



Online Catalog User Guide



MID-CONTINENT
PUBLIC LIBRARY

23-0530

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Mid-Continent Public Library Online Catalog Search/Homepage

The screenshot shows the Mid-Continent Public Library Online Catalog Search/Homepage. The page features a header with the library logo, navigation links (Log In, My Account, My Lists), and a search bar. A callout box labeled "Home icon links to this page" points to a home icon in the search bar. Another callout box labeled "Access Your Account" points to the "Log In" link. A callout box labeled "Enter Search Words" points to the search input field. A callout box labeled "Advanced Search link" points to the "Advanced Search" button. A callout box labeled "Links to Library Information" points to the "Library Info" section. A callout box labeled "Displays a variety of bestseller lists from the New York Times and USA Today. Use the dropdown menu to select from the options." points to the "NY Times - Hardcover Fiction" dropdown menu. A callout box labeled "Links to Forthcoming Material and New Material lists" points to the "Forthcoming Material" and "New Material" sections. The main content area displays a book record for "TAMARACK COUNTY" by William Kent Krueger, including the title, author, publication date, ISBN, and rank. A "Find In My Library" button is visible below the book record. A carousel of book covers is shown at the bottom of the main content area.

Home icon links to this page

Access Your Account

Log In | My Account | My Lists | & | ?

MID-CONTINENT PUBLIC LIBRARY

Books, Movies, Music
Catalog
Online Resources

Events
Genealogy

Kids
Teens

Locations
About Us

Everything | All Fields | Search | Advanced Search

Enter Search Words

Advanced Search link

Links to Library Information

Library Info:

- Catalog Help
- Downloadable Audiobooks
- Downloadable eBooks
- Watch our catalog trailer!
- FAQ
- WorldCat Requests

NY Times - Hardcover Fiction

Forthcoming Material

- Cumulative List
- Recent Additions
- Feature Films
- Music Under Consideration

New Material

- Mystery
- Genealogy Material
- Picture Books
- Audiobooks
- Music CDs
- Videos
- more...

Title: TAMARACK COUNTY
Author: William Kent Krueger
Published: 2013-09-08
ISBN: 9781451645750
Rank (*Last Week*): 16 (*Not Ranked*)

Find In My Library

Links to Forthcoming Material and New Material lists

Forthcoming Material and New Material Lists

Forthcoming Material

- [Cumulative List](#)
- [Recent Additions](#)
- [Feature Films](#)
- [Music Under Consideration](#)

New Material

- [Mystery](#)
 - [Genealogy Material](#)
 - [Picture Books](#)
 - [Audiobooks](#)
 - [Music CDs](#)
 - [Videos](#)
- [more...](#)

Forthcoming Material lists items that are ordered before their publication date and entered in the catalog. Authors with consistent demand of 200 requests or more (currently that list includes 170 authors) are tracked on a monthly basis and qualifying items are added as soon as possible. All items on these lists can be placed on hold, but will not be available for checkout until the order is received and processed on or about their estimated publication date. Publication dates are determined by the publisher and may change at any time.

New Material lists items that have been added to our collection in the last 28 days. Items are sorted by genre/media type (i.e. mystery, audiobook, videos).

Mid-Continent Public Library - Catalog Search » **New Material**

New Fiction

Fantasy	General Fiction	Mystery	Science Fiction
Suspense	Religious Fiction	Romance	Western Fiction
Romance (LP)	Mystery (LP)	Religious Fiction (LP)	Suspense (LP)
Western Fiction (LP)	General Large Print	Teen Fiction	Teen Graphic Novels
Graphic Novels	Juvenile Fiction	Juvenile Graphic Novels	Picture Books

New Non-Fiction

New Biography	New Biography (LP)	Computer Programming, Encyclopedias, News Media, and Publishing	Philosophy, Psychology, Parapsychology, and Ethics
Religion, the Bible, concepts of God, and Comparative Religions	Political Science, Economics, Law, Education, Etiquette and Folklore	Language, Grammar, Linguistics, and Language Dictionaries	Sciences, Mathematics, Astronomy, Physics, Chemistry, and Earth Sciences
Technology, Medicine, Gardening, Food, and Drink	Architecture, Drawing, Painting, Photography, and Music	Poems, Drama, Fiction, Speeches, Humor & Satire	History, Geography, and Travel
Genealogy Material			

New Music, Audiobooks, and Videos

Audiobooks	Music CDs	Videos	Anime
Juvenile Videos	Teen Videos	Television Series Videos	Feature Films

Toolbar Links



Account Toolbar

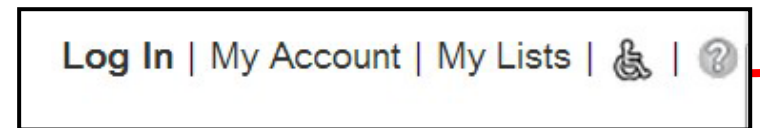
Log In – Use this link to log in to your account with your library card number and PIN (birthdate – MMDDYYYY). If using a public computer, it is highly recommended that you log out every time you leave the computer.

My Account – Links to an account summary with tabs for Personal Information, Checkouts, Holds, and Fines.

