Highlight for a Library

Highlight item holdings at a specific library.

1. Choose a library from the **Switch to another library…** box at the top right of the catalog.

2. If you are highlighting for a library, the name of that library will appear at the top of the page to the right of the BCCLS logo.

Do a Quick Search

Run a quick search from the Catalog Home page.

1. Type a word or words in the **Quick Library Search** box.

2. If you want to limit your search, select an option from the **Limit by** box. For example, if you want to find only eBooks, select the **eBooks** option in the **Limit by** box.

3. Click **Go**. Alternatively, you can click **Advanced Search** for more options.

Do a Keyword Search

Search for titles containing specific words.

1. Click **Search** on the menu bar, and click **Keyword** in the Search menu.

2. Type the text to search for in the **Keyword search for** box.

3. If you want to limit your search, select an option from the **Limit by** box. For example, if you want to find only eBooks, select the **eBooks** option in the **Limit by** box.

4. If you want to search for your text in a specific field, select the field in the **Search by** box. For example, if you know the title contains the word *Yankee*, enter **Yankee** in the **Keyword Search for** box, and select **Title** in the **Search by** box.

5. Click **More Advanced Search Options** to further limit your search by library, date, etc.

6. Click **Go** to run your search.

Do a Browse Search

Browse the title, author, subject, or series index.

1. Select **Search** on the menu bar, and select **Browse** in the Search menu.

2. Select **Title**, **Author**, **Subject**, or **Series** from the **Search for** list.

3. Type the first few letters of the title, the author's name, the subject, or the series name in the **that begins with** box.

4. Click **Go**.

    The search results list displays the browse listings and the number of titles associated with each listing.

5. Click **<<Previous 10 Listings** or **Next 10 Listings >>** to see previous or subsequent sections of the index.

6. Click a listing to see a list of associated titles.

Work with Search Results

You can do the following actions from the search results list:

- Click a Sort option at the top or bottom of the page to sort your results.

- Click a page number or the arrow at the top or bottom of the page to move through the list.

- Click **Availability** to see availability information.

- Click **Full Display** to see detailed information.

- Click **Add to My List** to add the title to a list that you can save, print, or send by email.

- Click **Place Request** to request that the library obtain and hold the title for you to check out.

Request a Title

Request a title listed in your search results.

1. Search for the title you want to request.

2. Select the title in the search results, and click **Place Request**.

    Alternatively, to request a specific volume or edition of a title, click **Availability**, and then click on the symbol to the left of the call number of the item you would like to request.

    The log-in form appears.

    **Please note that you need your password (previously your PIN) to request materials.

    If you do not know your password, you can get a new password by visiting any BCCLS library with your library card.

3. Type your library card number (without spaces) or user name and password in the appropriate boxes, and click **Log in**.

    The request form appears.

4. Select the name of the library where you want to pick up the item in the **Pickup Library** box.

5. If you want to activate your request at a future time, type the date in the **Activation Date** box. The request will be activated immediately if you do not change the activation date.

6. Click **Submit Request**.

    If you are requesting a specific volume or edition of a title, a message may ask you to confirm that you want this specific copy. If you are requesting a specific volume or edition of the title, click **This item only**. If you do not need a specific volume or edition of the title you are requesting, click **First available copy**.

    **Please note that you will need to present the card used to place the request when you pick up the requested materials.

    **There is a limit of 25 total requests/holds at any given time.

7. A confirmation of your request should appear.

8. Please be sure to log out of your account if you are using a public computer.

    Click **Log Out** at the side of the page or on the My Account menu to log out of your account.

Check and Update Your Account

Follow these steps to check your account and update your personal information.

1. Click **My Account** on the menu bar, and click **My Record** on the My Account menu.

2. Log in if necessary.

   The **My Record** page appears, and the side of the page displays a summary of your account information.

3. Click **Contact Information** to display your personal information.

4. Type or select the new information in the appropriate boxes.

5. Click **Submit Change Request** to submit the new information to the library.

6. Click **Log Out** at the side of the page or on the My Account menu to log out of your account.

Renew Items Out

Follow these steps to renew the items you have checked out.

1. Click **My Account** on the menu bar, and click **Items Out** on the My Account menu.

2. Log in if necessary.

   The Items Out list displays information about the items you have currently checked out.

3. To renew one or more items do the following actions:

   • Select the check box by the title for each item that you want to renew, and click **Renew selected items**. (If an item cannot be renewed, there is no check box for the item.)

   • Click **Renew all items** to renew all the items.

   A message tells you which items have been renewed, and whether any renewals have been blocked.

4. Click **Log Out** at the side of the page or on the My Account menu to log out of your account.

View and Manage Your Requests

Follow these steps to view, suspend, or reactivate your requests.

1. Click **My Account** on the menu bar, and click **Requests** on the My Account menu.

2. Log in if necessary.

   The list of your current requests is displayed.

3. Select the check box by the title for each request that you want to suspend or reactivate.

4. Click **Suspend/Reactivate Selected Requests**, or click **Suspend/Reactivate All Requests** to suspend or reactivate all your requests.

5. The **Suspend/Reactivate Hold Requests** dialog box appears.

6. Type the date when suspended requests should be reactivated or type today's date to reactivate an inactive request.

7. Click **Submit**.

8. To cancel one or more requests, do one of the following actions:

   • Select the check box by the title for each request that you want to cancel, and click **Cancel Selected**.

   • Click **Cancel All** to cancel all your requests.

9. Click **Log Out** at the side of the page or on the My Account menu to log out of your account.

Questions?

Please contact your library for additional assistance.

You can find contact information for any BCCLS library by using the "Find a Library" box on the left side of the BCCLS home page:

www.bccls.org

www.bccls.org

Connect with your library… Connect with the world…

Welcome to the New BCCLS Catalog!

Your Quick User's Guide

Learn how to:

- Search the Catalog
- Request Items
- Check Your Account Online
- Renew Items Online
- and more…

You can start your search from the BCCLS home page here:

www.bccls.org

…or you can access the new catalog directly by going to:

catalog.bccls.org