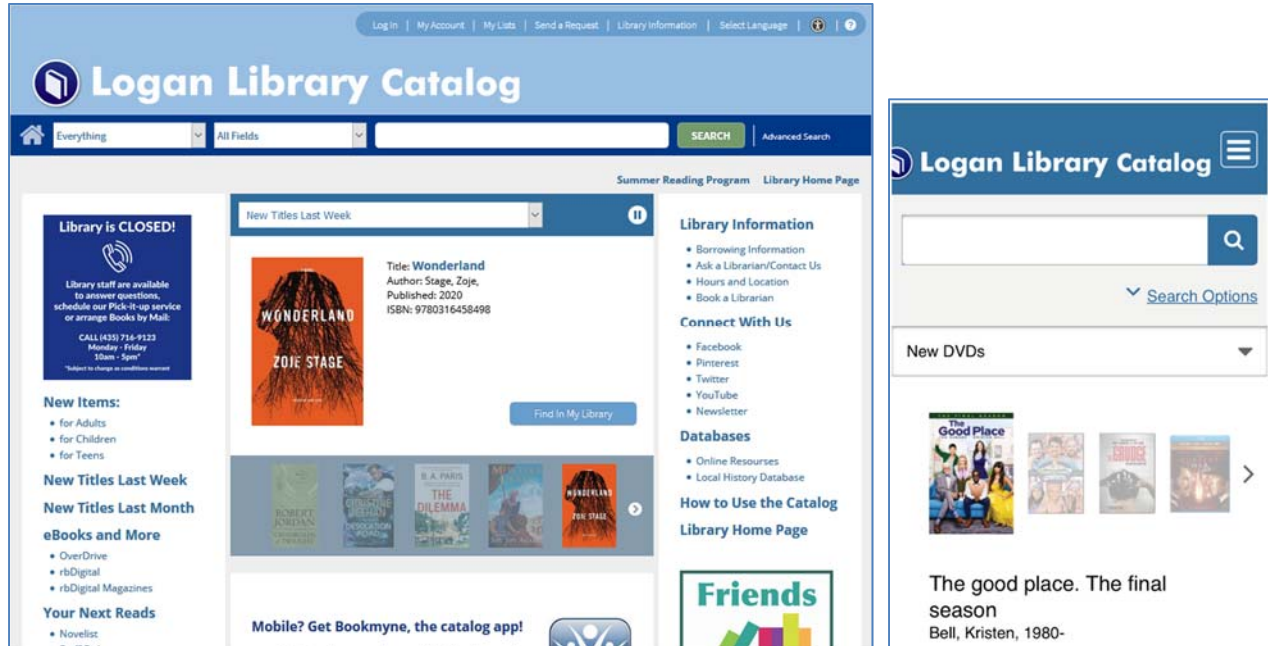


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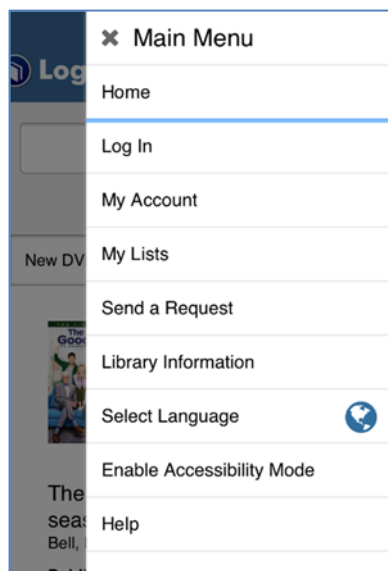
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Part I: Home Page

