



# POLARIS

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## Online Catalog Tutorial

# Home Page

Address http://catalog.opelika.org/polaris/Search/default.aspx?ctx=3.1033.0.0.2

Welcome | [Log In](#)

**POLARIS**  
Your Gateway to Library Resources & the Web

Lewis Cooper Jr Memorial Library

[Library Info](#) [Search](#) [Patron Account](#) [Help](#)

**Keyword** Browse Phrase Exact Advanced Boolean Dictionary Thesaurus E-Sources My Lists

Keyword search for:

Search by:  Limit by:

Sort by:  Using: 1 selected databases

[Select Databases](#) | [Open Search Options](#)

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### 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 **shake\***, 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

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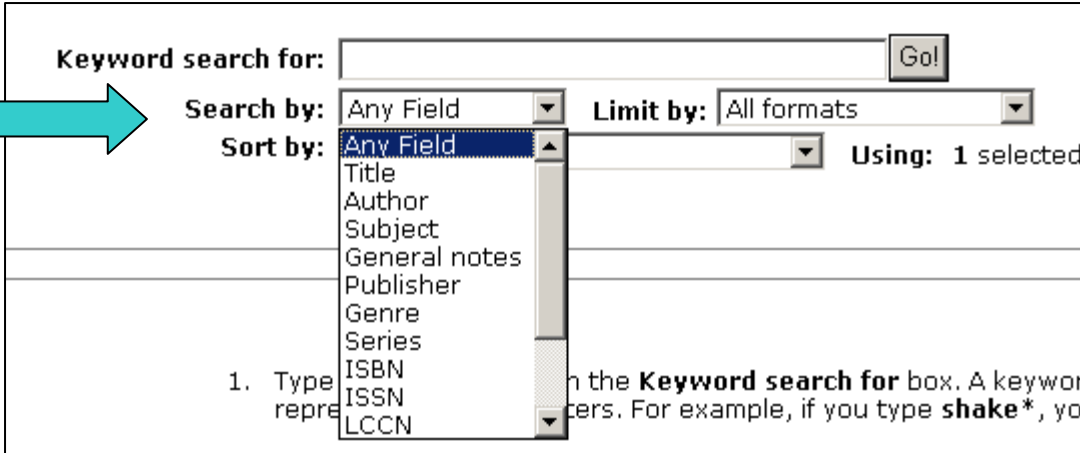
## ○ Keyword Search

- 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.

Keyword search for:	<input type="text"/>	Go!	
Search by:	Any Field	Limit by:	All formats
Sort by:	Relevance	Using:	1 selected databases

# Search By

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



The screenshot shows a search interface with the following elements:

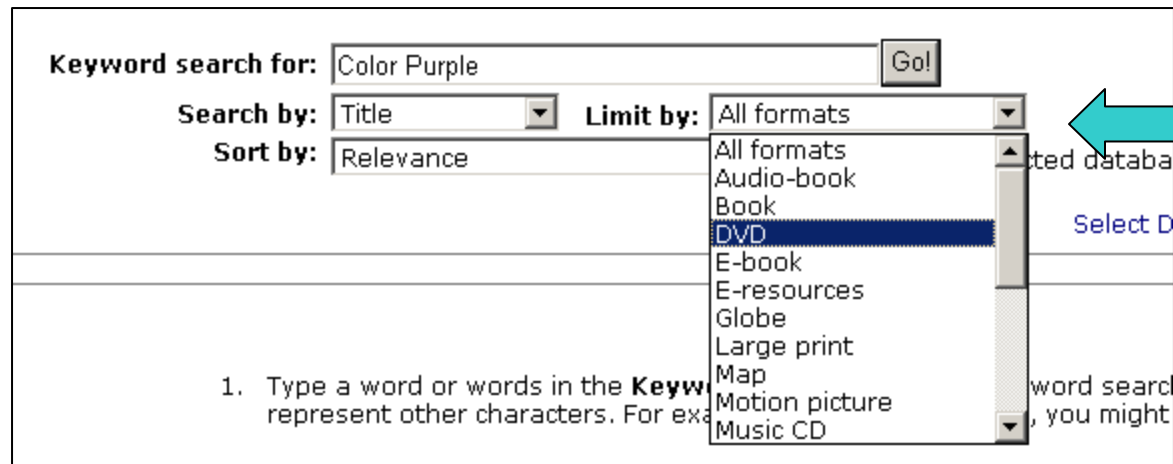
- Keyword search for:** A text input field with a **Go!** button to its right.
- Search by:** A dropdown menu currently set to **Any Field**. A red arrow points to this dropdown.
- Sort by:** A dropdown menu currently set to **Any Field**. The menu is open, showing a list of options: **Title**, **Author**, **Subject**, **General notes**, **Publisher**, **Genre**, **Series**, **ISBN**, **ISSN**, and **LCCN**.
- Limit by:** A dropdown menu currently set to **All formats**.
- Using:** A dropdown menu currently set to **1 selected**.

