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. 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?

- Stop in and ask a staff member for help

- Call us at 815-385-0036

- Visit our website for more details — www.mchenrylibrary.org

- Check out these videos the folks at our software vendor created on YouTube — https://bit.ly/2H7d0Pt

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 Online Catalog!

polaris PowerPAC
release 5.5
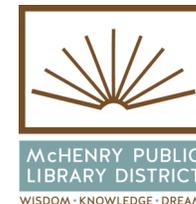
McHenry Public Library
809 Front St.
McHenry, IL 60050
815-385-0036
www.mchenrylibrary.org

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 and new features as you search for library materials.

To get to our online catalog from our home page (www.mchenrylibrary.org), enter your search words in the field at top under the heading "CATALOG" or just click on the magnifying glass icon.

FEATURES OF THE NEW CATALOG

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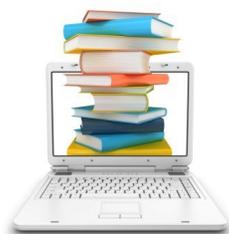
- Create an easy-to-remember **user name** for your account.

- 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 them. If you provided an email address for 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 them.

- Choose your preferred pickup location from any of the **24 member libraries**, not just your home library.

LOG IN TO YOUR ACCOUNT

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

- Enter your username or 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." Enter your barcode then a password.

- You can create a user name to log in with so you don't have to enter your barcode number each time. Click on the "Create User Name" link under the barcode field and follow the prompts.

- If you've forgotten your password, click on the "Forgot Your Password" link, enter your username or barcode, and an email will be sent to you with a new password (if you've provided an email address for your account).

You don't need to log in to your account to search for items, but you do need to log in to access your account and perform certain functions.

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/change your contact information and preferences, and change logon information. You can also check the 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 they're great for book groups/clubs.

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 your fines, click on "Fines & Fees." To see and/or pay your fines, click on "Pay Online" 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.