Full Catalog vs the Mobile Layout




Main Menu

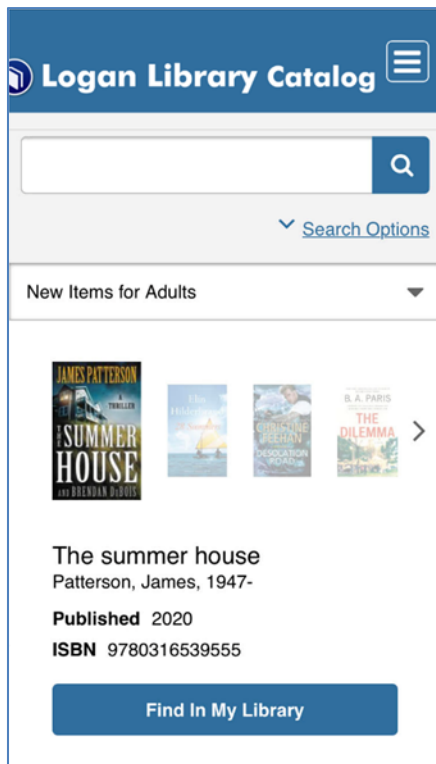


To access the main menu on Mobile, select the Menu icon. 
 To close the menu, select the X icon or select outside of the menu to return to the previous screen.

Select Language

To change the language on mobile devices, select Menu () on the home screen, select **Select Language**, and then select the desired language. You will be taken back to the previous page with the selected language now being used.

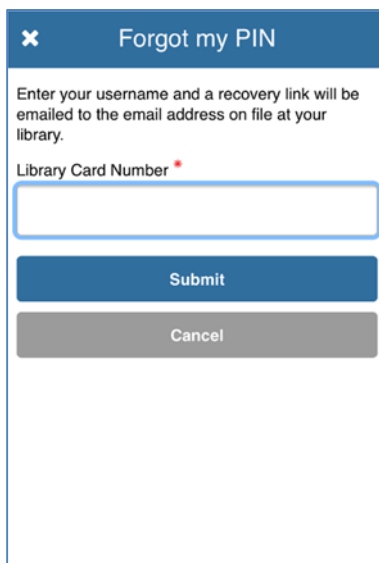
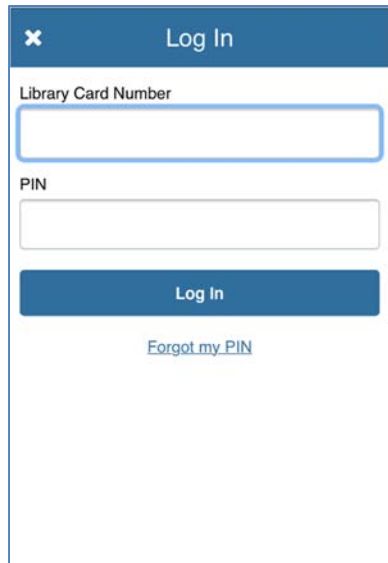
Book River



To navigate the book river on the Home page, select the left and right arrows. To view details of a title in the book river, select **Find In My Library** to expand its details.

Patron Login

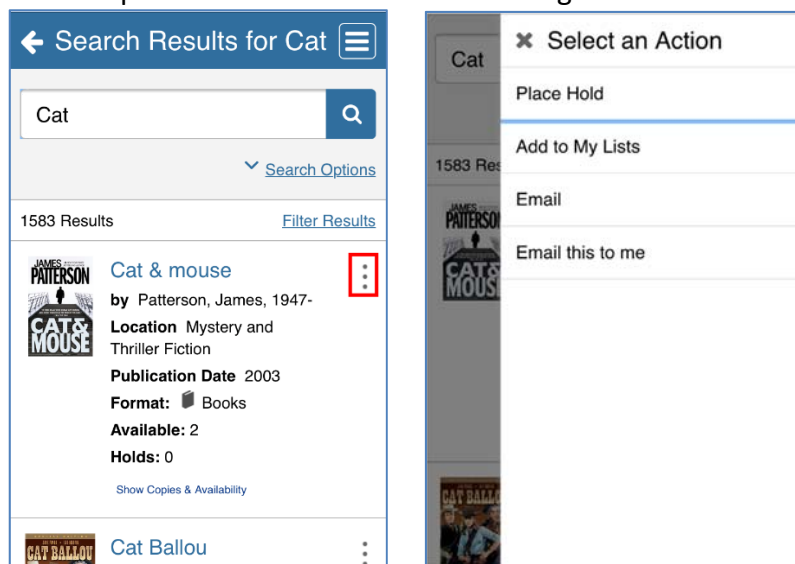
To log in, click the menu icon, and **Log In**. Insert your Library Card Number and PIN/Password and click **Log In**. If you have forgotten your PIN, click **Forgot my PIN**, fill out your library card number and, if you have an email on file with the library, a reset link will be emailed to you.



