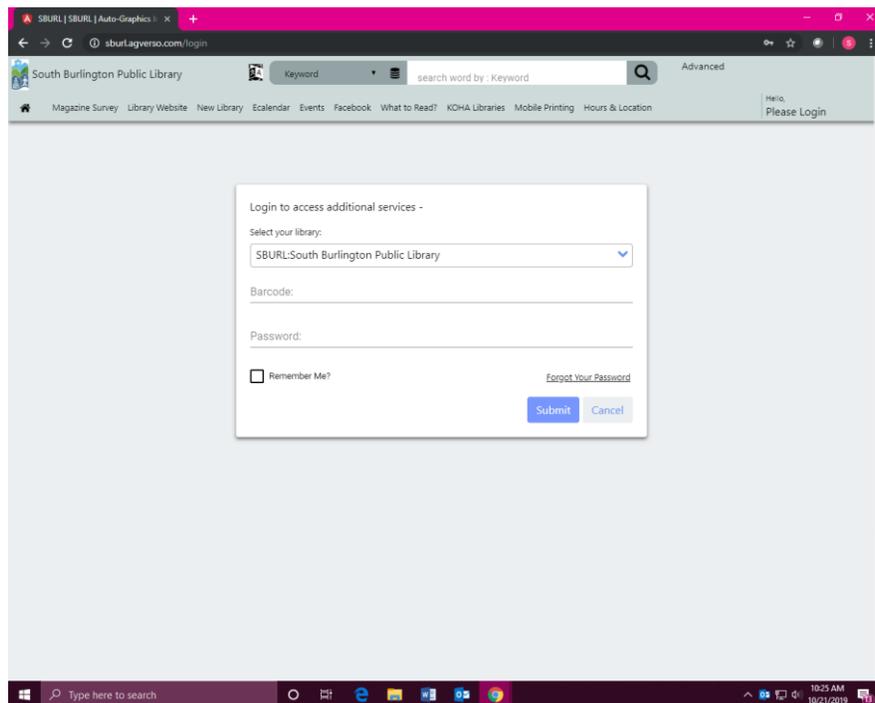# Using the South Burlington Public Library Catalog
Desktop/Laptop/PC

What you will need:

- Library Card Barcode
- Access to the Internet

To Set Up Your Account

1. Go to www.southburlingtonlibrary.org

2. Select **Catalog**. It is located on the upper right of the screen. Our catalog is located on a separate and secure website.

3. Select **Login**, located on the upper right of the screen.

4. Enter the **14 digit barcode number** from your library card. Include all letters, numbers, and punctuation marks.

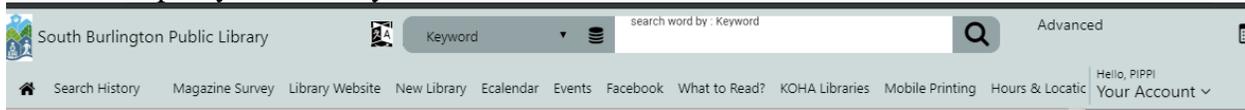5. Enter your temporary password, **userpass**. Un-check *Remember Me*? Select **Submit**.

6. You will now be prompted to create a new password. Once you have, select **Done**.
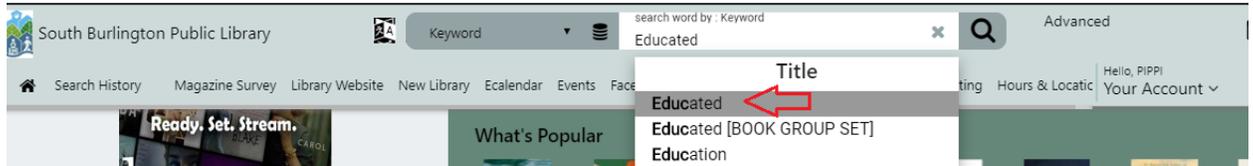
7. Hurray, you are now in your account!

How to Search the Catalog

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

2. To start a simple search, you may type inside the **search box** 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 use your keyboard to press *Enter,* or use your cursor to select the magnifying glass.

3. Let's play! If we search *gardening,* we'll have many search results. It could be overwhelming! Let's look at a few different options to refine our search.

> a. Sort your results by several different options such as *title, author*, or *date*.
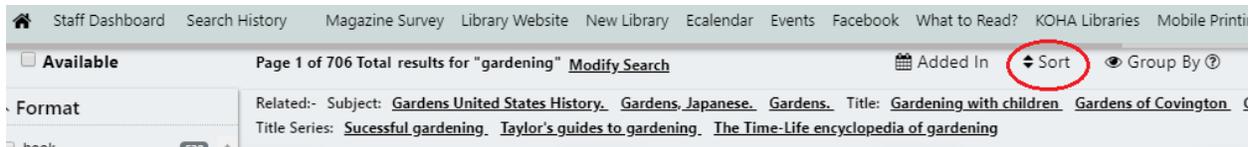
> b. I selected *date descending* to view the newest books first. However, if I only want nonfiction gardening books I can also select *Location* on the left hand side of the screen.