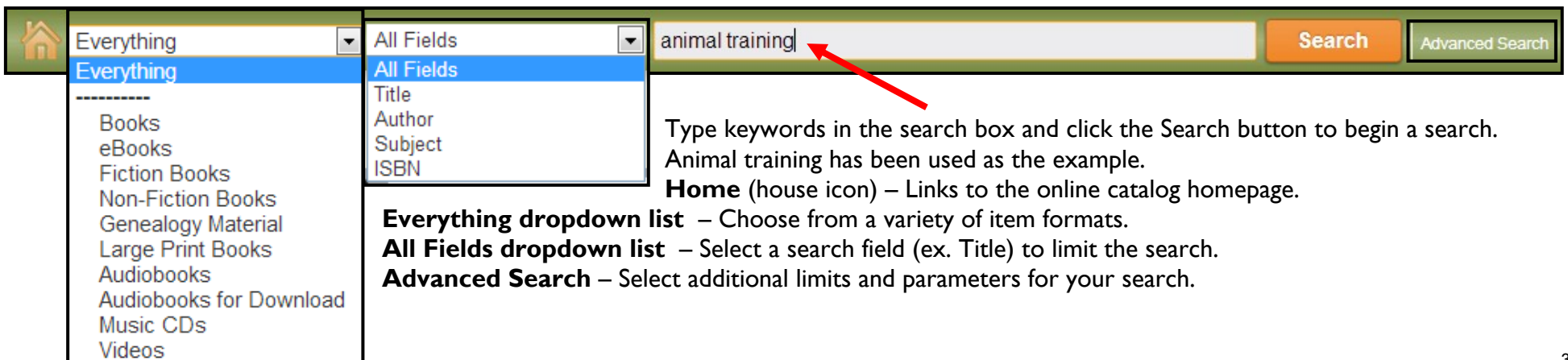
My Lists – You can create multiple lists to track books you want to read, books you would like to recommend to friends, favorite movies or music CDs, etc. Lists are explained in detail in the My Lists section.

ADA (wheelchair icon) – This displays the screen in a mode compatible with special needs software such as screen readers.

Help (? icon) – Links to information about using the online catalog.



The Search Toolbar



Type keywords in the search box and click the Search button to begin a search. Animal training has been used as the example.

Home (house icon) – Links to the online catalog homepage.

Everything dropdown list – Choose from a variety of item formats.

All Fields dropdown list – Select a search field (ex. Title) to limit the search.

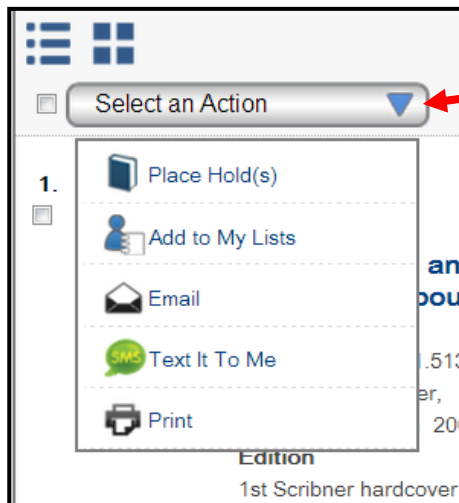
Advanced Search – Select additional limits and parameters for your search.

Search Results Screen

The search results are displayed below the toolbars. The search toolbar maintains your search words. In this case, “animal training” was searched in every item type and in all search fields. The number of results is displayed at the top of the search items. 241 titles are listed on 21 pages in “Relevance” order. Relevance order places the items with the search terms in the title at the top of the list. Both terms, animal and training, are in the title of the first result. Towards the bottom of the item information, the number of copies and holds are listed. Place a checkmark in the box beside an item in your search result list

and click the **Select an Action** dropdown menu to choose from several options including:

Place Hold(s), Add to My Lists, Email, Text It To Me, and Print. You can also use the **Place Hold** or **Text This To Me** buttons to the right of the record.



The screenshot shows the Mid-Continent Public Library search results page. At the top, there is a navigation bar with the library logo and various service links. Below this is a search bar with the query 'animal training' and a 'Search' button. The results section shows '241 Results Found' and a page indicator '1 2 3 4 5 .. 21'. A 'Sort By:' dropdown menu is also visible. The first result is 'Reaching the animal mind : clicker training and what it teaches us about all animals' by Pryor, Karen. It is a book with 3 copies and 0 holds. The second result is 'Whales with fur : how to train any animal using dolphin training techniques' by Davey, Pete. It is a book with 1 copy and 0 holds. On the left side, there are filters for 'Limit Search Results', 'Item Type', 'Reading Level', 'Author', 'Subject', and 'Library'. A red box highlights the '1.' next to the first result, and another red box highlights the 'Holds: 0' and 'Copies: 3' information.

Search Tips – Limiting Search Results

Limit Search Results

Item Type

- Anime
- Audio Book for Downl...
- Audio Book on CD - Fi...
- Audio Book on CD - N...
- Audio Book on Cassette

More

Reading Level

- Adult
- Juvenile
- Teen

Author

- Millan, Cesar. (14)
- Roberts, Monty, 1935- (11)
- Peltier, Melissa Jo. (8)
- Animal Planet (Televis... (7)
- Brannaman, Buck. (6)

More
Expand All

Subject

- Dogs -- Training. (75)
- Human-animal commu... (67)
- Dogs -- Behavior. (39)
- Horses -- Training. (32)
- Human-animal relation... (25)

More
Expand All

Library

- Administrative Headqu...
- Antioch
- Blue Ridge
- Blue Springs North
- Blue Springs South

More
Expand All

Publication Date

Years

Any - Any

Shelf Location

- Access Video on Dem...
- Adult Fiction
- Adult Large Print
- Adult Non-Fiction
- Audio Books

More
Expand All

Language

- English (313)
- Spanish (2)

You can refine your search results by using the task pane on the left of the page. Options for limiting the results include Item Type, Reading Level, Author, Subject, Library, Publication Date, Shelf Location, and Language. You can expand each option by clicking **More** or **Expand All** when available. If there are more than 200 categories in the option, only the first 200 will display. To narrow the results, place a checkmark in the box next to the category, then select **Include** or **Exclude**. Include will limit to only the categories you have checked. Exclude will leave all categories except the one selected. Click a category to instantly limit the results to include only that category. The categories selected are displayed at the top of the limiter list. The example used Include: Reading Level Adult and Include: Item Type Non-Fiction Book. This is indicated by the plus sign before the category.

