

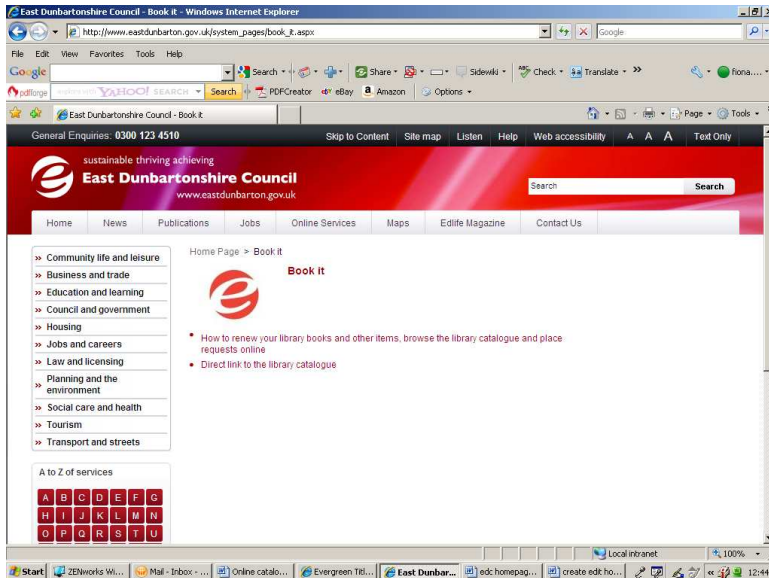
# Using the Online Library Catalogue



[www.edlc.co.uk](http://www.edlc.co.uk)

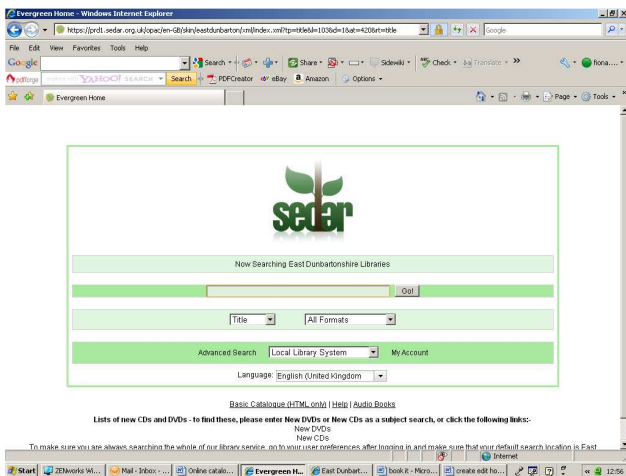
# 1.Logging On

The most direct way to get into the catalogue is to click on the **BOOK IT** button on the front page of the EDC website and select the direct link to the online library catalogue option.

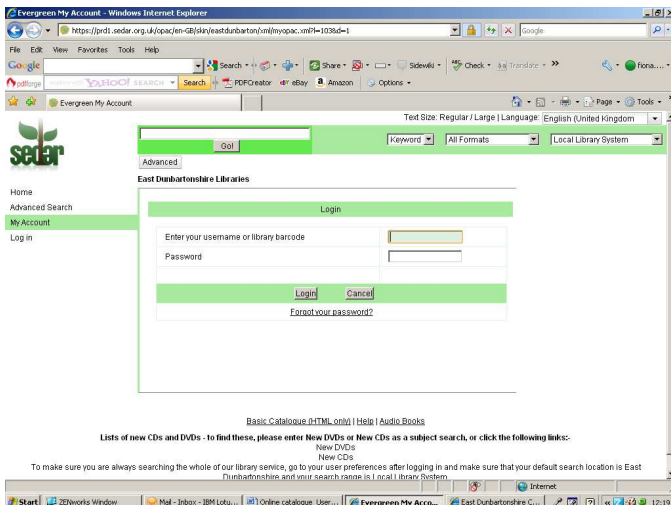


This will take you directly to the home page of the online catalogue. Alternatively you can select the quick link to the library catalogue a bit further down the EDC home page. This will take you to the Library catalogue renewals and requests page where you can click on the link to the **library online catalogue**. Or if you type East Dunbartonshire libraries into Google then click on the first result link it will also take you to the Library catalogue, renewals and requests page of the EDC website where you can click on the **Access the Online Library Catalogue** button. You might want to save the URL of the online catalogue to your favourites on your PC so you can go there directly in future.