How to Place a Hold

Title: Where the crawdads sing /

Author: Owens, Delia,

Publisher: G.P. Putnam's...

Date: 2018

Total Holds :1

Book (0 of 4 available ,13 Holds)

Show Locations
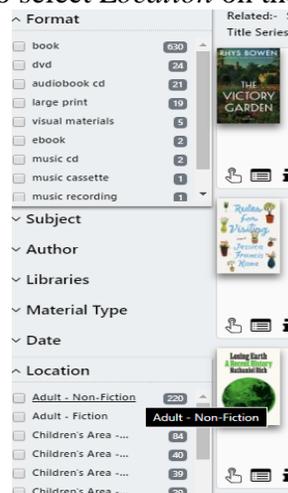
1. During your search for an item, you may find it is checked out. You can see this two ways.

> 1a. Next to *Book* under the title it says, "0 out of (# we own), # of Holds."
>
> 1b. You have selected the title and are now in the *full* record. Under *Status* it says, "Checked out." Under *Availability* it says "0 (of # we own).
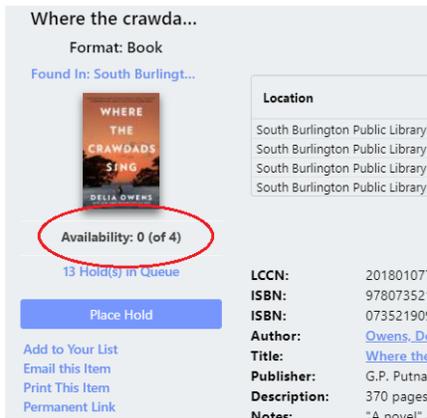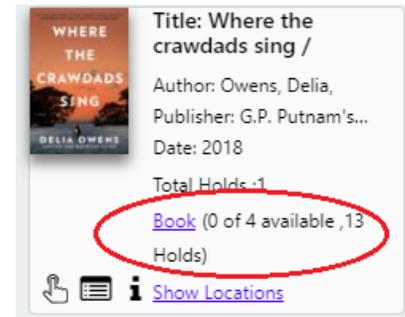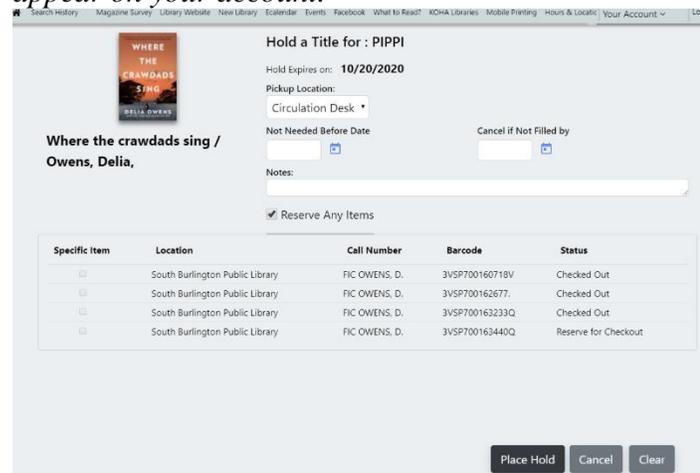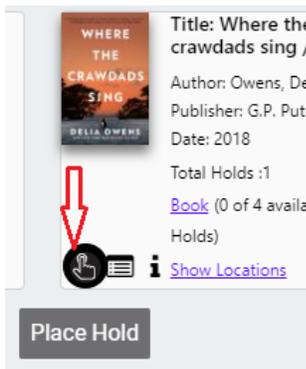
Where the crawda...

Format: Book

Found In: South Burlingt...

Location
South Burlington Public Library
South Burlington Public Library
South Burlington Public Library
South Burlington Public Library

Availability: 0 (of 4)

13 Hold(s) in Queue

Place Hold

Add to Your List
Email this Item
Print This Item
Permanent Link

LCCN:	201801077
ISBN:	978073521
ISBN:	073521909
Author:	Owens, De
Title:	Where the
Publisher:	G.P. Putnar
Description:	370 pages
Notes:	"A novel" -

2. You can place a hold from either the search results or within the full record.

> 2a. To place hold under the search results, place your cursor over the picture of the hand and select. You'll enter a new screen. Select **Place Hold**. A confirmation will appear.
>
> *Please note, currently it takes up to 24-48 hours for a reserve to appear on your account.*

Title: Where the crawdads sing /

Author: Owens, De

Publisher: G.P. Putr

Date: 2018

Total Holds :1

Book (0 of 4 availa

Holds)