Below the search fields, there is a numbered list starting with "1. Type repre".

# Limit By

## ○ Limit By

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



The screenshot shows a search interface with the following elements:

- Keyword search for:** A text input field containing "Color Purple" and a "Go!" button.
- Search by:** A dropdown menu currently set to "Title".
- Sort by:** A text input field containing "Relevance".
- Limit by:** A dropdown menu currently set to "All formats". A red arrow points to this menu, which is open, showing a list of options: "All formats", "Audio-book", "Book", "DVD" (highlighted in blue), "E-book", "E-resources", "Globe", "Large print", "Map", "Motion picture", and "Music CD".

Below the search fields, there is a list of instructions:

1. Type a word or words in the **Keyword** search field. Use the **Limit by** dropdown menu to represent other characters. For example, if you search for "Color Purple" and select "DVD" from the **Limit by** dropdown menu, you might get results for "Color Purple" on DVD.

# How to Read Search Results



The screenshot displays three search results for books by Rick Riordan. Each result includes a book cover, a speaker icon for audio recordings, a title in blue, the author's name, a truncated description, publisher information, a call number, and buttons for 'Availability', 'Full Display', and 'Place Request'.

**4. The last Olympian [sound recording]**  
by Riordan, Rick.  
2009  
... [sound recording] / Rick **Riordan**. ...  
Publisher, Date: New York : Listening Library/Random House Audio, p2009.  
Description: 9 sound discs (11 hr., 1 min.) : digital ; 4 3/4 in.  
Call Number: BCD RIOR  
[Availability](#) [Full Display](#) [Place Request](#)

**5. The last Olympian**  
by Riordan, Rick.  
2009  
... The last Olympian / Rick **Riordan**. ...  
Publisher, Date: New York : Hyperion Books for Children, c2009.  
Description: 381 p.  
Call Number: YAF RIOR  
[Availability](#) [Full Display](#) [Place Request](#)

**6. The battle of the Labyrinth**  
by Riordan, Rick.  
2008  
... battle of the Labyrinth / Rick **Riordan**. ...  
Publisher, Date: New York : Hyperion Books for Children, c2008.  
Description: 361 p.  
Call Number: YAF RIOR  
[Availability](#) [Full Display](#) [Place Request](#)

- 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.



2009

**4. The last Olympian [sound recording]**  
by Riordan, Rick.

... [sound recording] / Rick **Riordan**. ...

Publisher, Date: New York : Listening Library/Random House Audio, p2009.

Description: 9 sound discs (11 hr., 1 min.) : digital ; 4 3/4 in.

Call Number: BCD RIOR

[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.

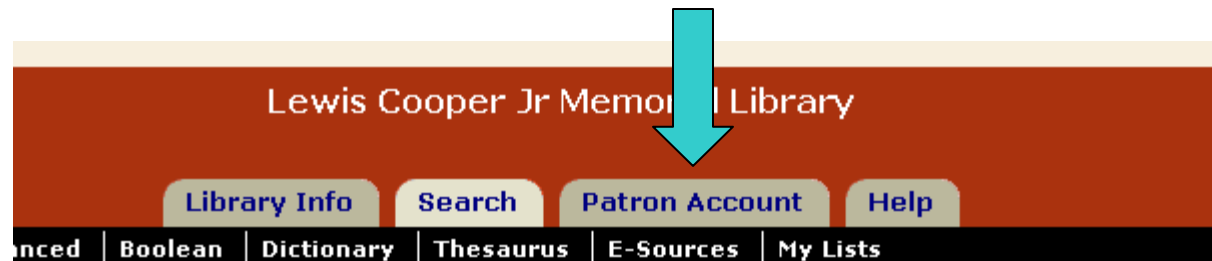
Item Availability			
Call Number	Shelf Location	Status	Type
Lewis Cooper Jr Memorial Library (0 of 1 available)			
AV Area			
BCD RIOR		Out (Due: 03/20/10)	BCD



# Patron Account

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





# Patron Account

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- 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:**

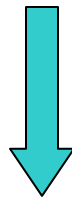
**Password:**

*Don't forget to log out...*

# Patron Account

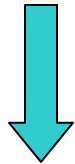
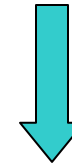
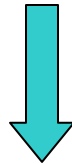
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- Once you've entered Patron Account, you have the option to see what you have checked out on that card.
- Click on the Items Out tab at the top.