The **first time** you try to login to the online catalogue you will be asked to create a new password. On the home page of the online library catalogue click on **my account** which is just to the lower centre right hand side of the page.

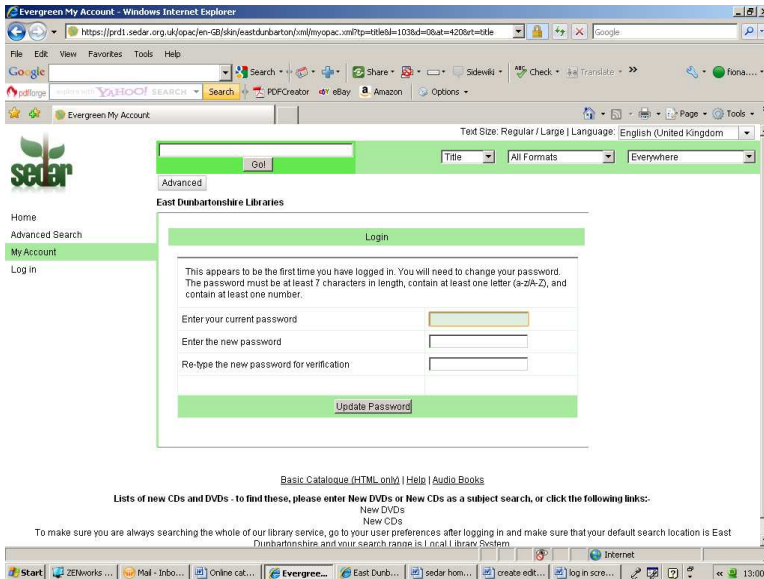


This will bring up a **login** screen. Type your 14 digit library card number into the top box and your existing 4 digit PIN number into the lower box and then click on the **login** button. If you are not sure whether you have a PIN try the last 4 digits of your phone number if you gave us one when you registered at the library.

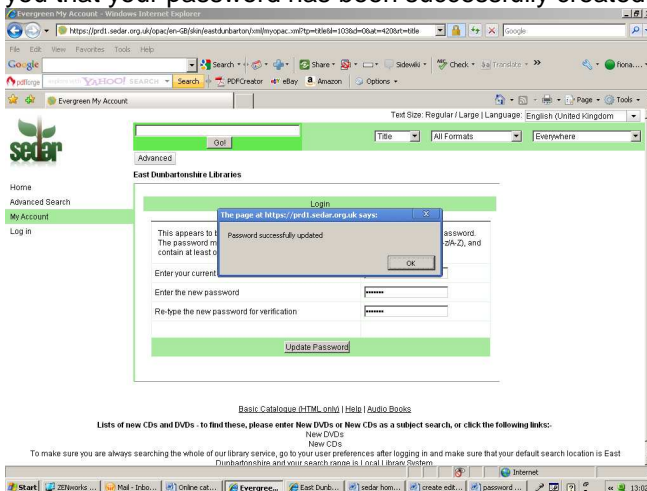


This will bring up another screen asking you to create a new 7 character password.

**This will only happen the first time you log in to My Account.**



Enter your existing 4 digit PIN into the top box then enter your new 7 character password into the next box and confirm your new password in the third box, then click on **update password**. You will then get a message on screen telling you that your password has been successfully created.



Click **OK** to clear this message and the original login screen will reappear. This time enter your 14 digit library card number and your new 7 digit password and click **login**.