Everything All Fields animal training

Limit Search Results 162 results found

Narrowed by:

- + Reading Level: Adult
- + Item Type: Non-Fiction Book

Author

- Animal Planet (Televis... (6)
- Hal Leonard Publishin... (5)
- Millan, Cesar. (5)
- Peltier, Melissa Jo. (5)
- Roberts, Monty, 1935- (4)

More
Expand All

Subject

- Dogs -- Training. (43)
- Human-animal commu... (38)
- Dogs -- Behavior. (24)
- Horses -- Training. (14)
- Human-animal relation... (11)

More
Expand All

Library

- Antioch
- Blue Ridge
- Blue Springs North
- Blue Springs South

1. **Reaching the animal mind : clicker training teaches us about all animals**
by Pryor, Karen.
Call Number: 591.513 P956
Publisher: Scribner, Publication Date: 2009
Edition: 1st Scribner hardcover ed.
ISBN: 9780743297769
Publisher description: http://www.loc.gov/catdir/enhancem...
Available: 0
Holds: 2
User rating: ★★★★★
[View record](#)

2. **Whales with fur : how to train any animal training techniques**

To broaden your search results, click the red circle with an X to remove that limitation, or click the **Clear all** button.

Narrowed by:

- + Reading Level: Adult
- + Item Type: Non-Fiction Book

Search terms are saved and display in a dropdown menu as you type in the search field. Selecting an option from the dropdown menu can save time and solve questions about correct spellings. As more people use the search feature, more terms will be offered. The most popular search terms are listed first.

All Fields ja

- james patterson
- janet evanovich
- james patterson books
- jack reacher
- jane eyre

NY Times - Hardcover

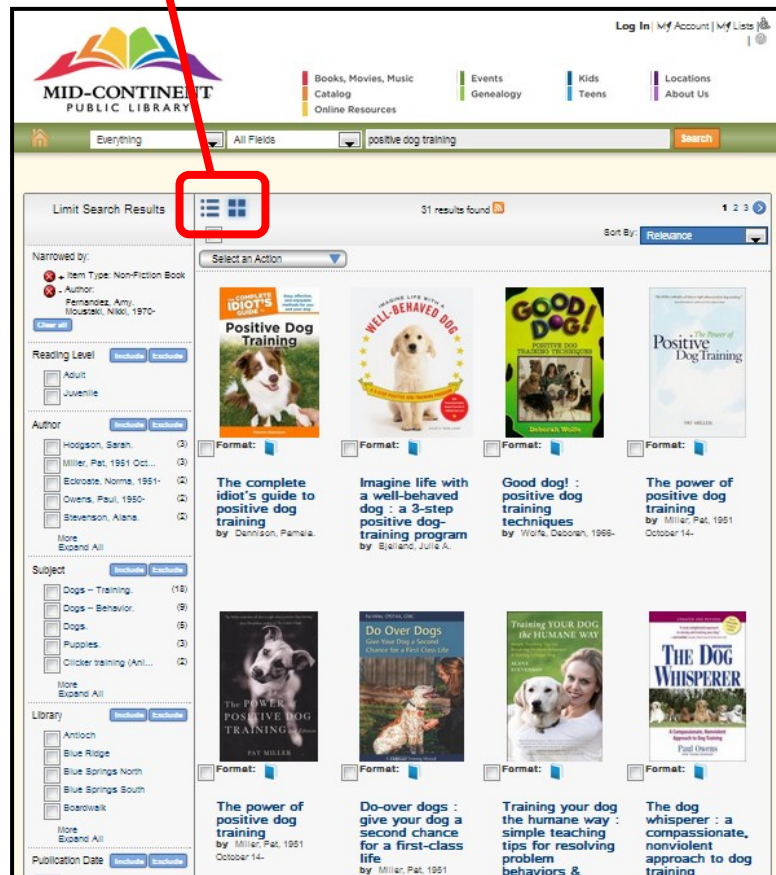
Library Info:

Item Detail, List, and Thumbnail Views

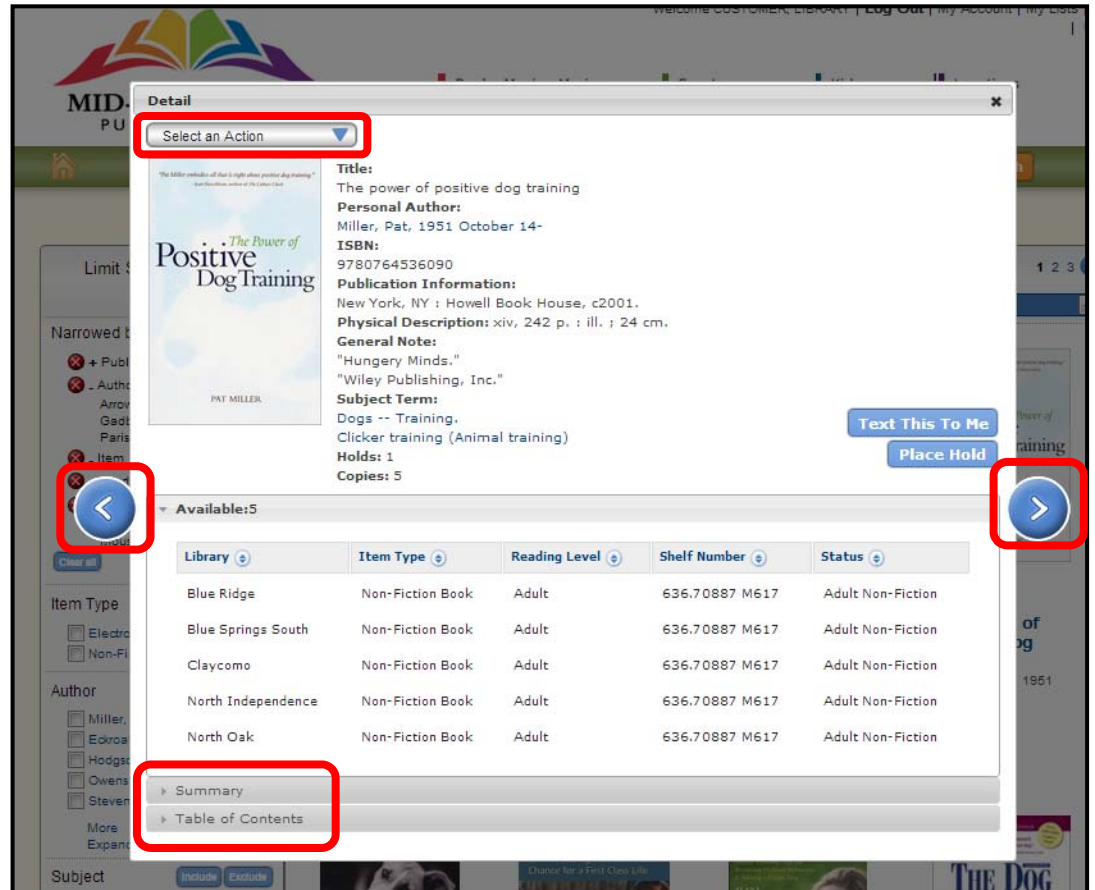
You can customize the view of the search results screen. The standard view is a list view. You can also choose a thumbnail view. To view more details about an item, click on the title to access the detail view.