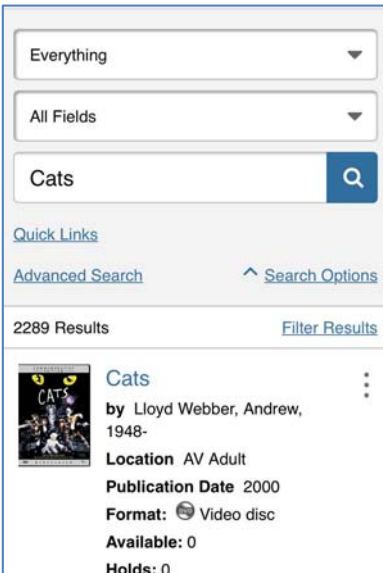
Part II: Searching

Select an Action Menu

The Select an Action menu is located under a dot menu icon on each result. Select the icon to open the slide menu with the configured actions.



Search Box

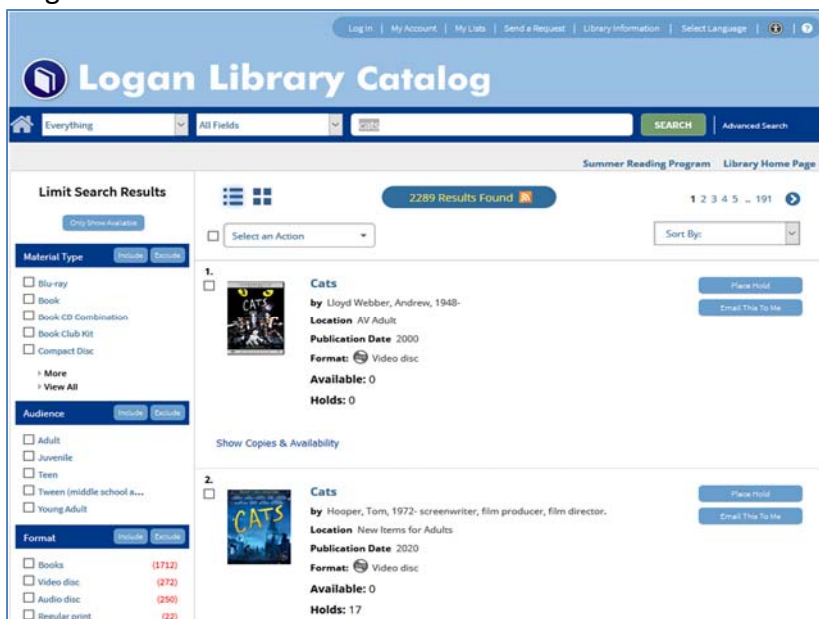


Search Box Options

The search box is located at the top of the screen on the home page and search results. To access additional search options, select **Search Options**. Two drop-down lists appear above the **Search Box**: the Limits drop-down list and the Fields drop-down list. Also displayed are the **Quick Links** option and the **Advanced Search** option. To hide the Search Options, select **Search Options** again.

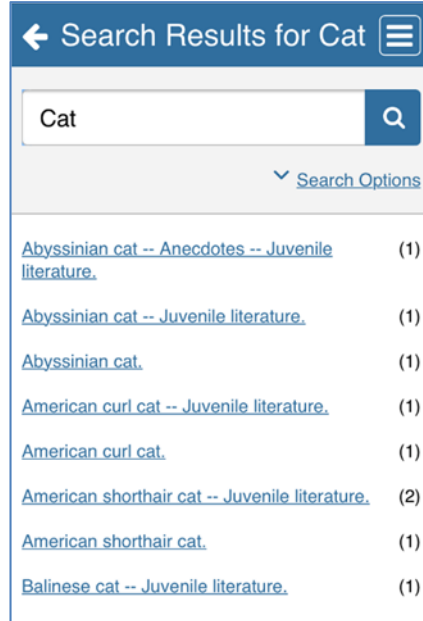
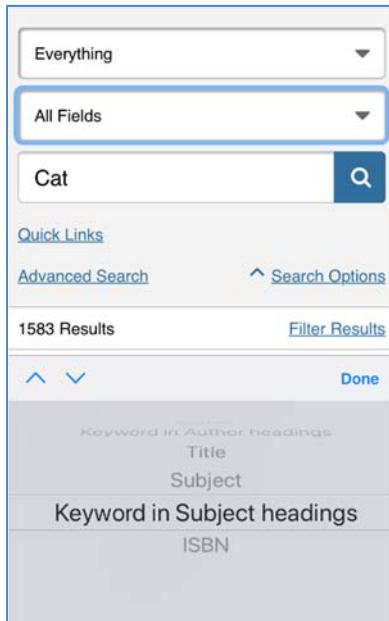
Search Results

