POLARIS

Online Catalog Tutorial
Keyword Searching

1. Type a word or words in the **Keyword search for** box. A keyword search looks for matches to your word or words (in any order). You can use the wildcard character * to represent other characters. For example, if you type *shakespeare*, you might find "shakespeare" and "shaker:"

2. Select a field in the **Search by** box. To search all the fields in the catalog records, select **Any field**. To search a single field such as Author or Title, select the field.

3. Click **Go**. The search results show all the titles that matched your search. Click any title to see more information.

**Tip:** You can limit your search to certain branches, material types, or other options. Click **Open Search Options**. You can search sources beyond the library. Click **Select Databases**.

**More information:** Click **Help** on the menu bar.
Searching the Catalog

- **Keyword Search**
  - Enter any keywords if you are looking for a book on a subject. You can also enter the title or author if it is known.
Search By

- **Search By**
  - Allows you to search by something specific such as title or author.

![Search By Interface](image)
Limit By

- Limit By
  - Allows you to search by format.
  - For example, you want the DVD “The Color Purple” not the book.

```
Keyword search for: Color Purple
Search by: Title  Limit by: All formats
Sort by: Relevance
```

1. Type a word or words in the **Keyword search for** field. For example, use `Color Purple`.
2. In the **Search by** field, select the type of search you want to perform (e.g., Title).
3. In the **Limit by** field, select the format you want to limit your search to (e.g., All formats).
How to Read Search Results

- Title – In blue.
- Author – Right underneath title.
- Call Number – Tells where on the shelves it is located.
- But how do you know if the Library has it?
Availability

- Click on availability to see if the Library has it.

<table>
<thead>
<tr>
<th>4. The last Olympian [sound recording] by Riordan, Rick.</th>
</tr>
</thead>
<tbody>
<tr>
<td>... [sound recording] / Rick <strong>Riordan</strong> ...</td>
</tr>
<tr>
<td>Description: 9 sound discs (11 hr., 1 min.) : digital ; 4 3/4 in.</td>
</tr>
<tr>
<td>Call Number: BCD RIOR</td>
</tr>
</tbody>
</table>

Availability | Full Display | Place Request |
How to Read Availability

- Gives Call Number, Status, and Type.
- Says Out if Checked Out and In if on the shelves.
Patron Account

- You now have access to your account.
- On home page, select Patron Account tab at top.
Patron Account

- Enter the barcode number on your library card.
- Enter your 4 digit password.
  - If you don’t have one, you can get one at the Circulation Desk.

Please enter your barcode number and password

Barcode Number: 
Password: 

Log In  Clear

Don’t forget to log out...
Patron Account

- Once you’ve entered Patron Account, you have the option to see what you have checked out on that card.
- Click on the Items Out tab at the top.
Items Out

- Details what items are out, when they are due, and if there are any renewals left on the item.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Title</th>
<th>Assigned Branch</th>
<th>Due Date</th>
<th>Renewals Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>791.43 WHIR</td>
<td>Where the wild things are [videodisc]</td>
<td>Lewis Cooper Jr Memorial Library</td>
<td>3/16/2010</td>
<td>0</td>
</tr>
<tr>
<td>791.43 DRUM</td>
<td>Drumline [videodisc]</td>
<td>Lewis Cooper Jr Memorial Library</td>
<td>3/17/2010</td>
<td>0</td>
</tr>
<tr>
<td>791.45 HOUS</td>
<td>House M.D. Season one (disc 3 &amp; 4) [videodisc]</td>
<td>Lewis Cooper Jr Memorial Library</td>
<td>3/17/2010</td>
<td>0</td>
</tr>
<tr>
<td>791.43 POST</td>
<td>Post grad [videodisc]</td>
<td>Lewis Cooper Jr Memorial Library</td>
<td>3/17/2010</td>
<td>0</td>
</tr>
<tr>
<td>F THOM</td>
<td>Chick with a charm</td>
<td>Lewis Cooper Jr Memorial Library</td>
<td>3/24/2010</td>
<td>2</td>
</tr>
<tr>
<td>F ANDR</td>
<td>Dawn</td>
<td>Lewis Cooper Jr Memorial Library</td>
<td>3/24/2010</td>
<td>0</td>
</tr>
</tbody>
</table>
How to Renew

- Renew only certain items.
  - Click the box next to the item.
  - Click on Renew Selected Items.
How to Renew

○ It will tell you if your renewal was successful.
  ● If you go back to the Items Out, the new Date Due will show.

○ But how do you renew all your items?
Renew All

- Select Renew All Items at the bottom of the Items Out screen.
Renew All

- Not all items are renewable.
  - What happens if you try to renew something that can’t be renewed like DVDs?
  - The screen tells you!

---

2 items successfully renewed.

- Where the wild things are is not renewed because:
  - The item has exceeded the permitted number of renewals.
  - The item has been requested by another patron.

- Drumline [videodisc] is not renewed because:
  - The item has exceeded the permitted number of renewals.

- House M.D. Season one (disc) is not renewed because:
  - The item has exceeded the permitted number of renewals.

- Post grad [videodisc] is not renewed because:
  - The item has exceeded the permitted number of renewals.

- Dawn is not renewed because:
  - The item has exceeded the permitted number of renewals.

- The Heart of a Leader InSig is renewed.

- Heaven is not renewed because:
  - The item has exceeded the permitted number of renewals.
Requests

- You can also see what items you have on hold.
- Select the Requests tab at the top of the screen.
Requests

○ You can also cancel your holds on the Requests Screen by clicking on cancel all requests or the selected requests.

<table>
<thead>
<tr>
<th>Title</th>
<th>Pickup Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 9 [videodisc]</td>
<td>Lewis Cooper Jr Memorial Library</td>
</tr>
<tr>
<td>Precious (based on the novel ‘Push’ by Sapphire) [videodisc]</td>
<td>Lewis Cooper Jr Memorial Library</td>
</tr>
<tr>
<td>Up in the air [videodisc]</td>
<td>Lewis Cooper Jr Memorial Library</td>
</tr>
</tbody>
</table>

- Cancel Selected Requests
- Cancel All Requests
Requests

- How do you put an item on hold?
  - Search for the item on the Search screen.
  - Click on the tab at the top next to Patron Account that says Search.
  - Select Place Request.

1. The stepfather [videodisc]

... commentary with director; The Stepfather Chronicles - interviews with ...


Description: 1 videodisc (ca. 89 min.) : sd., col. ; 4 3/4 in.
Target Audience Note: Rated R
Call Number: 791.43 STEP

Availability | Full Display | Place Request
Requests

- Submit the Request.

Once this is completed, it will show up on the Requests screen under Patron Account.
You can also see if you have any fines & fees and for what items.

Select the Fines & Fees tab under Patron Account.
Fines & Fees

- If there are any fines, they will be listed on that screen.
- It also lists why and what items.
Once you have completed with all your transactions, Log Out!!

- There is a Log Out tab on the top of the screen as well as in blue on the bottom of the screen.

### My Record | Items Out | Requests | Fines & Fees | Saved Searches | Log Out

<table>
<thead>
<tr>
<th>Type</th>
<th>Reason</th>
<th>Title</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
</table>

13 items checked out