Using the Library Catalog:
How to search for items and manage your account

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Locating the Catalog

On our homepage www.gcls.org, you will find the catalog in the blue toolbar. Hover over Catalog and click on Search Catalog.
Catalog Homepage

The catalog homepage features a search box as well as many other useful links. The links at the bottom feature up-to-date recommended reading lists as well as the current New York Times bestsellers. Links in the top grey toolbar will take you to many useful resources like our library homepage and the research databases.

Take note of My Account at the right of the grey toolbar. This will be where you can go to login to see the items you have checked out, holds, etc.
Searching for Items

The catalog defaults to “**words or phrase**” when searching for items. This is a general search and is very useful if you are unsure of exactly what you want. You can click the dropdown box to search via other methods. Here I am going to do a title search for *The Girl on the Train*.

You can also choose which library you want to search. All branches and LOGIN libraries are listed. You can also choose to search all libraries at the top. For this search, I am going to choose to search “Gloucester County Library System”
Using Power Search

Let’s explore how **Power Search** works. Locate it under the dropdown box for library and click on it.

Power Search is exactly what it sounds like: a more powerful search than using the basic search box. If you know a few different criteria you are looking for, then this search is for you!

In this example, I’m looking for The Girl on the Train again. However, I am including the author, what location I want the catalog to search, what language it’s in, and I want it to be a book. Power Search is a great tool if you want to be specific!
Viewing Your Search Results

In your search results, you can see the title, author, format, available copies, and place a hold. Click on the blue title to see more details about a particular item.
When you click on an item, you can see the status of the copies throughout the system as well as view book ratings and similar titles you may be interested in.
Placing an Item on Hold

Whenever you see the blue text that reads “Place Hold,” you will be able to request an item to be transferred to a library of your choice and held for pick up. Click on the text to place a hold.

Enter your library card number and select your pickup location and click “Place Hold.” The two other fields, expiration date and suspension, are not required to place a hold.

However, if you were going on vacation and coming back for, say, a week later, you could specify suspension start and end dates so your hold does not come in when you are unable to pick it up.
New Search and Go Back

When navigating through the online catalog, it is tempting to hit the back button on your web browser like you would do for any other website. However, this is not recommended in the online catalog as it may cause you to lose your search! You will likely get an error that says “Document has Expired.”

Instead, you should locate **Go Back** in the blue toolbar and use this to navigate back to previous pages. When you are ready to start a new search, click on **New Search** in the blue toolbar to start over.

![Go Back, Help, Limit Search, New Search, Marked Titles, Link to Page, Logout toolbar]

Use these to avoid this

![Document Expired dialog]

- Document Expired
  - This document is no longer available.
  - The requested document is not available in Firefox’s cache.
  - As a security precaution, Firefox does not automatically re-request sensitive documents.
  - Click Try Again to re-request the document from the website.

[Try Again]
Reviewing Your Account

Want to see the items you have checked out, see your information, or check on the status of holds? This can all be done through My Account.

Locate My Account in the grey toolbar and click on it.

Two options are available: Review My Account and Renew Materials. Let’s begin with Review My Account. Enter your library card number in the field provided to proceed.

Click on Checkouts or Holds to review the details and statuses of those items on your account.
Renewing Your Items

Click on **My Account** in the grey toolbar again and select **Renew My Materials**. Enter your library card number, if applicable.

You can individually select items by clicking on the check box new to the item you want to renew or you can choose Renew All from the radio button in the center. Click on **Renew Selected Items** to continue.
Using Find It Fast!

Looking to browse collections of items about the same subject? For example, if you were looking for books that had something to do with knitting, there is a way to browse the collection of those items in the system.

Locate **Find It Fast!** in the grey toolbar. You can search from any of the topics listed below. When you click on each one, it will open a list of subtopics to choose from and it will quickly and easily give you all of the results for the topic you choose.
Using the Kids’ Library

Looking for kid friendly items only? There is an option for that! Locate **Kids’ Library** in the grey toolbar and click on it.

A range of topics will be listed. Click on one of the topics to be taken to a page of subtopics. After selecting what topics you are searching for, the catalog will return results that are only for kids which makes it quick and easy to find materials for them among the masses of available items in the system.
Finding Library Information

On the right hand side of the catalog, will be an option to view Library Info which includes the various websites for different libraries as well as hours and services. These links can be found across most of the catalog pages for ease of access.
Need Additional Help?

There is Help available at the bottom blue toolbar. Click on Help to open the Library Catalog Help. You can also contact or visit your library for additional help in learning how to search the catalog.