

Tech Tips from Mr G

A Quick Guide to Using Our Online Catalog



How do you find a book? Or a CD or a movie for that matter? How do you find books on Canada, or who wrote the **No 1 Ladies' Detective Agency** series of books? If we don't own the item you're looking for, how do you find out if another library in the system has it? Can you have us get the item for you from that other library? How do you check to see what books you currently have out?

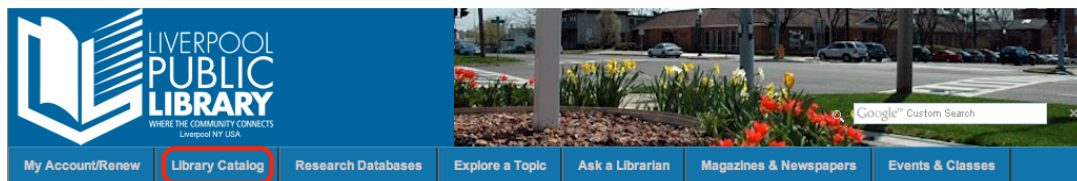
For the answer to these, and other questions, check out our **online catalog**.

It's Not in the Cards Anymore

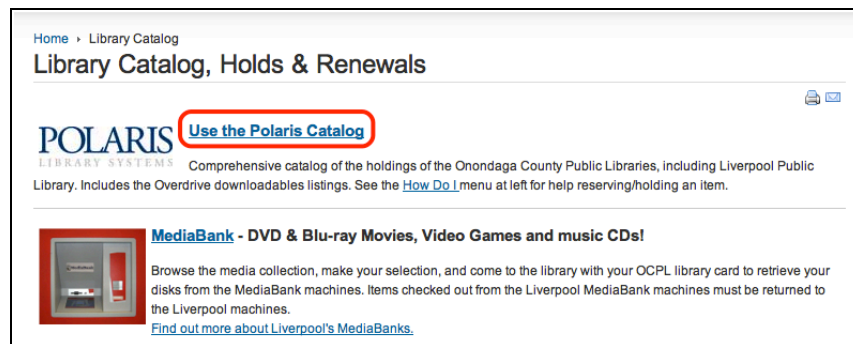
Some of you may remember that years ago the key to finding anything in a library was the **card catalog**. As great as it was for its time, there were a number of problems with that system, and the main one was that you had to leave your house and come to the library in order to use it. Our online catalog is available from any place that you have a computer and a connection to the Internet. It also does so much more than the old card catalog. Let's get started with finding out how to use it.

Welcome to www.LPL.org

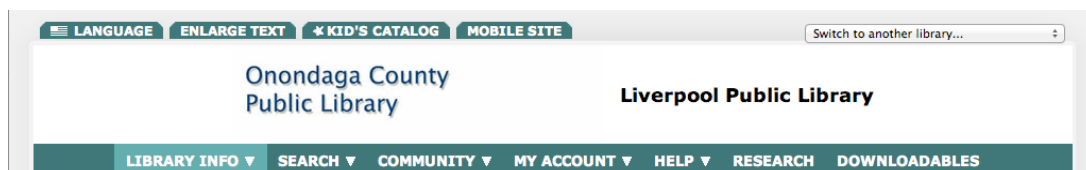
Start off by going to our wonderful website at www.LPL.org. When you get there, look for the little button that says **Library Catalog** in the strip under our logo, and click on it (check out the red-circled button in the example below).



That will take you to another screen that says **Library Catalog, Holds & Renewals**. We want to use the **Polaris Catalog**, so click on the link for that (it's the red-circled link in the example below).



This takes you to a screen from the **Onondaga County Public Library (OCPL)** that's branded for Liverpool. Once again, look at the example below. This is where we'll be doing all of our searching from.



If You Only Know the Title

Let's say that you're looking for **Mennonite in a Black Dress**. Enter those words into the **Quick library search** box, like in the example below, and then click on the **Title** button.

Quick library search

Now you'll get a screen that looks a lot like the one below, and it's got a lot of information on it, both **directly** and **indirectly**. Let's talk about that now, starting with the direct information.