List View Thumbnail View



Thumbnail View



Detail View

The detail view will display additional information including owning branches, status of the items, number of copies, and number of holds. Additionally, some titles include a **Summary**, **Table of Contents**, and other useful information. You can move to the detail view of the next item in your search results list by clicking on the right arrow. To view the previous item, click on the left arrow. Buttons for **Text This To Me** and **Place Hold** are just above the right arrow. For more options such as **Add to My Lists**, click **Select an Action** from the upper left corner of the detail view.

My Account

Welcome LIBRARY, CUSTOMER | Log Out | **My Account** | My Lists | ?

MID-CONTINENT PUBLIC LIBRARY

Books, Movies, Music | Events | Kids | Locations
Catalog | Genealogy | Teens | About Us
Online Resources

Everything | All Fields | Search | Advanced Search

Personal Information | Checkouts | Holds | Fines

Preferences

Default My Account Tab: Personal Information
Preferred List: no default list
Preferred Pickup Library: Administrative Headquarte

Update

Your status: DELINQUENT

Checkouts

Overdue: 1
Total: 2

Holds

Ready for pickup: 1
Total: 4

Fines

Total due: \$4.45

Pay Bills via Credit Card

Mastercard | VISA | Discover | American Express

Once you have logged into your library account, the My Account link at the top of the page will display your account information on four tabs. The **Personal Information** tab offers options you can personalize via the Preferences dropdown. A summary of your account, including your status, number of checkouts, number of holds, and fines is listed on the right of the page. Options for paying fines or bills online are displayed below the summary information. Additional tabs (**Checkouts**, **Holds**, and **Fines**) display detailed information concerning those records. An exclamation point indicates tabs that need your attention.

Checkouts Tab

The **Checkouts** tab displays items currently checked out to your account, the times renewed, and date due. The items are displayed in date due order. Clicking each column heading will sort items accordingly. A red exclamation point indicates items overdue. To renew items, select items by placing checkmarks in the boxes next to the titles then click the **Renew** button. Items without any outstanding holds may be renewed twice. If the item has already been renewed twice, you will not be able to add a checkmark in the box next to the title. The **Times Renewed** column displays the number of times each item has been renewed.

Personal Information **Checkouts** Holds Fines

My Current Checkouts

Total Items Checked Out: 2
! Items Overdue: 1

Select All Renew

	Title / Author	Times Renewed	Date Due
! <input type="checkbox"/>	Effective time management : using Microsoft Outlook to organize your work and personal life Seiwert, Lothar. 30003012402606	0	6/21/13
<input type="checkbox"/>	The procrastinator's guide to getting things done Basco, Monica Ramirez. 30003010674594	1	8/6/13

Select All Renew

Holds Tab

Holds that are ready for pickup are displayed at the top of the list with a green exclamation point to the left of the title. Holds that are pending or suspended are listed below the items ready for pickup. Pending and suspended holds are listed in order by their place in the queue. You can customize the sort order by clicking any of the column headings.

A calendar symbol to the left of the title indicates that item has been suspended. Suspending holds can be used to delay the item's arrival as needed (during vacations, busy times, etc.). Holds that are ready for pickup cannot be suspended. Holds that are being sent from other library systems (Titles and authors will display in all caps.) cannot be suspended. Please contact your local branch library for alternatives to suspending these items.

Place a checkmark in the box next to a hold, then click the buttons along the top or bottom of the holds page to cancel or edit the hold.

Personal Information Checkouts **Holds** Fines

My Holds

Items on Hold: 4
! Ready for Pickup: 1

Select All Cancel Hold(s) Edit Pickup Location(s) Suspend Hold(s) Cancel Hold Suspension(s)

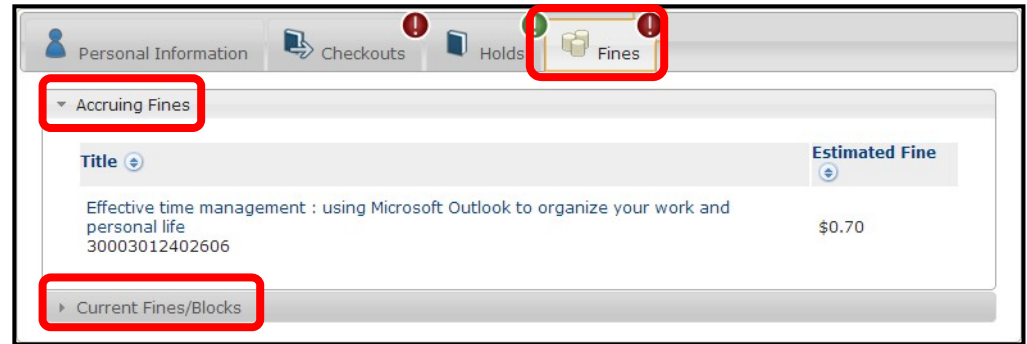
Hold(s) successfully cancelled

	Title/Author	Status	Pickup at:	Expires	Place in queue
! <input type="checkbox"/>	Country living. Simple sustainable style : ways to make your house your home Florke, Randy. 30000132991534	Pickup by: 5/8/13	Antioch		1
<input type="checkbox"/>	A big little life [sound recording] : a memoir of a joyful dog named Trixie Koontz, Dean R. (Dean Ray), 1945- 50005001568680	Pending	Antioch		1
<input type="checkbox"/>	A fistful of collars [large print] Quinn, Spencer. 30000133481816	Suspended	Antioch		4
<input type="checkbox"/>	It's all good : delicious, easy recipes that will make you look good and feel great Paltrow, Gwyneth, 1972- 2803225-1001	Pending	Antioch		81