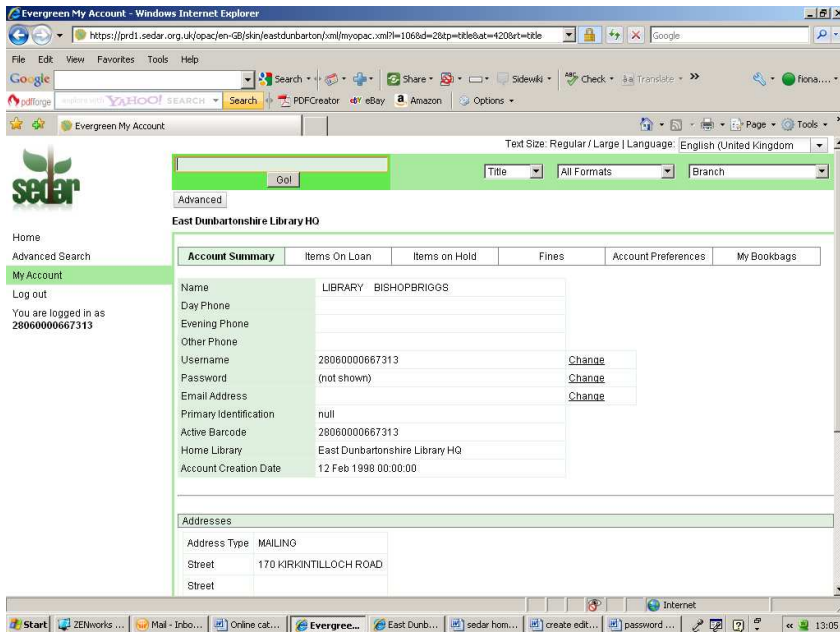
This will then take you into your **Account Summary Screen** where you can update your details and search preferences.

At this point we recommend that you change your Account Preferences. We are in a consortium with Stirling Libraries and their stock is also listed in the full catalogue. So in order to view only East Dunbartonshire Libraries stock it is important to select **Local Library System**.

Click on Account Preferences and first uncheck the always search my home library box then select **East Dunbartonshire Libraries** as your default location and **Local Library system** as your default search range and then click on **Save Preference Changes**. This will ensure that whenever you are logged in these settings will apply and make searching simpler.

The screenshot shows a web browser window displaying the 'Evergreen My Account' page for 'East Dunbartonshire Library HQ'. The page has a navigation menu on the left with options like Home, Advanced Search, My Account, and Log out. The main content area features a tabbed interface with 'Account Preferences' selected. The 'Preferences' section includes settings for search hits per page (10), default font size (Regular Font), default hold notification method (Use Phone and Email), default search location (East Dunbartonshire Libraries), and default search range (Local Library System). A 'Save Preference Changes' button is located at the bottom of the form. Below the form, there are links for 'Basic Catalogue (HTML only)', 'Help', and 'Audio Books'. A notice states: 'Lists of new CDs and DVDs - to find these, please enter New DVDs or New CDs as a subject search, or click the following links: New DVDs, New CDs'. A footer note says: 'To make sure you are always searching the whole of our library service, go to your user preferences after logging in and make sure that your default search location is East Dunbartonshire and your search range is Local Library System.' The page is powered by 'VERGREEN'.

## 2. Account Information



The screenshot shows a web browser window displaying the 'Evergreen My Account' page. The page is titled 'East Dunbartonshire Library HQ' and features a navigation menu with the following options: Account Summary, Items On Loan, Items on Hold, Fines, Account Preferences, and My Bookbags. The 'Account Summary' option is selected, showing a form with the following fields:

Name	LIBRARY BISHOPBRIGGS	
Day Phone		
Evening Phone		
Other Phone		
Username	2806000667313	<a href="#">Change</a>
Password	(not shown)	<a href="#">Change</a>
Email Address		<a href="#">Change</a>
Primary Identification	null	
Active Barcode	2806000667313	
Home Library	East Dunbartonshire Library HQ	
Account Creation Date	12 Feb 1998 00:00:00	

Below the account summary, there is an 'Addresses' section with the following information:

Address Type	MAILING
Street	170 KIRKINTILLOCH ROAD
Street	

Once you are in the **My Account** section there are six different screens that you can access.

**Account summary** - where you can update your personal account information.

**Items on loan** - where you can check what items you have on loan, and renew them.

**Items on Hold** – where you can check up on any items you have requested.

**Fines** - where any charges that have accrued on your account will be listed.

**Account preferences** – where you can update the default settings for your account

**My Bookbags** – where you can create wishlists or lists of books you have already read or would like to read in the future.

### 3. How to renew your books

To renew your books click on items **on loan** at the top of the second column of the Account summary screen.

