

mymcpl.org



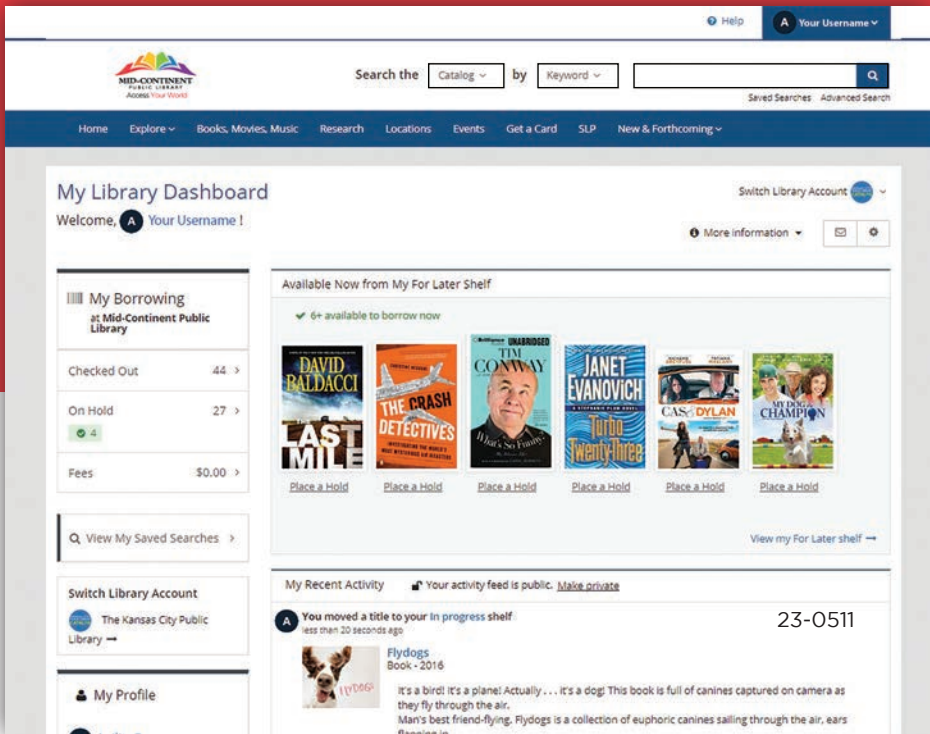
# MCPL

# Online Catalog



## Frequently Asked Questions

Check out these frequently asked questions that address everything from updating your account to renewing your books to placing holds.



## How do I set up an online catalog account?

1. Click the **Log In / My MCPL** button in the top right corner of the screen.
2. Log in with your Access Pass number (library card number) and PIN.
  - a. Your default PIN is your birthdate in MMDDYYYY order.
3. Verify your personal information.
4. Create a username.
5. Agree to the Terms of Service (Click the checkbox).
6. You do NOT have to change your PIN or use the username to log in.
7. You can still use your Access Pass number (library card number) and birthdate as your PIN to log in.

## How do I find out if the library has a book I want to check out?

1. Use the online catalog to perform a basic search.
2. At the top of the online catalog page, between the **Username** button and the **Main Menu**, is a search box.
3. Use the **Keyword** option, or use the dropdown menu to select the appropriate option.
4. Change **Keyword** to **Title** and enter the title of the book in the search box.
  - a. You can also enter a title with **Keyword** selected.
5. Search results display.
6. Use the filters on the left to narrow your search results.
7. An example search:
  - a. Start with **'Scotland'** keyword search.
  - b. Narrow to > Content: **nonfiction** > Topic: **description and travel**

## How do I access my account information?

1. Log in with your Access Pass number (library card number) and PIN.
  - a. Your default PIN is your birthdate in MMDDYYYY order.
2. Click the blue **Username** button in the upper right corner.
3. Select **My Library Dashboard** from the dropdown menu.
4. On the left pane, your **My Borrowing** information displays.
5. Click **Checked Out** for a list of your checked out items and due dates.
6. Click **On Hold** for a list of items you have placed on hold and their status.
7. Click **Fees** to see a list of fees and fines that have been assigned to your account.

## Can I see my checked-out items and holds?

1. From the Username dropdown menu, select **My Library Dashboard**.
2. **My Borrowing\*** at Mid-Continent Public Library displays your checked-out and holds information.
3. Click **Checked Out** to display a list of your checked-out items.
  - a. Items that are due soon display at the top of the list.
  - b. Physical and digital items are combined in your list.
  - c. Click **Physical** or **Digital** to display just those item types.
  - d. Click **Renew** to renew the item, or use the checkmark boxes to renew multiple items at once.
  - e. Add items to your In Progress shelf by clicking the books icon to the right of the title.
4. Click **On Hold** to access your list of hold items.
  - a. Number of available holds are displayed in green.
  - b. Holds are sorted in three sections: Ready Now, Not Ready, and Paused.
  - c. Using the **Pause** link allows you to move up the list, but ensures the item does not come in before the date you select.
5. Click **Fees** to access the fee and payment section.

**\*My Borrowing** is never shared with anyone.

You must be logged in to view the My Borrowing section.

## How do I renew items?

1. Log in with your Access Pass number (library card number) and PIN.
2. Click the blue **Username** button in the upper right corner of the page.
3. Select **Checked-out** from the dropdown menu.
4. Each item has a circular arrow with **Renew** next to it. Click **Renew\*** to renew that individual item.
5. The status of the renewal process will display at the top of the page.

### OR

1. Click the blue **Manage Multiple** button, if it displays.
  - a. Check the boxes beside the items you want to renew, or check the box above your first item to select all.
  - b. Click the **Renew Selected\*** button to renew all the selected items.
2. The status of the renewal process will display at the top of the page.