# Items Out

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



✓	i	Call Number	Title	Assigned Branch	Due Date	Renewals Left
<input type="checkbox"/>		791.43 WHER	Where the wild things are [videodisc]	Lewis Cooper Jr Memorial Library	3/16/2010	0
<input type="checkbox"/>		791.43 DRUM	Drumline [videodisc]	Lewis Cooper Jr Memorial Library	3/17/2010	0
<input type="checkbox"/>		791.45 HOUS	House M.D. Season one (disc 3 & 4) [videodisc]	Lewis Cooper Jr Memorial Library	3/17/2010	0
<input type="checkbox"/>		791.43 POST	Post grad [videodisc]	Lewis Cooper Jr Memorial Library	3/17/2010	0
<input type="checkbox"/>		F THOM	Chick with a charm	Lewis Cooper Jr Memorial Library	3/24/2010	2
<input type="checkbox"/>		F ANDR	Dawn	Lewis Cooper Jr Memorial Library	3/24/2010	0

# How to Renew

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



<input type="checkbox"/>			F BERR	The third secret : a novel
<input type="checkbox"/>			F ANDR	Heaven
<input type="checkbox"/>			F HOOP	Hiding in the shadows
<input type="checkbox"/>			F ANDR	Melody
<input type="checkbox"/>			F HOOP	Sense of evil
<input type="checkbox"/>			F SAUL	Shadows
<input type="checkbox"/>			F BERR	The third secret : a novel

Renew Selected Items

Renew All Items

# How to Renew

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- 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

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

<input type="checkbox"/>			F HOOP	Hiding in the shadows	Le
<input type="checkbox"/>			F ANDR	Melody	Le
<input type="checkbox"/>			F HOOP	Sense of evil	Le
<input type="checkbox"/>			F SAUL	Shadows	Le
<input type="checkbox"/>			F BERR	The third secret : a novel	Le
<input type="checkbox"/>			F THOM	Chick with a charm	Le

Renew Selected Items

Renew All Items



# 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

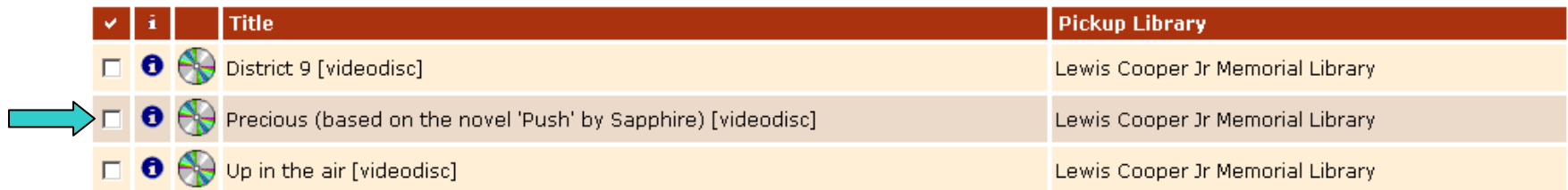
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- You can also see what items you have on hold.
- Select the Requests tab at the top of the screen.



# Requests

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



<input checked="" type="checkbox"/>	i	Title	Pickup Library
<input type="checkbox"/>	i	District 9 [videodisc]	Lewis Cooper Jr Memorial Library
<input type="checkbox"/>	i	Precious (based on the novel 'Push' by Sapphire) [videodisc]	Lewis Cooper Jr Memorial Library
<input type="checkbox"/>	i	Up in the air [videodisc]	Lewis Cooper Jr Memorial Library