The screenshot shows the 'Evergreen My Account' interface in a Windows Internet Explorer browser. The page title is 'East Dunbartonshire Library HQ'. The navigation menu includes 'Account Summary', 'Items On Loan', 'Items on Hold', 'Fines', 'Account Preferences', and 'My Bookbags'. The 'Items On Loan' section shows a total of 12 items out, with 1 item overdue. A table lists the following items:

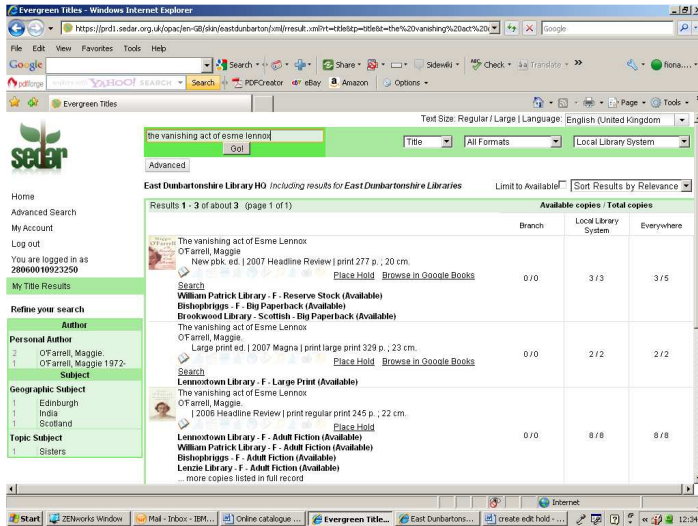
Title	Author	Due Date	Renewals Remaining	Select (All/None)
Nineteen eighty three	Peace, David.	20 Jun 2011 23:59:59	3	<input type="checkbox"/>
Searching for Schindler	Keneally, Thomas.	16 Apr 2012 23:59:59	4	<input type="checkbox"/>
The Holocaust : a new history	Bergen, Doris.	16 Apr 2012 23:59:59	4	<input type="checkbox"/>
The origins of the final solution : the evolution of Nazi Jewish ...	BROWNING, Christopher R.	16 Apr 2012 23:59:59	4	<input type="checkbox"/>
Legions of death : the Nazi enslavement of Eastern Europe	Butler, Rupert.	16 Apr 2012 23:59:59	4	<input type="checkbox"/>
The Children's House of Belsen	Verolme, Hetty.	16 Apr 2012 23:59:59	4	<input type="checkbox"/>
Rena's promise : a story of sisters in Auschwitz	GELISSEN, Rena.	16 Apr 2012 23:59:59	4	<input type="checkbox"/>
Bloodlands : Europe between Hitler and Stalin	Snyder, Timothy	16 Apr 2012 23:59:59	4	<input type="checkbox"/>

This will bring up a list of all the items you have out on loan with their due dates and the amount of renewals you are still allowed to have on each item. There is a check box for each item in the right hand column. Click in this box for each item you wish to renew or click on **select all** at the top of the column if you want to renew all your items. Then click on **renew selected items**. A box will then pop up asking are you sure that you wish to renew these items. If you just click **OK** here you will then get a message telling you that your items have been renewed successfully and the new due date will appear in the due date column of your items on loan list.

The number of renewals still allowed for each item on loan will be displayed in the 4<sup>th</sup> column of this screen. Sometimes you may not be able to renew a particular item you have on loan. This can be due to the item having been requested by another borrower or because it is already overdue or you may have some outstanding fines or charges on your account. If this happens please contact any East Dunbartonshire Library and a member of staff should be able to help.

## 4. Requests

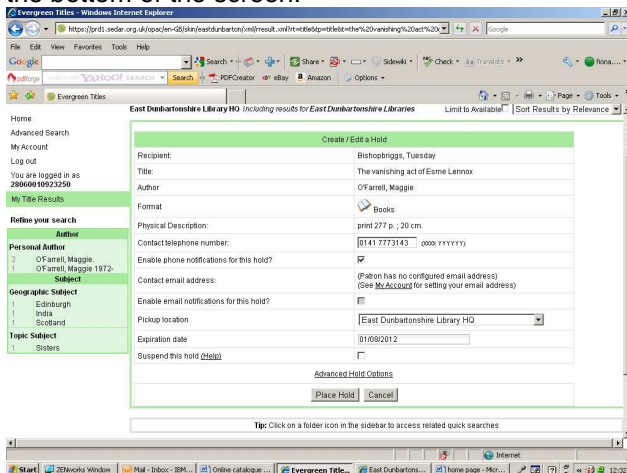
Once you are logged in if you want to request an item you have searched for in the on-line catalogue you just need to click on **place hold** on the record listing for that item.