**\*Not all items are eligible for renewal at all times.**

## How do I place a hold? Can I pause (or suspend) a hold?

1. Log in with your account information.
2. Search for an item in the catalog.
3. Click the **Place a Hold** button.
4. Choose the pickup location from the dropdown menu.
5. Click the green **Confirm Hold** button.
  - a. The **Place a Hold** button will change to **Cancel Hold**.
6. Access **My Borrowing > On Hold** to check hold status.
7. Click the **Pause** button to suspend the hold.
8. Select a "From" date and an "Until" date from the calendar gadget.
9. Click the blue **Yes, Pause Holds** button.
10. When an item is paused, it continues to move up in the holds queue until it reaches number one. If the item is still paused and at number one, it will go to the number two person on the list.

## How do I log out?

1. Click the blue **Username** button in the upper right corner.
2. Select **Log Out** from the dropdown menu.

## Can I create a list for my information or to share with other readers?

1. Think of a topic that you enjoy. For example: a travel destination, a style of cooking, or another subject.
2. Log in with your account.
3. Click **My Library Dashboard > My Collections > Lists > Get started.**
4. Click **Create a New List.**
5. Fill out the list page with a **List Type, List Name, and List description.**
  - a. Note: Personal Recommendation lists cannot be shared.
6. Choose a location for ***This list is of interest to users:***
7. Click to **Make this list private**, for now. Click **Create List.**
8. Click **Add a Catalog Item.**
9. Search for an item in the catalog to add to your list. Click the **Add to...** button.
10. Add five to 10 items to your list.
11. When you're done, click **Close** to return to your list.
12. Rearrange the titles using the green up/down arrows.
13. When you are ready to publish your list, uncheck the **Make this list private** box.
14. Access the Lists page from the login dropdown.
15. Your list title will display.
16. You can edit the list at any time, adding or removing titles.

## How do I track my reading?

Each account has three shelves to track your reading.

- **Completed** shelf is for items you have read, listened to, or watched.
- **In Progress** shelf is for items you are currently reading, listening to, or watching.
- **For Later** shelf is for items you want to check out later.

To track your reading using **My Shelves**:

1. Log in with your account.
2. Search for a favorite item in the catalog.
3. Click the title to display the item details.
4. Click the dropdown next to **For Later**.
5. Choose to add the item to **In Progress, Completed,** or **For Later** shelf.
6. Alternatively, you can select the book icon next to any item in the Checked Out list to automatically place it on your **In Progress** shelf.

To view your collections:

1. Click **My Library Dashboard** from the Login dropdown menu.
2. Choose one of the shelves under **My Collections** to view that shelf.

## How do I add a comment about an item?

1. Log in with your account.
2. Search for a favorite item in the catalog.
3. Click **the title** to display the item details.
4. Click the **Add a Comment** button.
5. Type your comment.
6. Click **Save**.
7. To view your new comment, you have to **refresh** the page.
8. The item will display on your **Completed** shelf.

## How do I rate an item I have read?

1. Log in with your account.
2. From **My Library Dashboard**, select your **Completed** shelf.
3. Each title has a **My Rating** option to the right of the title.
4. Move your mouse over the stars under **My Rating**, and click to give an appropriate star rating to the item.
5. The star rating will display on your **Completed** shelf.

Alternatively:

1. Search for an item you have read in the catalog.
2. Click the title to display the item details.
3. Move your mouse over the **My Rating** section, and click to give an appropriate star rating to the item.
4. The item will display on your **Completed** shelf.

## Can I send a message to someone about comments they left about a title?

1. From the review, hover the mouse over the username of the creator (or tap the username on a mobile device).
2. Click or tap **Message** to open the message window.
3. Type a message and click **Send**.

# How do I use the advanced search feature?

ADVANCED  
SEARCH

1. Click the **Advanced Search** link under the search box.
2. Type your query directly into the search box, or use the form.
3. Enter your search information into the form.
4. Example search:
  - a. Include Keyword anywhere – Barbara Rosenblat
  - b. Do not include Keyword anywhere – Goldy Bear
  - c. Limit my search results by:
    - i. Available at: My preferred branch
    - ii. Audience: Adult
    - iii. Content: Fiction
    - iv. Format: Audiobook on CD
5. Click the **Search** button.
6. Results display adult fiction audiobooks on CD narrated by Barbara Rosenblat, except for the *Goldy Bear* series by Diane Mott Davidson.
7. Check the help files for more information about using the **Advanced Search** features.

*Help files are located in the upper right of the page near the Log in/Username button. Click the question mark in the blue circle or the word Help. Use the search box to search for the topic you need.*

? Help

The screenshot shows the Mid-Continent Public Library website. At the top right, there is a 'Help' link with a question mark icon. Below the navigation bar, there is a search box with a dropdown menu for 'Catalog' and a 'by' dropdown menu for 'Keyword'. The main content area is titled 'My Library Dashboard' and includes a 'Welcome, [Your Username]' message. On the left, there is a 'My Borrowing' section with 'Checked Out' (44), 'On Hold' (27), and 'Fees' (\$0.00). The main content area displays 'Available Now from My For Later Shelf' with a grid of audiobook covers including 'The Last Mile' by David Baldacci, 'The Crash Detectives' by Tim Conway, 'Janet Evanovich Turbo Twenty-three', 'Cas & Dylan', and 'My Dog Champ'. Each cover has a 'Place a Hold' button below it. At the bottom, there is a 'My Recent Activity' section with a 'Make private' link.