

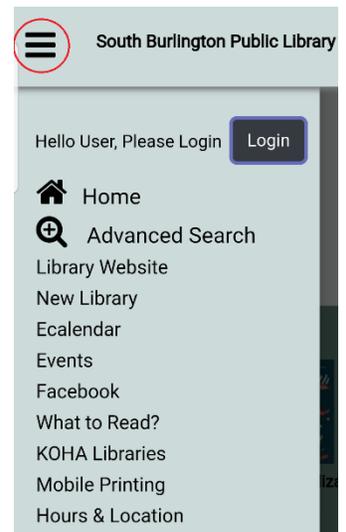
# Using the South Burlington Public Library Catalog Smartphone/Tablet

## What you will need:

- Library Card Barcode
- Access to the Internet

## To Set Up Your Account

1. Go to [www.southburlingtonlibrary.org](http://www.southburlingtonlibrary.org)
2. Select **Catalog**. On a mobile device you will scroll down slightly. Our catalog is located on a separate and secure website.
3. Now that you are in the Catalog, select the hamburger menu, located on the upper left of the screen and then select **Login**.
4. Enter the **14 digit barcode number** from your library card. Include all letters, numbers, and any punctuation marks.
5. Enter your temporary password, **userpass**. Do not check *Remember Me?* Select **Submit**.
6. You will now be prompted to create a new password. Once you have, select **Done**.
7. Hurray, you are now in your account!

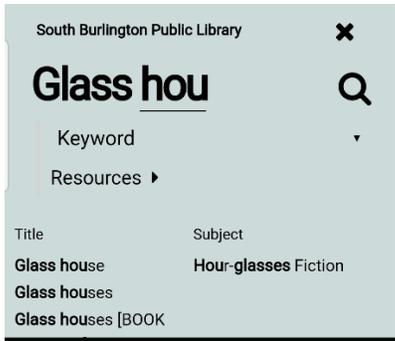


## How to Search the Catalog

1. At the top of your screen you will see the search bar.



2. To start a simple search, select the **magnifying glass** and then type the title of a book, the author, or subject.
  - 2a. You may notice as you're typing a book title or author that they appear in a drop down menu. Select the title or author.



2b. If you do not see the title or author or are searching by subject either select the **magnifying glass** or **Go** on your device.

*To complete a more advance search with filtering options you will need to use a PC.*

## How to Place a Hold

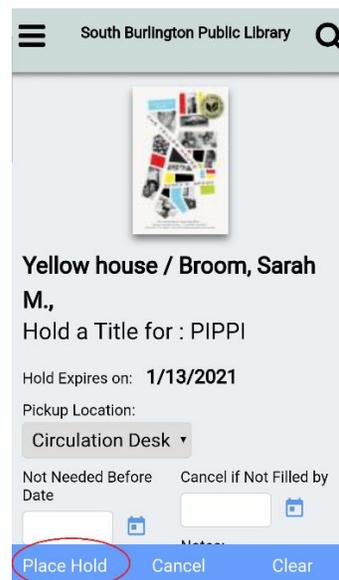
1. During your search for an item, you may find it is checked out.

You can see this two ways.

a. Under availability under the title it says, **(0 of 1 available)**.

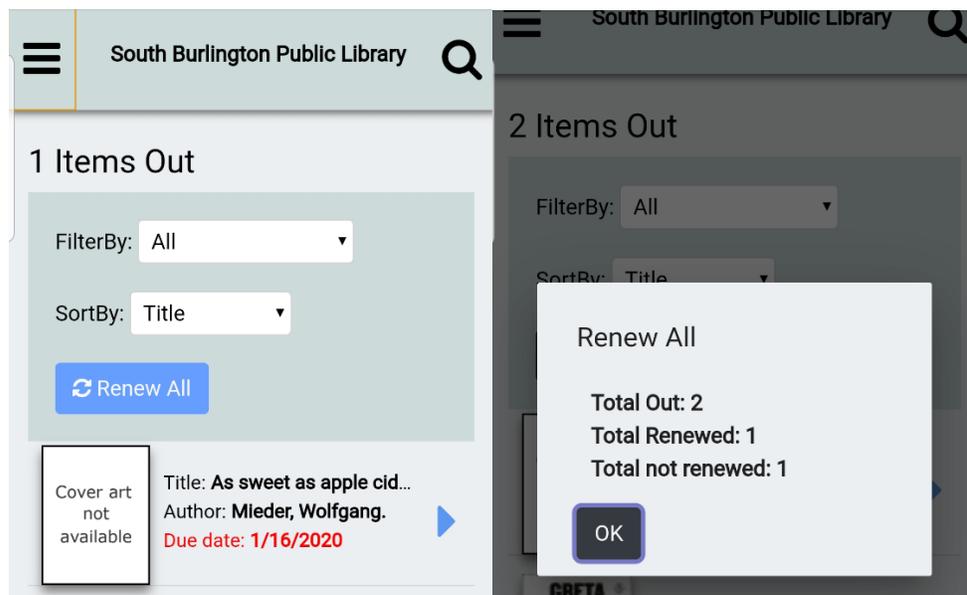
b. You have selected the title and are now in the full record. Under Availability it says (0 of 1) and may list the number of “Hold(s) in Queue”.

2. You can place a hold on the search result page by selecting the **hand icon**. It will take you to a new page where you will select **Place Hold**, located on the bottom of the screen. *Please note it takes up to 12-48 hours before a hold will be confirmed on your account.*



## How to Renew Items

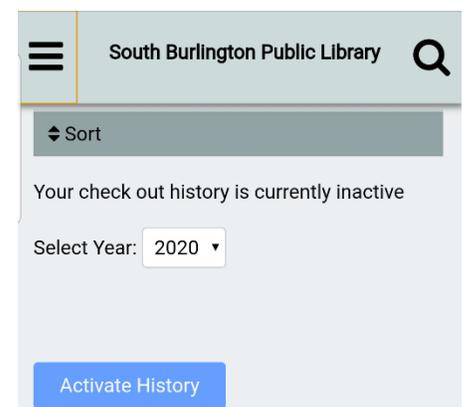
1. Select your hamburger home menu located at the top left of your screen.
2. Select **Items Out**. Select **Renew ALL**. Certain items may not be renewable. To only renew one item use a PC or call the library if you have any questions. A pop-up confirmation will appear. Select **OK**.



## How to Save Your Checkout History

To protect your privacy, the library settings ensure that your checkout history can only be seen by you.

1. To save your checkout history you will need to open your hamburger menu located on the top left of your screen.
2. Select **Checkout History**. Select **Activate History**. Your history will start saving from this point in time onward. You may deactivate your history at any time. If you do this it will remove all of your history. If you decide to activate your history again, it will start from the time you activate and not include any previous history.



## How to Activate Alerts

1. Select the hamburger settings menu located on the top left of your screen.

2. Select **Active Alerts**.

3. Select **Add Alert**.

4. Under **Search Type**, you may type an author name, keyword, or a book title. You may also select **Start the Search When?** and change the **Publication Year**. Select **Go** within your keyboard setting when in the **Publication Year** box. A confirmation will appear.

5. You may also change the day of the week you receive email notifications by selecting the **Email** icon within the **Active Alerts** main page.