The screenshot shows the Evergreen library website search results for the book "The vanishing act of Esme Lennox" by OFarell, Maggie. The search results are displayed in a table with columns for Branch, Local Library System, and Available copies / Total copies. The table lists several branches with their respective available and total copies. A "Place Hold" button is visible next to each row.

Branch	Local Library System	Available copies / Total copies
William Patrick Library - F - Reserve Stock (Available)		0/0
Bishopbriggs - F - Big Paperback (Available)		3/3
Brookwood Library - Scottish - Big Paperback (Available)		
The vanishing act of Esme Lennox OFarell, Maggie		
Large print ed   2007 Magna   print large print 329 p., 23 cm.		0/0
Lennoxtown Library - F - Large Print (Available)		2/2
The vanishing act of Esme Lennox OFarell, Maggie		
2006 Headline Review   print regular print 245 p., 22 cm.		
Lennoxtown Library - F - Adult Fiction (Available)		0/0
William Patrick Library - F - Adult Fiction (Available)		8/8
Bishopbriggs - F - Adult Fiction (Available)		
Lenzie Library - F - Adult Fiction (Available)		

The **Create/ edit hold** screen will then appear. Once you have confirmed that all the details of your request are correct you can just click on **place hold** at the bottom of the screen.



The screenshot shows the "Create/ Edit a Hold" form on the Evergreen library website. The form contains fields for Recipient, Title, Author, Format, Physical Description, Contact telephone number, Enable phone notifications for this hold?, Contact email address, Enable email notifications for this hold?, Pickup location, Expiration date, and Suspend this hold (data). A "Place Hold" button is visible at the bottom of the form.

**Create/ Edit a Hold**

Recipient: Bishopbriggs, Tuesday

Title: The vanishing act of Esme Lennox

Author: OFarell, Maggie

Format: Books

Physical Description: print 277 p., 20 cm.

Contact telephone number: 0141 7773143 (0000 xxxxxx)

Enable phone notifications for this hold?

Contact email address: (Patron has no configured email address)  
(See My Account for setting your email address)

Enable email notifications for this hold?

Pickup location: East Dunbartonshire Library HQ

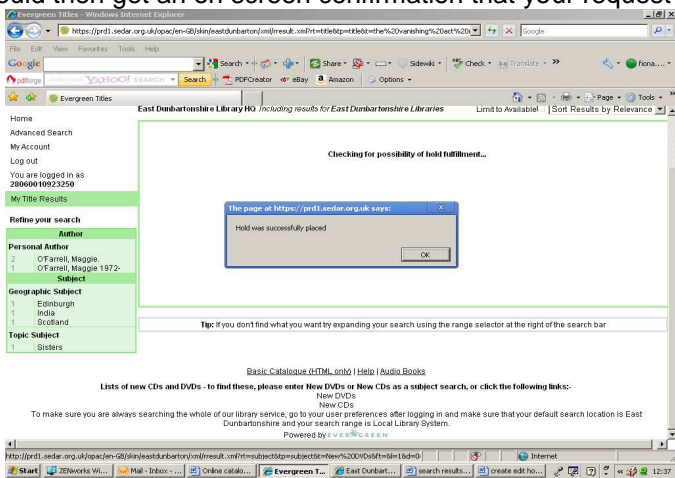
Expiration date: 01/09/2012

Suspend this hold (data)