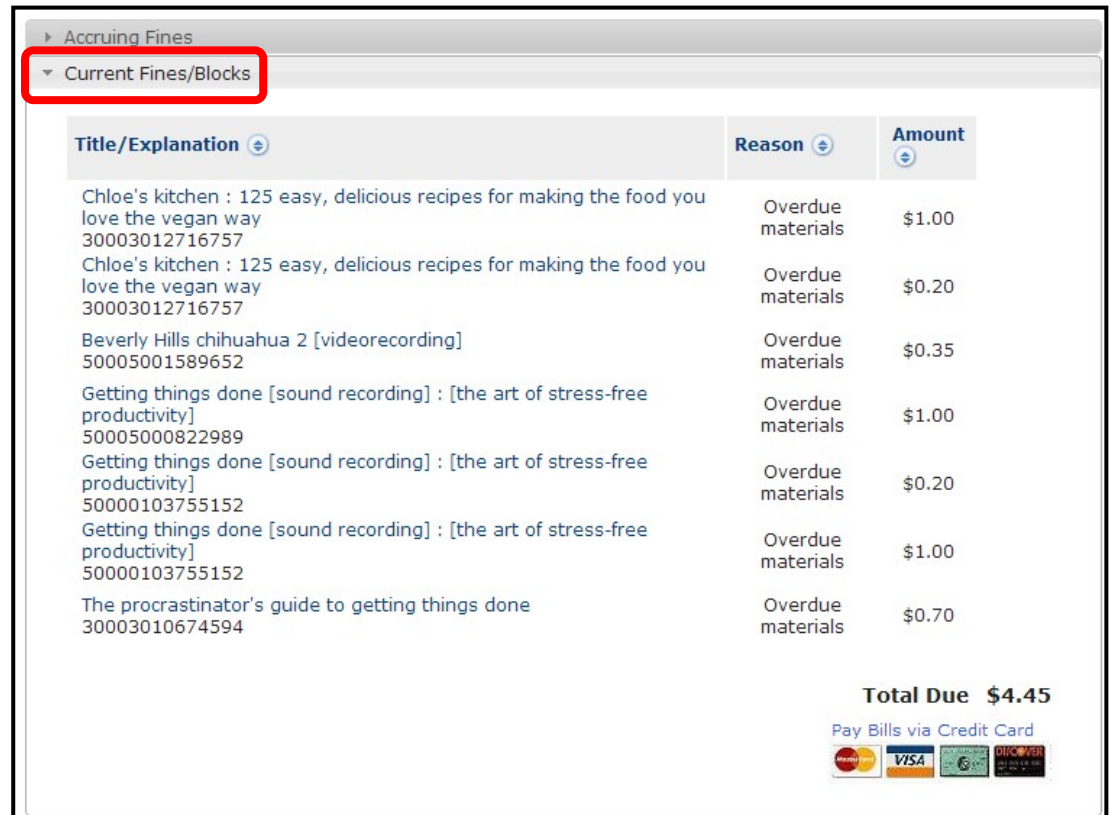
Select All Cancel Hold(s) Edit Pickup Location(s) Suspend Hold(s) Cancel Hold Suspension(s)

Fines Tab

Fines and bills are displayed on the Fines tab. If you have an overdue item, you will see an **Accruing Fines** dropdown list displayed with the overdue item's information.



Below the overdue item's information another dropdown option displays – **Current Fines/Blocks**. Click the **Current Fines/Blocks** bar to display the bills from previous overdue or billed items. To **Pay Bills via Credit Card** online simply click the link at the bottom of the list. The **Total Due** must be paid in full if selecting to pay online via credit card.



My Lists

Managing Personalized Lists of Items

You can create multiple lists to track your reading preferences. Log in to your account. Search for items you would like to add to your list. Place a checkmark in the box next to the cover art of the item(s) you wish to add to a list. Click the **Select an Action** dropdown menu.

Limit Search Results

17 results found

Sort By: Publication Date (Desc)

Narrowed by: + Item Type Videorecord...

Reading Level: Include Exclude

Adult
Juvenile

Author: Include Exclude

Steves, Rick, 1955- (6)
Back Door Productions, (4)
Oregon Public Bros... (3)
Questar, Inc (3)
Chip Taylor Commu... (2)

More
Expand All

Subject: Include Exclude

Germany -- Descripti... (1)
Travelogues (Motion... (1)
Travelogues (Televi... (6)
Films for the hearing... (4)
Austria -- Descripti... (3)

More
Expand All

Library: Include Exclude

Antioch
Blue Ridge
Blue Springs North
Blue Springs South
Boardwalk

More
Expand All

Publication Date: Include Exclude

Years

1. **Visions of Germany**
by Toperoff, Sam.
Call Number 943 V825
Publisher Distributed by Acorn Media,
Publication Date 2007
Edition [DVD ed.]; Widescreen
ISBN 9781568389041
Summary Visit the diversity of southwestern Germany, the old walled city of Rothenburg, castles, and more. Follow the Rhine's course from Lake Constance to Cologne along to the beautiful sounds of Beethoven, Wagner, and Strauss.
Available: 3
Holds: 0
Rate or review

Place Hold
Text This To Me

2. **Germany & Scandinavia 2000-2007**
by Steves, Rick, 1955-
Call Number 914.304 G317A
Publisher Back Door Productions,
Publication Date 2007
Edition [DVD ed.]; Widescreen.
ISBN 9781598900692
Summary All 7 half-hour shows on Germany and Scandinavia, filmed entirely on location.
Available: 2
Holds: 0
Rate or review

Place Hold
Text This To Me

17 results found

Select an Action

- Place Hold(s)
- Add to My Lists
- Email
- Text It To Me
- Print

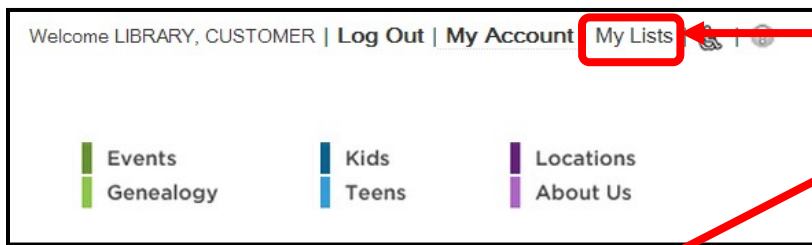
From the dropdown menu, select **Add to My Lists**. Since we have not created any lists, our items are added to a temporary list.