Show Locations

Place Hold

Hold a Title for : PIPPI

Hold Expires on: 10/20/2020

Pickup Location:
Circulation Desk ▾

Where the crawdads sing / Owens, Delia,

Not Needed Before Date

Cancel if Not Filled by

Notes:

☑ Reserve Any Items

| Specific Item	Location	Call Number	Barcode	Status
☐	South Burlington Public Library	FIC OWENS, D.	3VSP700160718V	Checked Out
☐	South Burlington Public Library	FIC OWENS, D.	3VSP700162677.	Checked Out
☐	South Burlington Public Library	FIC OWENS, D.	3VSP700163233Q	Checked Out
☐	South Burlington Public Library	FIC OWENS, D.	3VSP700163440Q	Reserve for Checkout

Place Hold   Cancel   Clear

> 2b. To place a hold within the full record, select **Place Hold** on the left of your screen. You'll enter a new screen (see above). Select **Place Hold**. A confirmation will appear.

How to Renew Items

1. Select **Your Account**, located under your name on the top right of your screen.
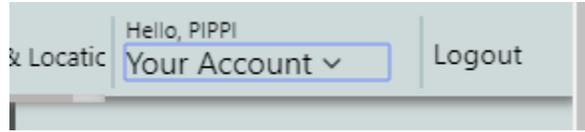
2. Select **Items Out**.
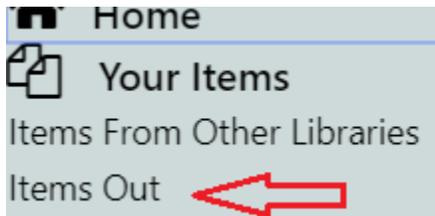
3. Either select **Renew ALL** or **Renew Item**. Certain items may not be renewable. Call the library if you have any questions. A pop-up confirmation will appear. Select **OK**.


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 Account** located on the top right of your screen where your name is listed.
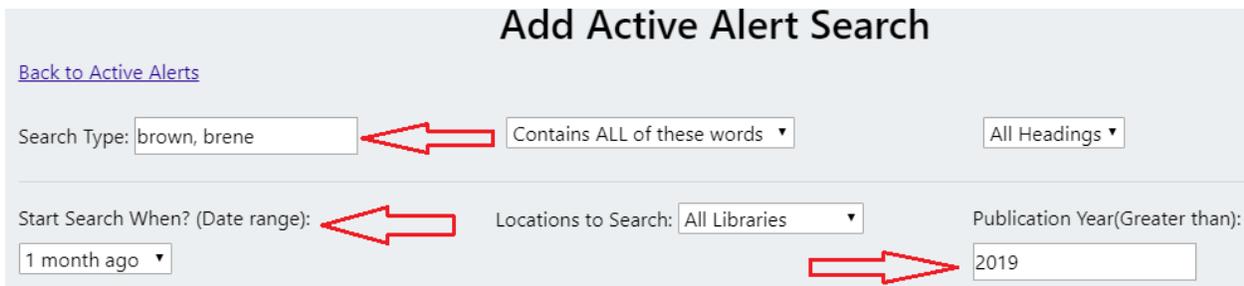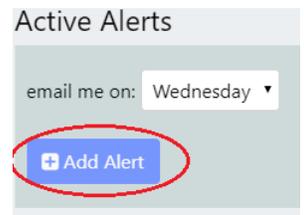
2. Select **Checkout History**. Select **Activate History**. Your history will start saving from this point in time onward.

No Checkout History

Your check out history is currently inactive

Select Year: 2019 ▾
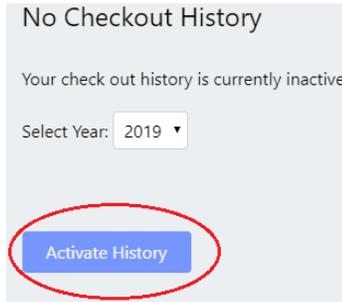
Activate History

Please note that if you decide to deactivate your history all of your history will be permanently deleted. You may decide to activate your history again, but it will start from that point forward.

How to Activate Alerts

1. Select **Your Account** located on the top right of your screen where your name is listed.
2. Select **Active Alerts**.
3. Select **Add Alert.**
4. Under **Search Type**, you may add an author name, keyword, or a book title. You may also select **Start the Search When** and change the **Publication Year**. Select **Save** located on the bottom right of the screen.

Active Alerts

email me on: Wednesday ▾

＋ Add Alert

Add Active Alert Search

Back to Active Alerts

Search Type: brown, brene   Contains ALL of these words ▾   All Headings ▾

Start Search When? (Date range):   Locations to Search: All Libraries ▾   Publication Year(Greater than):

1 month ago ▾   2019

5. You may also change the day of the week you receive email notifications.

Active Alerts

email me on: Wednesday ▾
                Disable
＋ Add Aler Sunday
                Monday
                Tuesday
                Wednesday
                Thursday
                Friday
                Saturday