**Advanced Hold Options**

Tip: Click on a folder icon in the sidebar to access related quick searches

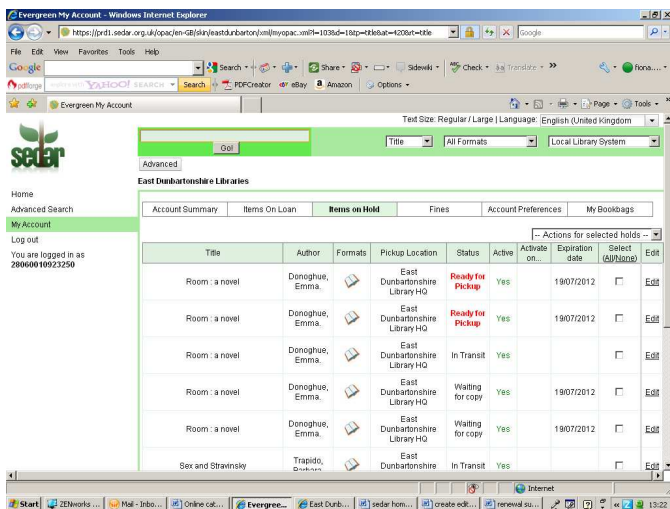
You should then get an on screen confirmation that your request has been



placed.

If you are not logged in when you decide to place a request when you click on **Place Hold** the login screen will pop up. When you enter your library card number and password you will be taken to the **Create/ edit hold** screen. Confirm that all the information here is correct and click on **place hold** at the bottom of the screen.

You can check on any requests you have placed by clicking on the **Items on Hold** heading in your Account Summary screen. This will allow you to see the current status of your requests.



## 5. Searching the Catalogue

When you type into the search box and click on **GO**, the results of your search will be displayed on the screen. If you type **The Road Home** into the search box all items with this title will be displayed. You can however filter your search by author, title, keyword, subject and series. You can also limit your search by format eg. Books, Music, Video recordings, Large Print Books so that if for example, you are looking for dvds or audiobooks you can exclude books and music titles from your search.

Once your search results are listed on screen you can sort them in a number of ways - by author, title or publication date. This can be helpful if your search has a lot of results and can make it easier to find what you are looking for. Location and availability information for each record is displayed and you can also opt to browse the title in google books, where you can often find book reviews and other information.

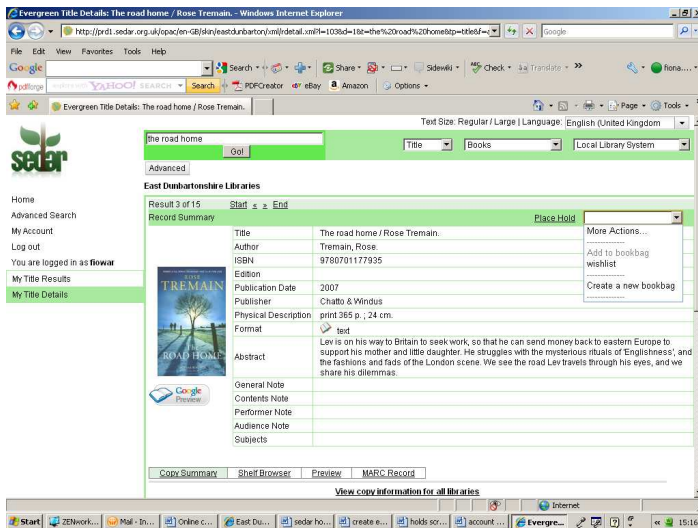
The screenshot shows a web browser window displaying the search results for 'The Road Home' on the Seder website. The search criteria are 'the road home' with 'Title' selected as the search type and 'All Formats' as the format. The results are sorted by 'Relevance'.

**Search Results:**

Results 1 - 10 of about 15 (page 1 of 2)	Sort Results by Relevance
<p><b>Millnave Library - F - Adult Fiction (Available)</b></p> <p>The road home Hardy, Charlotte.   2009 Severn House   print 256p., 230mm.</p> <p><a href="#">Search</a> <a href="#">Place Hold</a> <a href="#">Browse in Google Books</a></p>	<p><b>Sort Results by Title</b> Title: A to Z Title: Z to A</p> <p><b>Sort Results by Author</b> Author: A to Z Author: Z to A</p> <p><b>Sort Results by Publication Date</b> Date: Newest to Oldest Date: Oldest to Newest</p>
<p><b>Brookwood Library - F - Big Paperback (Available)</b></p> <p>The road home Hardy, Charlotte.   2009 Severn House   print 256p., 230mm.</p> <p><a href="#">Search</a> <a href="#">Place Hold</a> <a href="#">Browse in Google Books</a></p>	0/0
<p><b>Bishopstings - F - Big Paperback (Available)</b></p> <p>The road home Tremain, Rose.   2007 Chatto &amp; Windus   print 365 p., 24 cm.</p> <p><a href="#">Search</a> <a href="#">Place Hold</a> <a href="#">Browse in Google Books</a></p>	0/0
<p><b>Westerton Library - F - Adult Fiction (Available)</b></p> <p><b>Lennoxtown Library - F - Adult Fiction (Available)</b></p> <p><b>William Patrick Library - F - Reserve Stock (Available)</b></p> <p>The road home Tremain, Rose</p>	0/0