The search results page is simpler on mobile layouts. The options on the right side of the results (**Place Hold**, **Text this to Me**, **Preview**, etc.) are all combined into the **Select an Action** menu accessible from the dot menu icon. The checkboxes are gone and the results are no longer numbered.



Browse Search

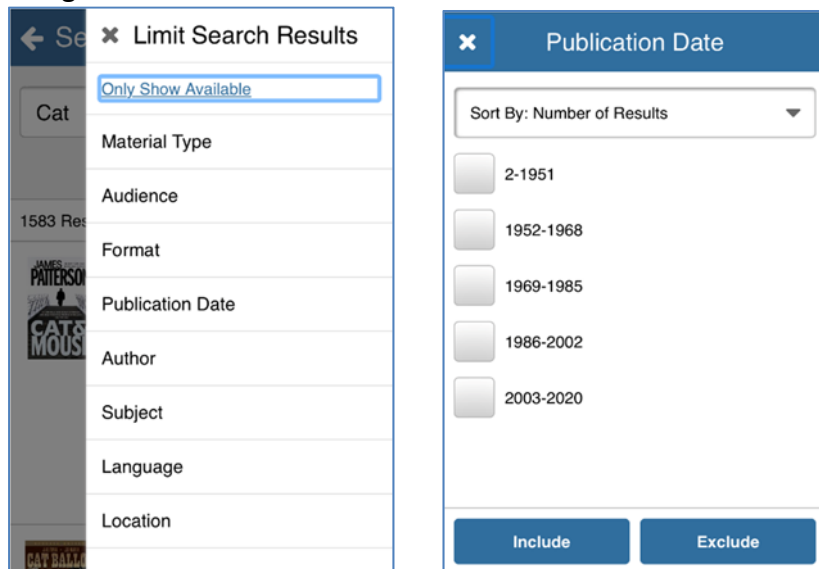
You can browse a subject by choosing the **Keyword in Subject headings** field in the **Search Options**. For example, searching for “Cat” in “Keyword in Subject headings” produces a list of subjects in which “Cat” appears anywhere in the subject field, followed by the number of items listed for each subject. Selecting the subject displays the list of books for that subject.



To perform another browse search with the same field option, enter another search term into the search box.

Search Facets

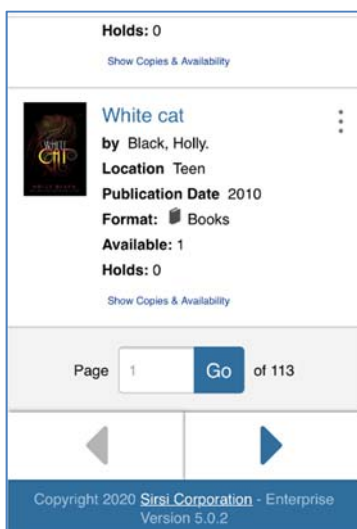
To narrow the search results, use the **Filter Results** slide menu and limit by age, material, date, etc. Choose the limiter(s) and click include or exclude. You also have the option to sort the categories.



To limit search results:

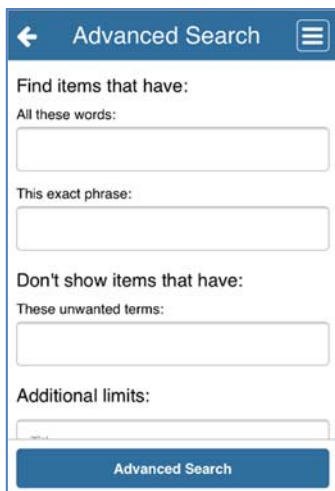
1. Select **Filter Results**.
2. Select the category to open the list of options in each category.
3. Select the **checkbox** next to each item you want to include and select **Include**.
Alternatively, if you want to exclude the category, select **Exclude**. The search results sort accordingly.
4. To remove a selection, go back into **Filter Results** and click the X next to the 'Narrowed by:' listing.