Added to Temporary List

! The following items were successfully added.

- *Visions of Germany*
- *Germany & Scandinavia 2000-2007*

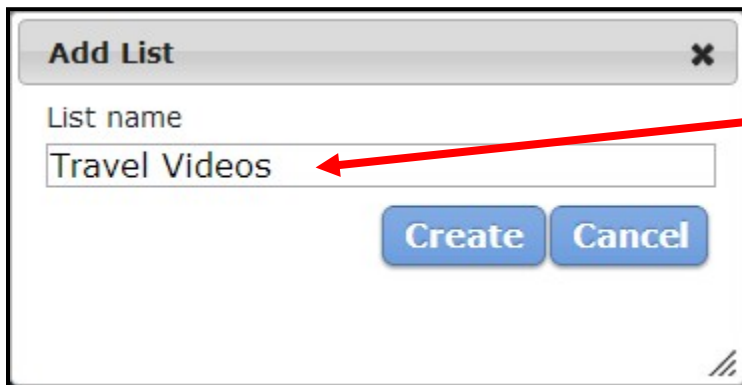
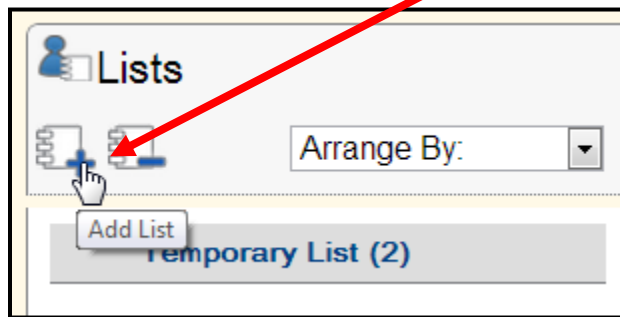
My Lists – Create a List



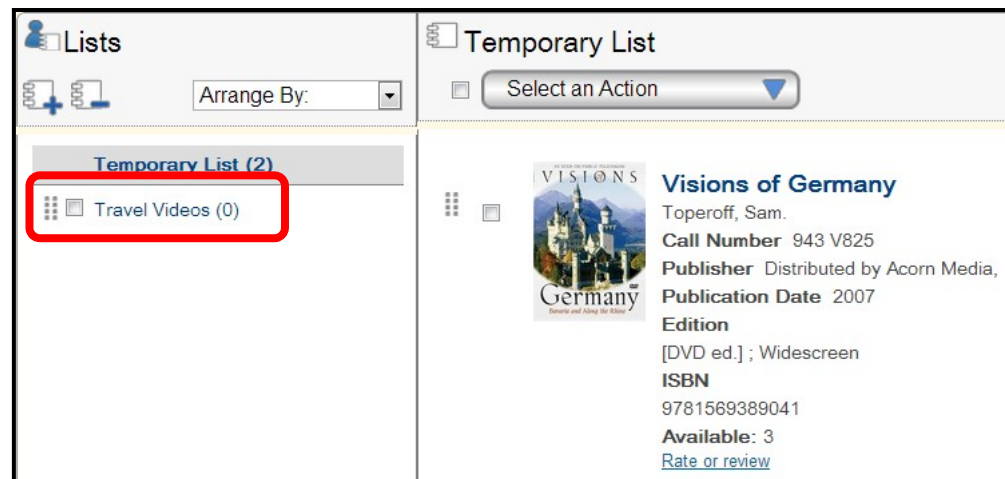
To create a list, click **My Lists** from the main menu toolbar at the top of the webpage. The items are still displayed in the Temporary List.



On the left task pane, click the icon with a plus sign.



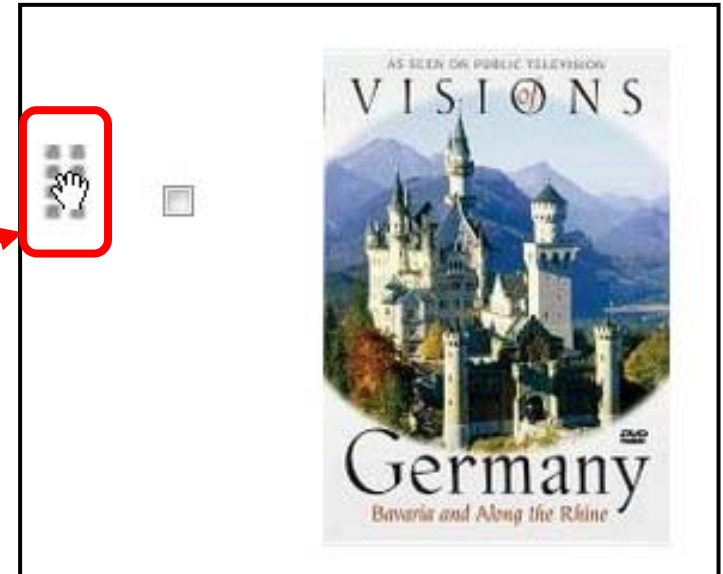
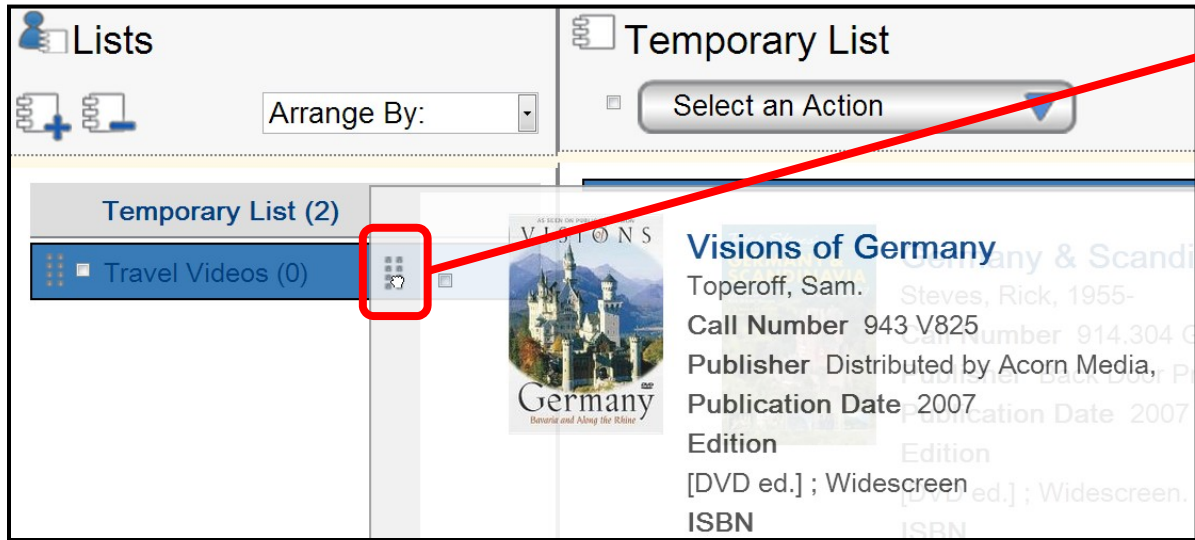
Type a name for your new list and click the **Create** button. The new list will display below the Temporary List.



