

Search

From the opening page of the catalog, you can do a **Quick Search**.

- Type a word/words in the **Quick Library Search** box. You can limit your search by the material you are looking for (such as DVD, book, etc.) by using the drop down menu below the search bar.
- The first option in the drop down menu is **My Library**. This allows you to only view items available at Forsyth.
- Then click **Go!** or hit the enter key.
- You don't need a complete title to search. You can enter a **few distinctive key words, author's name, movie actor, or subject**. These can be entered in any order. To search words in exact order, enclose them in double quotation marks.
- You can use wildcard symbols. The * stands for the rest of a word (however many letters), and the ? stands for a single letter.

More detailed searches are available under the **SEARCH** button on the menu bar.

A **keyword search** allows you to specify other limits.

- From the drop down **Search by** box, you can limit by title, author, subject, or series. You can again use the **Limit By** drop down menu to limit what items you are looking for and to limit by what Forsyth owns.

Work with Search Results

From the search results list, you can:

- Select a **Sort** option from the drop down list on the right side of the screen. You can sort by author, title, publication date, and several other options.
- Click the page number or arrow at the bottom of the page to navigate through the list of results.
- Click **Where Is It?** to see where the item is available. To see more information about the item, click **More About It**.
- You can narrow your search results by material type, subject, author, series, etc. by clicking the categories on the left.
- Any items in green (author, series, subject headings) can be clicked to browse other titles under that heading.

These options will ask you to log in with your barcode/username and PIN/password:

- Click **Request It** next to the item you want. You will then be asked to login with your username and password (even if you are not a Forsyth patron, it will still work).
- You can then select which library you wish to pick up your item from on the drop down menu. Forsyth will automatically be selected, but you may select another library.
- To save a book for later, click **Add to My List** which is under **Request It**. You can save, print, or email your list. Searches can also be saved by clicking **Save Search** on the left column. Saved searches can be run again later or be set up to run weekly or monthly and have results emailed to you.

Check & Update Account

From the My Account option on the menu bar, you can check your account, renew items checked out, and update contact information.

- Click **My Account** on the menu bar, then click **My Record**.
- Login using your library barcode number and PIN/password.
- On the **My Record** page, you can view a summary of your account. Click on any of the items to view more details.
- You can view/update your contact information by clicking **Contact Information and Preferences**. You can change anything EXCEPT your address. If you need to do so, you will have to come to the library in person with the updated address.
- If you want to keep a list of all items checked out on your account, click the box next to **Maintain Reading History** and respond to the privacy notice.
- Click **Change Logon** to create or change an alternate user name for logging into your account. You can still use your barcode to login even after doing this. There is also an option to change your password.



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Place a Request

To request any copy of an item:

- Search for the title you want.
- Click **Request It**.
- Login using your library barcode or username and PIN/password.
- Select which library you want to pick it up at using the drop down menu. Forsyth will automatically be selected, but you may change it.
- Your request will be active immediately, or you can schedule it to activate up to one year in advance.
- Click **Submit Request**.

View & Manage Requests

To cancel, suspend, or reactivate requests:

- Under **My Account** on the menu bar, click **Requests**.
- Login using library barcode or username and PIN/password.
- View the status of your current requests:
 - Active**—Request placed.
 - Pending**—Request has been assigned to a library.
 - Shipped**—Item en route to the library.
 - Held**—Item is waiting for you to pick up.
 - Cancelled**—Either at your request or the item was held for 7 days and not picked up
- To cancel, suspend, or reactivate requests, select the box by each title and click the appropriate button at the bottom of the page.

View & Renew Items Out

To view and renew items you have checked out:

- Click **My Account** on the menu bar, then click **Items Out**.
- If prompted, login using your library barcode or username and PIN/password.
- You will see the items you have checked out in order of due date. Items in red are overdue. You can change the display order by clicking any column heading.
- To renew items, check the box next to each item you want to renew. If there is no box next to the item, it cannot be renewed.
- Click **Renew Selected Items**. To renew all items, click **Renew All Items**.
- Check to be sure all your items have been renewed.

Renewals may not be allowed if you have overdue items, excessive fines, someone else has requested the item(s), and/or you have renewed the item the maximum number of times allowed.

**Please call or stop by the library
if you need further assistance
with the online catalog system.**

Forsyth Public Library

Online Catalog



SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY

User Guide

To access the online catalog, go to:
www.forsythlibrary.com
Then select "Materials Search"
or
forp.illshareit.com