Cancel Selected Requests

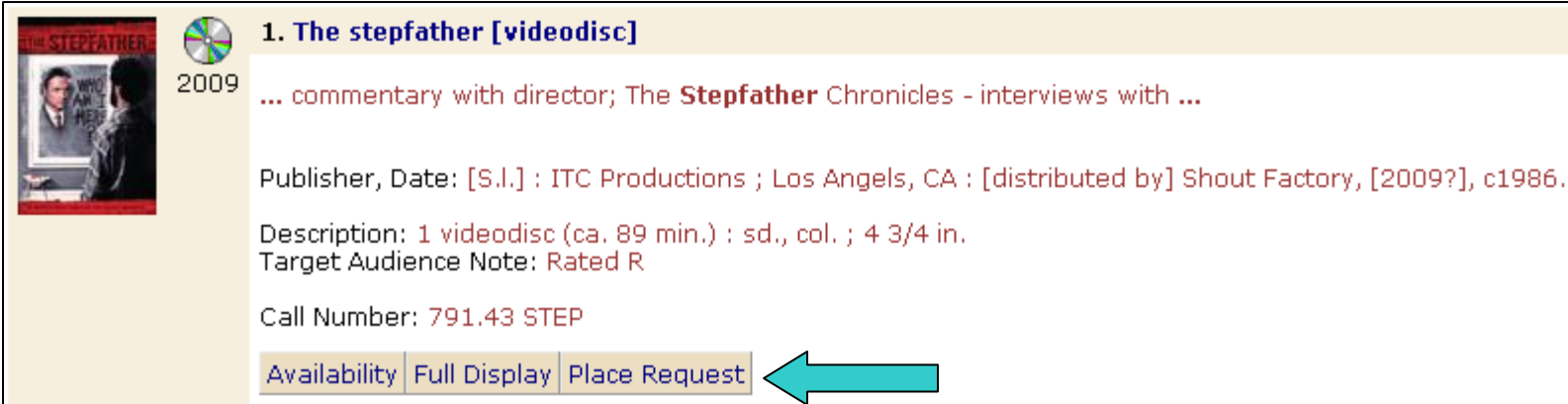



Cancel All Requests



# 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]**

2009 ... commentary with director; The **Stepfather** Chronicles - interviews with ...

Publisher, Date: [S.l.] : ITC Productions ; Los Angeles, CA : [distributed by] Shout Factory, [2009?], c1986.

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](#) 

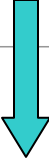
# Requests

- Submit the Request.

Place a request:

 **The stepfather [videodisc]**  
Publisher, Date: [S.I.] : ITC Productions ; Los Angels, CA : [distributed by] Shout Factory, [2009?], c1986.  
ISBN: 9781603993203 - Description: 1 videodisc (ca. 89 min.) : sd., col. ; 4 3/4 in.

Barcode Number: 21890000371004  
Password: \*\*\*\*\*  
Pickup Library:   
Activation Date:   
(ex: mm/dd/yy)



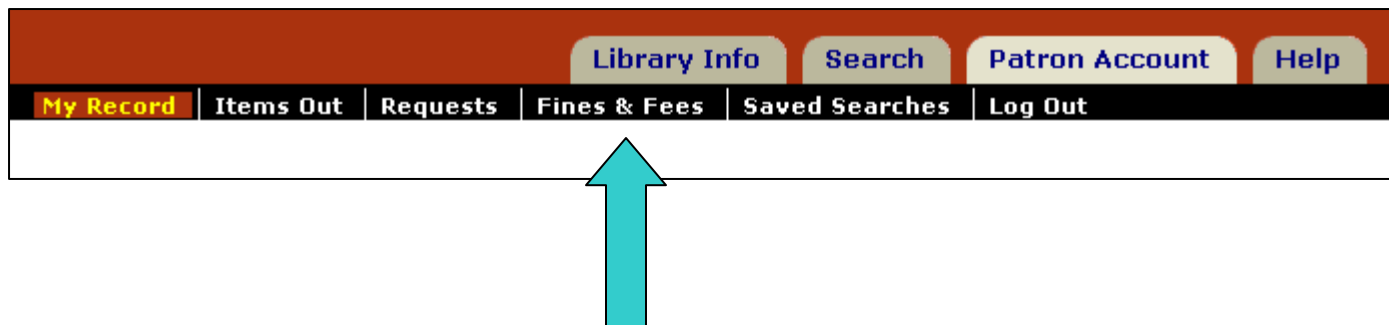
- Once this is completed, it will show up on the Requests screen under Patron Account.



# Fines & Fees

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- You can also see if you have any fines & fees and for what items.
  - Select the Fines & Fees tab under Patron Account.





# Fines & Fees

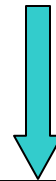
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- If there are any fines, they will be listed on that screen.
- It also lists why and what items.

✓	i	Transaction Date	Type	Reason	Title	Amount	Balance
Charges: \$0.00 Deposits: \$0.00 Credits: \$0.00							
<a href="#">Log Out</a>							

# Log Out

- 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.



The screenshot shows a library website interface. At the top, there is a navigation bar with tabs: "My Record", "Items Out", "Requests", "Fines & Fees", "Saved Searches", and "Log Out". The "Log Out" tab is highlighted in blue. Below the navigation bar, there is a table with the following columns: "Type", "Reason", "Title", "Amount", and "Balance". The table is currently empty. In the bottom right corner of the screenshot, there is a blue arrow pointing to the right, with the text "Log Out" next to it.

Type	Reason	Title	Amount	Balance
------	--------	-------	--------	---------