My Lists – Moving and Adding Items

Moving an Item From One List to Another

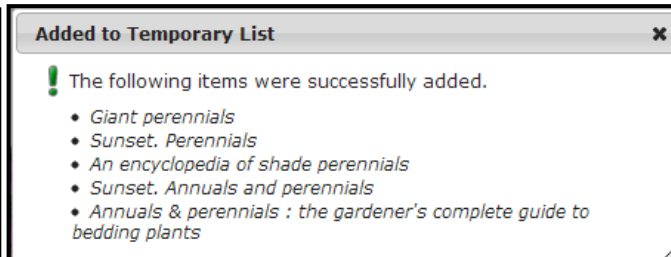
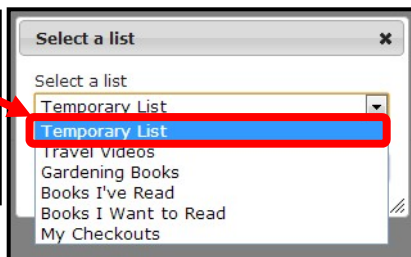
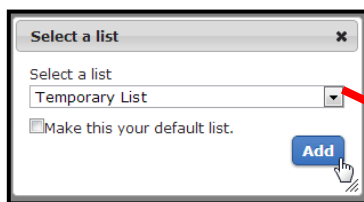
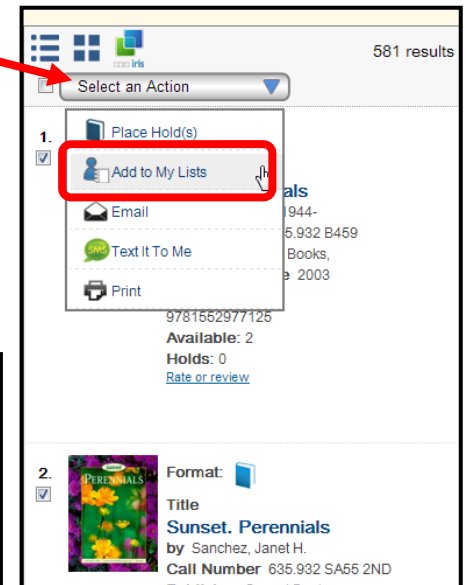
To move the items from the Temporary List to the newly created list, (ex. Travel Videos) hover the mouse over the icon that looks like dots on a domino. When the mouse changes to a hand, click and drag the item to the new list. The new list will change to a blue color. Then release the mouse to drop the the item on the new list.



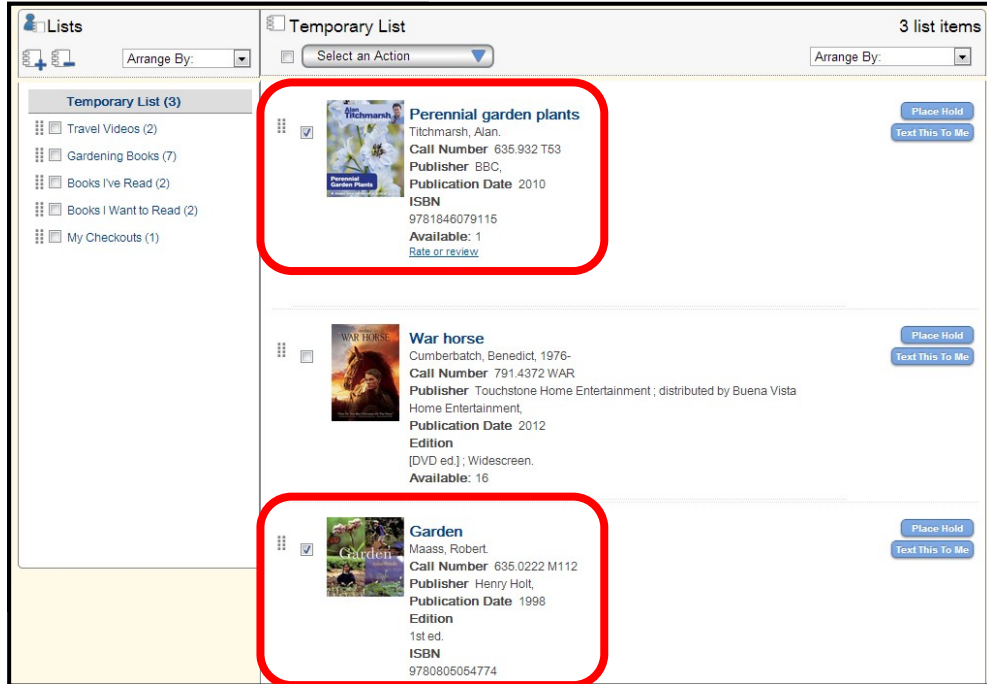
You can only move one item at a time using the drag and drop method. When you have completed this, the number of items will display in the newly created list.

