



GETTING TO KNOW OUR ONLINE CATALOG

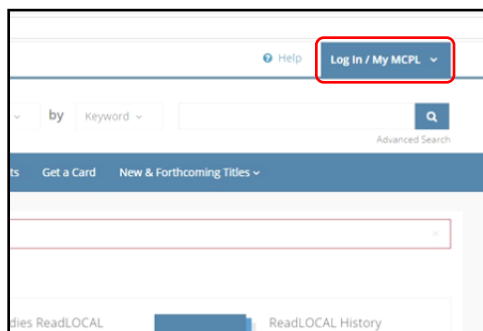
GETTING TO KNOW OUR CATALOG

In the past, searching for a book meant thumbing through thousands of cards in a card catalog to find just the right item. However, thanks to the magic of modern technology, more and more libraries have transferred the data from those cards into a digital **Online Catalog**. Now, users can search for books, movies, and music from the comfort of home in just a few simple steps.

Online catalogs can do so much more than just inform you of a specific book's location on the shelf. If you don't know the title, you can also search by author, subject, or even the type of resource you need, such as eBooks, Blu-ray discs, or large print items, just to name a few. There are even new social aspects that allow you to share your book interests with other like-minded readers.

Mid-Continent Public Library's online catalog can be found on our website, mymcpl.org, by clicking **ACCESS THE CATALOG** in the left-hand navigation card or by selecting **MY ACCOUNT** at the top right of the home page and signing in.

LOG IN/SET UP YOUR ACCOUNT



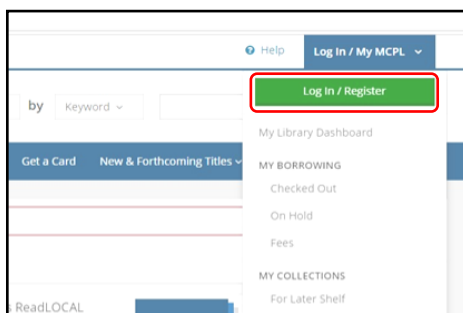
To set up an account using our catalog system or to log in to the account you've already created, you will need your Access Pass (library card) number and PIN (your 8-digit date of birth, MMDDYYYY).

The first time you visit our catalog, you will need to click the [Log In/My MCPL](#) button to create your account. Creating an account allows you to see what items you have checked out and their due dates, see any holds you have available and place more if you would like, and so much more, all from the comfort of your own home.

Notes

LOG IN/SET UP YOUR ACCOUNT

To continue setting up your account, after selecting the **Log In/My MCPL** button, click the green **Log In/ Register** button.



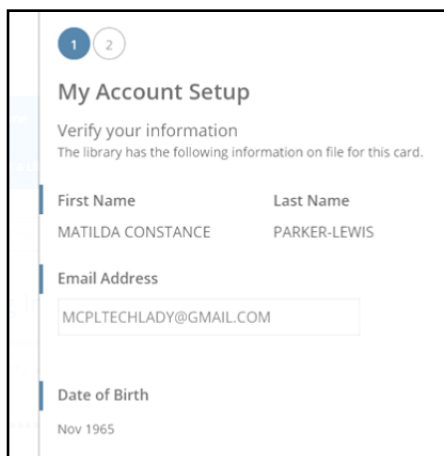
On the Log In page where it says **Username or Barcode**, enter your library card number in the first box, followed by your 8-digit date of birth in the next box. Then, click **Log In** to log in (if you already have an account) or create your account. You are greeted with a

welcome message and can click **Continue to Account Setup** to proceed.

A screenshot of the 'Log In' page. At the top, it says 'Log In' with an information icon. Below that is a message: 'First time here? Get started by creating...'. The main section is titled 'Username or Barcode:' and contains two input fields. The first field contains the text '20000123456789'. The second field is labeled 'PIN :' and contains eight dots. Below the PIN field is a link that says 'Forgot your PIN?'. There is a checkbox labeled 'Remember me on this device'. At the bottom, there is a blue button labeled 'Log In' which is highlighted with a red box, and a link labeled 'Get a Card'.