Pagination



To page through the search results , use the forward or back arrows at the bottom of the search results.

Advanced Search



The screenshot shows the 'Advanced Search' screen. At the top, there is a back arrow and a menu icon. Below that, the text 'Find items that have:' is followed by 'All these words:' and a text input field. Then, 'This exact phrase:' is followed by another text input field. Below that, 'Don't show items that have:' is followed by 'These unwanted terms:' and a text input field. At the bottom, there is 'Additional limits:' with a text input field and a blue button labeled 'Advanced Search'.

The advanced search page is located under **Search** Options on the home page or the search results page. Fill out the necessary fields and click **Advanced Search** at the bottom.

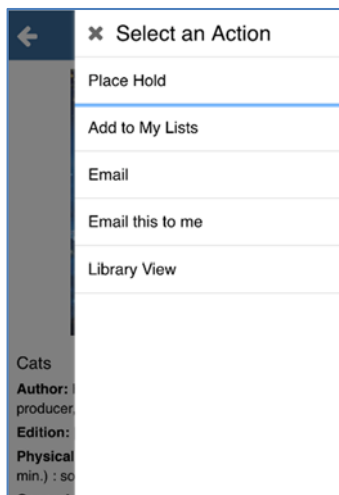
Making Requests



The screenshot shows the 'Make a Request' screen. At the top, there is a back arrow and a menu icon. Below that, 'Request Type' is followed by a dropdown menu with 'Request an Item' selected. Then, there are text input fields for '*Title', 'Author', 'Publisher', and 'Publication date'.

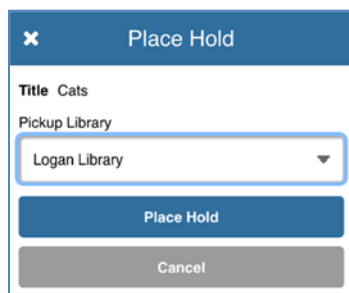
Under the Main menu, click on **Send a Request**, log in and send either a **Change of Address** or **Request an Item**.

Placing Holds



The screenshot shows the 'Select an Action' screen. At the top, there is a back arrow and a close icon. Below that, there is a list of actions: 'Place Hold', 'Add to My Lists', 'Email', 'Email this to me', and 'Library View'. On the left side, there is a book cover for 'Cats' with the following details: 'Author: producer', 'Edition:', and 'Physical (min.): so'.

Once you find an item you want to have held for you, click on the **Select an Action** (3 dots) menu and click **Place Hold**. Log in if you haven't already and fill in your Library card number and PIN/password and then select **Place Hold**.

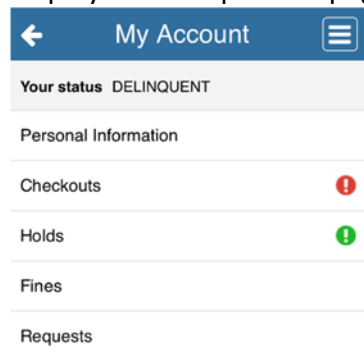


The screenshot shows the 'Place Hold' screen. At the top, there is a close icon and the title 'Place Hold'. Below that, 'Title' is followed by 'Cats'. Then, 'Pickup Library' is followed by a dropdown menu with 'Logan Library' selected. At the bottom, there are two buttons: a blue 'Place Hold' button and a grey 'Cancel' button.

Part III: My Account

Account Summary

Select **My Account** and log in if you haven't already. Your account status information will display at the top of the page.



The full details of your account are organized into **five tabs**: Personal Information, Checkouts, Holds, Fines, and Requests. The green and red icons give information that there are actions that need to be taken with the account.

