park Ridge Public Library

Prospect Heights Public Library

Round Lake Area Public Library

Wilmette Public Library

Winnetka-Northfield Public Library

Zion-Benton Public Library

# How to Use Your New Online Catalog!

polaris PowerPAC
release 5.5

McHenry Public Library
809 Front St.
McHenry, IL 60050
815-385-0036
www.mchenrylibrary.org

McHENRY PUBLIC LIBRARY DISTRICT
WISDOM · KNOWLEDGE · DREAMS

The McHenry Public Library and 23 other libraries in the CCS consortium have migrated to a new online catalog/patron account system. You'll see a new look as you search for library materials, and will be introduced to new features as outlined below.

FEATURES OF THE NEW CATALOG

- Seamlessly use the new catalog on your **phone, tablet, or computer.**
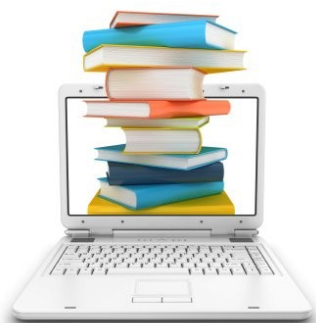
- Create an easy-to-remember **user name** to log in to the library catalog.

- Select your notification preference: **text message** (new!), email, or an automated phone call.

- **Automatic renewals!** Three days before your items are due, the system will automatically renew your materials for you. If you have an email listed in your library account, you'll receive an email letting you know the new due date, or a courtesy reminder if the items cannot be renewed because there are holds on the item.

LOGGING IN TO YOUR ACCOUNT

You don't need to log in to search for items, but you do need to log in to access your account, renew items, place holds, pay fines or change contact information.

- Click on the "Log In" icon in the upper right-hand corner of the catalog.

- Enter your library card barcode, then your password **IN ALL CAPS**.

- If you don't have a password, click on "click or tap here to create a password." Follow the prompts.

- With the new system, you can create a user name to use to log in so you don't have to enter your barcode number each time. Click on the "Create User Name" link and follow the prompts.

- If you've forgotten your password, click on the "Forgot Your Password" link and follow the prompts.

SETTING YOUR PREFERENCES

- After logging in, use the links on the left side of the screen to access different parts of your account.

- Under "My Record" you can set your preferences and contact information, and change login info. You can also check boxes to maintain your checkout history and receive "almost overdue/ auto-renew" reminder notices via email .

- Under "My Lists" you can create lists to save titles for future reading, or for book groups.

RENEW ITEMS/PAY FINES

- On the "Items Out" screen, select the items you want to renew and click on "Renew Selected Items." Or check the box at the top left and click on "Renew All Items."

- The "Estimate Overdue Fines" feature lets you select a return date in the future to see what your fines would be.

- To see/pay your fines, click on "Fines & Fees" and follow the prompts to pay fines/fees securely with a credit/debit card. *You can also pay fines at our new self-check kiosks (coming May '18).*

PLACING HOLDS ON ITEMS

- You must be logged in to your account to place a hold.

- Search for an item (see "Searching for Items") using the various search tools provided.

- When the item's record appears, click on "PLACE HOLD" at right.

- Select which library you want to pick up the item at, and the activation date (date you want the request to be submitted), then "Submit Request."

- In your account, under "Holds," you can cancel a hold, suspend or reactivate a hold by selecting the item.