Keyword search for:

Search by:

Limit by:

[More Search Options](#)

1 - 1 of 1 Page: [1]



1. *Mennonite in a little black dress : a memoir of going home*
by Janzen, Rhoda.

... *Mennonite in a little black dress : a memoir of going home* / Rhoda Janzen. ...

Publisher, Date: Thorndike, Me. : Center Point Pub., 2010, 2009.

Description: 315 p.
ISBN: 9781602857346 (library binding : alk. paper)








3 Local Availability: 1 (of 1)
4 System Availability: 6

2010

[Add to My List](#)

1 - 1 of 1 Page: [1]

1. We see that we got the book we were looking for, but we didn't quite get the title right. The actual title is **Mennonite in a Little Black Dress**. It italicizes the words we searched for.
2. We get the name of the author, which is **Rhoda Janzen**.
3. We see how many copies of the book are available **locally** (that means in this library). We own one, and it's available on the shelves right now. If the one copy we had was out, it would say **0 (of 1)**.
4. We see how many copies are available in the entire OCPL system. As of this writing, there are six.
5. **Material Type** icon. This tells you what kind of material it is. Look at the chart below.

 Book	 Large Print Book	 Serial (Magazine)	 DVD	 Music CD	 Non-Music Recording	 3M Cloud eBook
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If the item has a **3M Cloud** icon, it can be checked out to your device running the **3M Cloud app** by clicking on the **Check Out** button that appears right above it, if you have a Liverpool library card. You can find out more about that by taking a look at our how-to flyer for our new **3M Cloud System**.

The **indirect** information is information that we have to click on another button to get. The best example of this would be finding out **where** to find this book in the library. To get that information, click on the **Find It!** button.

1. **Mennonite in a little black dress : a memoir of going home**, Janzen, Rhoda. (2010)

Call Number	Shelf Location	Status	Type
<ul style="list-style-type: none"> [-] Liverpool Public Library (1 of 1 available) <ul style="list-style-type: none"> [-] Large Print Biography <ul style="list-style-type: none"> BIO JANZEN 			
	Adult Large Print Biographies	In	Book

[Click here to see items from all branches...](#)

This tells us that it's in the **Large Print Biography** section, under the author's last name. Now all you need to know is where to find large print biographies, and you're all set.

In the example shown below, you see that the movie **My Neighbor Totoro** is in one of our MediaBank dispensers. This is where many very popular CDs and DVDs go.

2. **Tonari no Totoro My neighbor Totoro** (2010)

Call Number	Shelf Location	Status	Type
<ul style="list-style-type: none"> [-] Liverpool Public Library (1 of 2 available) <ul style="list-style-type: none"> [-] Liverpool Media Bank <ul style="list-style-type: none"> J DVD 791.433 DISNEY J DVD 791.433 DISNEY 			
	Apples Media Dispenser	In	DVD
	Apples Media Dispenser	Mending	DVD

[Click here to see items from all branches...](#)

To reserve it, look on the **left sidebar**, and scroll down a bit (or collapse some of the sections) until you see the **MediaBank** button. Clicking on that will take you to the page for reserving an item from one of our MediaBank machines.



For more information on using the MediaBank machines, check out our MediaBank flyer. Now let's try something else.

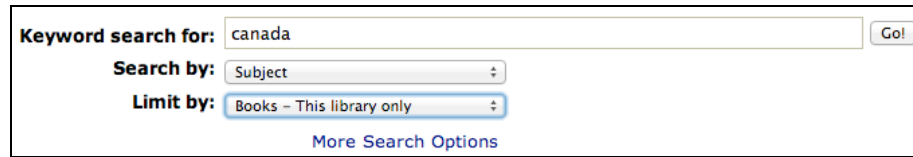
If You're Looking for a Certain Subject

Let's say that we want to read about Canada, but have absolutely no idea of where books on our northern neighbor are shelved. No problem. Let's go back to the catalog.