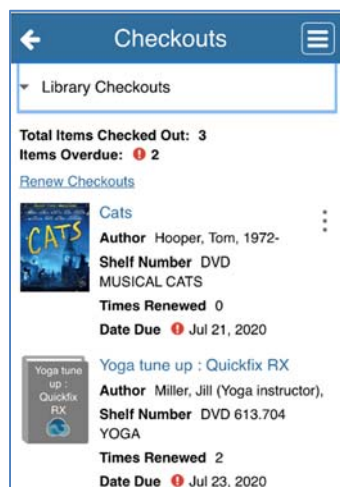
Copyright 2020 Sirsi Corporation - Enterprise
Version 5.0.2

Personal Information

The Personal Information tab is organized into 3 rows: basic info, **Change PIN**, and **Preferences**. The **Basic Info** section isn't editable – you'll need to contact the library if you have to change your phone number, email address, or mailing address. You can **change your PIN** to any alphanumeric combination that you like.

The **Preferences** section allows you to change the way you **view your account**. For example, you can change your default language.

Checkouts

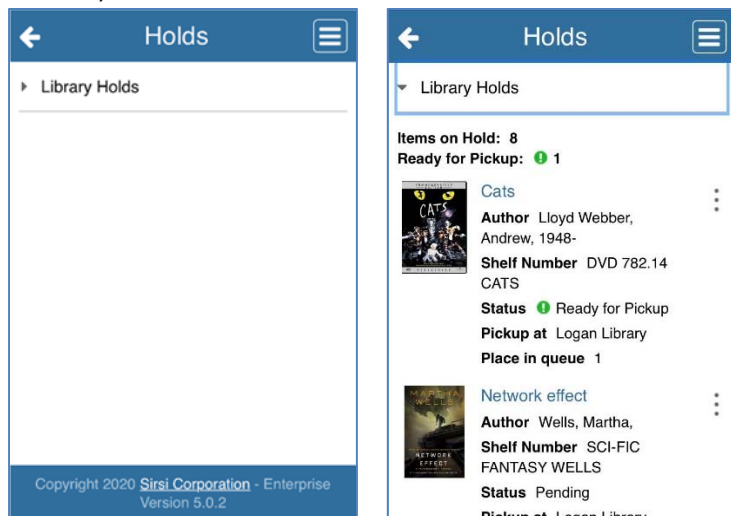


To view your checkouts and renew items, go to **Checkouts**. If you have any overdue items, you'll see a **red icon** with an exclamation point.

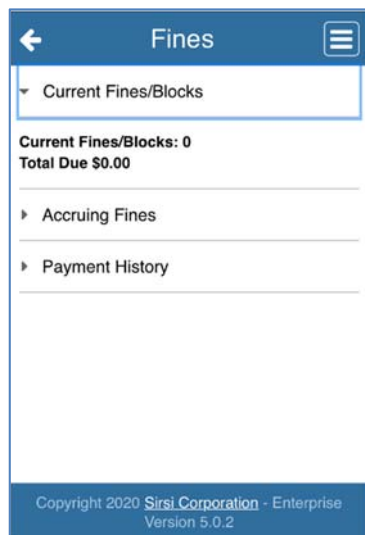
The catalog will display the number of times you've **renewed** and the **due date**. To **Renew**, select the 3 dot menu next to the first title in the list and you can select which items you would like to renew.

Hold

To view your holds, go to the **Hold** tab. If you have any holds that are ready for pickup, you'll see a **green** icon. Select **Library Holds** to view and manage your holds. To perform further actions, select the dot menu and select an action from the slide menu.



Fines

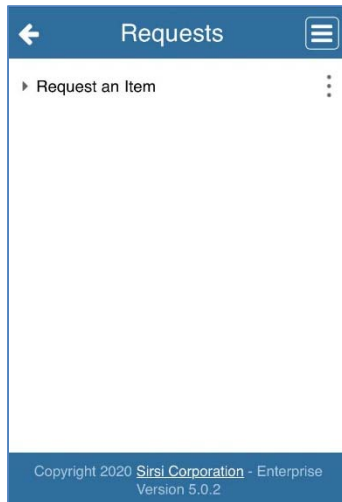


Open **Fines** to view your current fines and blocks. You'll get a summary of your total amount due and blocks at the top, and a view of each item's **title**, the **reason** for the fine, and the **amount** of the fine below.

The **Accruing Fines** section will show you fines that are currently accumulating.

The **Payment History** has a history of all your fines, payments, date, and reason for the bill.

Requests



Requests will show any request you have made to the library and the answer from the library about that request.