Adding Multiple Items to a List

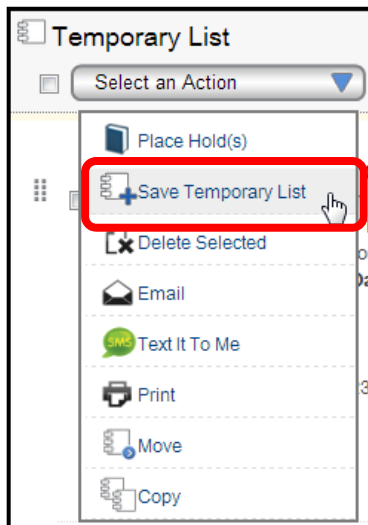
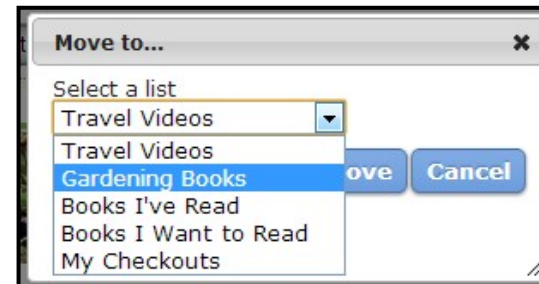
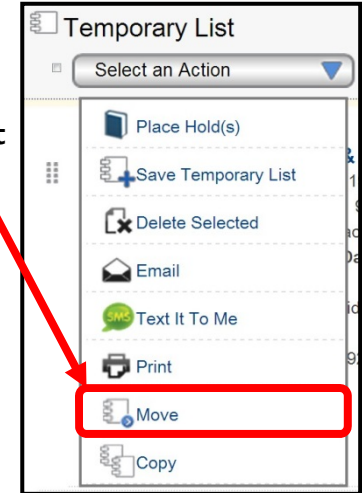
From a search results list, checkmark several items and select **Add to My Lists** from the **Select an Action** dropdown menu. The Select a list dialog box will offer you the option to choose from the lists you created or leave the default setting of **Temporary List** to save the checkmarked titles. Use the dropdown menu to select one of your lists. We have selected to leave them in the Temporary List. Click the **Add** button. A confirmation window indicates the titles were added to the Temporary List. Close the **Added to Temporary List** window by clicking the **x**. Select **My Lists** from the main menu toolbar to return to all of your lists. Note: Only items checkmarked on the current page will be added to your list. You must select **Add to My Lists** from each page of results.



My Lists – Moving Multiple Items



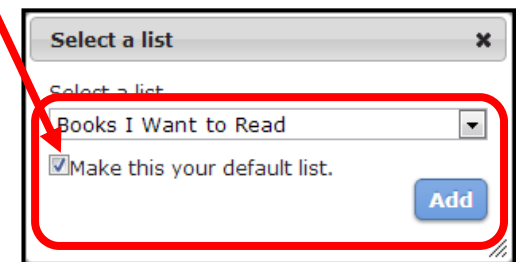
You can add a variety of titles to the Temporary List. To move multiple items from the Temporary List to a permanent list, place a checkmark next to each item. Use the **Select an Action** dropdown menu to select **Move**. The **Move to...** dialog box will allow you to choose a list. Use the dropdown arrow to display your lists. Select the list and click the **Move** button.



You can select **Save Temporary List** to save all the items in a new list. Enter the name of your new list and click the **Save** button. This will create a new list and move all the items in your Temporary List to that list. The new list will display at the bottom of your Lists menu.



Once you have created a few lists, you can select from your lists instead of using the Temporary List to save items. If you checkmark **Make this your default list**, every item you add to a list will automatically be added to your default list. You will no longer be able to choose a different list to save your items initially. You can always move items to another list from the My Lists page. To revert back to no default list, choose **My Account** from the main menu toolbar, click **Preferences**, then select **no default list** or one of your other lists as your new default list. Click the **Update** button.



My Lists – Adding and Removing Items

Adding Items from Your Checkouts to a List

You may want to keep a record of the items you have checked out. It is easy to create a list and add items to that list directly from your account information. First, create a list (ex. My Checkouts). Click **My Account** from the main menu toolbar. Click the **Checkouts** tab. A list of currently checked out items displays. Click on the **Item Title** to display the detailed record of the item. Select **Add to My Lists** from the **Select an Action** dropdown menu. Select the list from the dropdown menu and click the **Add** button. The item will be added to your list.

Personal Information | Checkouts | Holds | Fines

My Current Checkouts

Total Items Checked Out: 5
Items Overdue: 1

Select All | Renew

Title / Author	Times Renewed	Date Due
Designing with perennials 2001 Harper, Pamela. 30000121615979	0	4/26/13
How to behave so your dog behaves 2ND Yin, Sophia A. 30003010719431	0	5/15/13
Thor [videorecording] Branagh, Kenneth. 50005001254489	0	5/20/13
Training your superdog Bailey, Gwen. 30003009422062	1	5/28/13

Details for Designing with perennials 2001

Select an Action

Title: Designing with perennials
Person, Author: Harper, Pamela.
ISBN: 9780806974781
Publication Information: New York : Sterling, c2001.
Physical Description: 326 p. : col. ill., col. plans ; 26 cm.
General Note: Includes index.
Subject Term: Perennials.
Flower gardening.
Holds: 0
Copies: 7

Details for Designing with perennials 2001

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Sunset. Perennials
Sanchez, Janet H.
Call Number 635.932 SA
Publisher Sunset Books,
Publication Date 2000

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