Type **Canada** into the **Quick library search** box, and this time click on the **Subject** button. As you were typing, you might have noticed that Polaris was trying to make suggestions for you. If you decide that one of those suggestions is closer to what you're actually looking for, feel free to select it with your mouse. In this case, however, we're going to stick with our very simple search on **Canada**.

Quick library search

This search gives us over 300 items in this library. The default search is always **for all items in this library**. This means that some of those 300 items could be CDs, DVDs, eBooks or audiobooks. If I go up and select **Books - This library only**, we get only about 230 results.



But even though we're down to "only" 235 books, some of them probably aren't quite what we're looking for. I discovered from looking at the call number for one of them that it was a travel guide. Not quite what I had in mind. Perhaps I'd be better off searching for **Canada history**.


When I did that, I only got 37 results. And when I looked at the **Find It!** information for **The Illustrated History of Canada**, I found out that its **call number** was **971**. Knowing that, I could probably find other books on Canada in the 971 section.

Looking for Books Similar to...

Well, since I mentioned it at the beginning, how about books similar to the **No 1 Ladies Detective Agency** series of books? You can search for that under **Subject, Title, or Any Field**, and you'll get a list of books in that series, complete with information about the **author**.

But suppose you want to find books that are similar to those. Books that are not necessarily by the same author or about the same characters, but books that other people who have enjoyed these books have enjoyed too.

Click on the **Full Display** button on the right, and then scroll down the next screen to where you see **Suggestions and More**, and you'll see a section that looks like the one below.





There's no guarantee that we'll have any of the books that these other readers have suggested, but you never know. In fact, while we may not have it here in Liverpool, it may be available from one of the other libraries in the system. We'll take a look at that next.

Placing a Hold on a Book

A book (or any other material) doesn't have to be from another library for you to place a hold on it. It could simply be an item that's out at the moment. Or maybe you're not planning on coming in for a couple of days, but just want to make sure that the item is there for you when you get here. No matter what, the process is pretty much the same.

Since we were just looking at the **No 1 Ladies Detective Agency** series of books, and checked to see what else is out there that might be similar, I'm going to suggest that we take a look at **Harry Kemelman's** series of books about Rabbi David Small.

Looking under **Harry Kemelman** as the author, and **Books - all libraries**, I got 21 results. I decided to start with **Friday the Rabbi Slept Late** because it's the first book in the series. In the information shown on the next page, I see that while we have no copies here in Liverpool, there are two books elsewhere in the OCPL system, and they're both in. That's perfect. Now it's time to click on the **Place Hold** button.

	3. Friday the Rabbi slept late by <i>Kemelman, Harry</i> , 1908-	Find It!
	... Friday the Rabbi slept late / <i>Harry Kemelman</i>	Full Display
	Publisher, Date: New York : Ibooks ; London : Simon & Schuster, 2002.	Place Hold
	Description: 208 p. ISBN: 0743434870	 2002
	System Availability: 2	Add to My List

That will give you a screen that asks you to log in with your library barcode number and PIN. If you don't have a PIN yet, we can take care of that for you. Just ask at the Customer Service desk.

Once you're logged in, choose what library you'd like to pick it up at (you don't have to pick it up here), and when you'd like to activate the hold. Most people want their holds to go into effect immediately, but if you know you'll be on vacation for a few weeks and don't want to miss the book when it comes in, you can have it take effect just before you get back.

Click on **Submit Request**, and you're all set. If we have your email address, we'll email you when the item is available; otherwise, we'll call you on the phone.

While this is the general procedure for putting a hold on an item, there are a few tricks you can use to give yourself a better chance of getting the material you're looking for. That will be dealt with in a handout specifically devoted to holds.

More!

Believe it or not, there a whole lot more to our online catalog, and this handout has just scratched the surface of the many things you can do with it. If you want to learn even more (and you can never know too much), click on **Help** on the ribbon up near the top of the screen.



Tech Tips from Mr G is a publication of the Liverpool Public Library.

You can find more of them at www.LPL.org/computers-and-computing/tech-tips

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