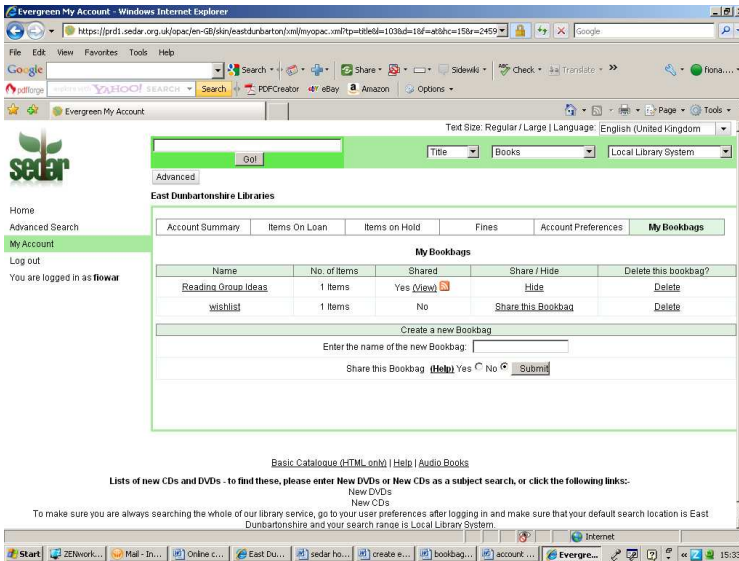
The interface includes a navigation menu on the left with options like Home, Advanced Search, My Account, and Log out. It also features a 'Refine your search' section with filters for Author, Personal Author, and Subject.

By clicking on the title record you will be able to see a more detailed catalogue entry with a short synopsis of the book.

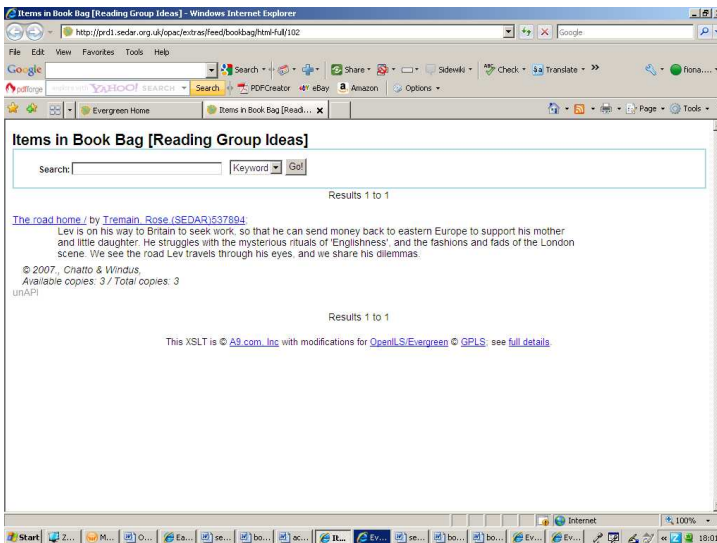


## 6. Bookbags

Bookbags are a new element of the online catalogue and serve a similar function to the **my list** feature of the old library catalogue. It allows you to create lists of books that you might want to read or request at some point in the future or you could keep a record of the books you have been reading. In the search results screen you have the option to add a title to your **wish list** or to create other **bookbags**. To do this select the **more actions** drop down menu at the top right of the record beside **place hold**. ( see image above) Once you have added a title to your **wishlist** or created another **bookbag** you can view your **bookbags** by clicking on that screen in **My Account**.



There is also the option to share your bookbag with others which might be a useful feature for Reading Groups.



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