Notes

LOG IN/SET UP YOUR ACCOUNT



1 **2**

My Account Setup

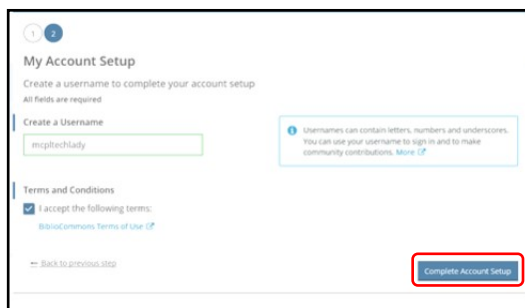
Verify your information
The library has the following information on file for this card.

First Name	Last Name
MATILDA CONSTANCE	PARKER-LEWIS
Email Address	
MCPLTECHLADY@GMAIL.COM	
Date of Birth	
Nov 1965	

On the **My Account Setup** page, some of your information has already been entered for you. If you previously had an email address in our system, it will already be there, as will your name and date of birth.

If your email address is incorrect, blank, or you simply want to use a different one, you can change it here. Otherwise, click **Continue**.

The next step of My Account Setup allows you to **Create a Username**. Your username cannot be your library card number (or only numbers), and must follow the rules stated.



1 **2**

My Account Setup

Create a username to complete your account setup
All fields are required

Create a Username

mcpltechlady

Usernames can contain letters, numbers and underscores. You can use your username to sign in and to make community contributions. [More >](#)

Terms and Conditions

☒ I accept the following terms:
[BristolCommons Terms of Use >](#)

[Back to previous step](#)

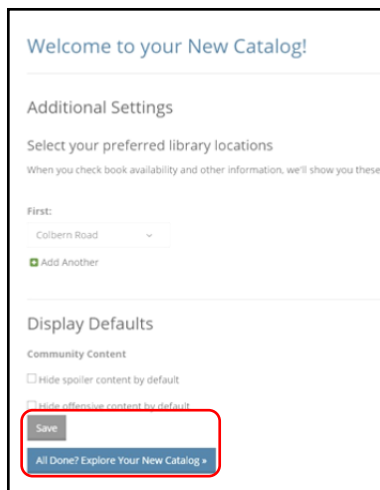
Complete Account Setup

Once you create a username, click **Complete Account Setup**. You will then receive confirmation that your account has been created, and you can **Continue to My Account**.

LOG IN/SET UP YOUR ACCOUNT

On the **Welcome to your Catalog** page, you will see **Additional Settings** (this only happens the first time you sign up).

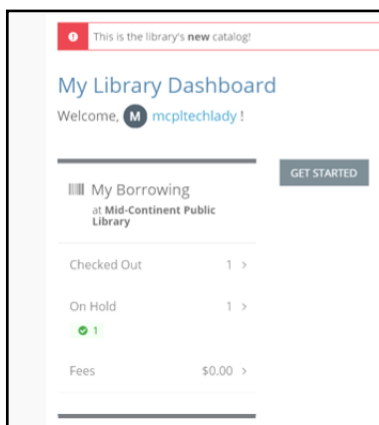
The Additional Settings allow you to change your home branch, add up to three locations for searching book availability, and change your Display Defaults to limit spoiler content and offensive content (as flagged by users of the catalog system).



After you make changes and click **Save** or simply click **All Done? Explore Your Catalog**, the **My Library Dashboard** page displays.

Notes

MY ACCOUNT



The **My Library Dashboard** section serves as your personalized catalog homepage and displays pieces of information about your account.

To access My Library Dashboard from

any catalog page, simply click your **Username** in the top right corner and select **My Library Dashboard** from the **My Account** dropdown menu.

When viewing **My Library Dashboard**, you will see your **My Borrowing** area. This area contains a brief overview of any items you currently have checked out, upcoming due dates, and overdue notifications, as well as how many items you have on hold and whether any of those items are available for pickup at your selected location.

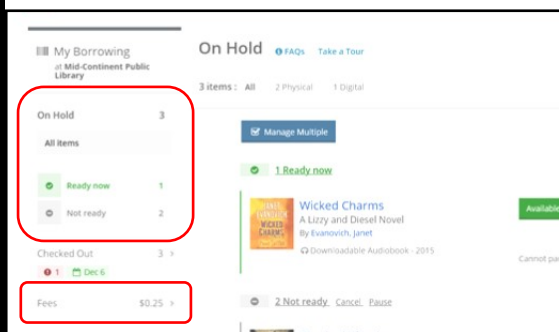
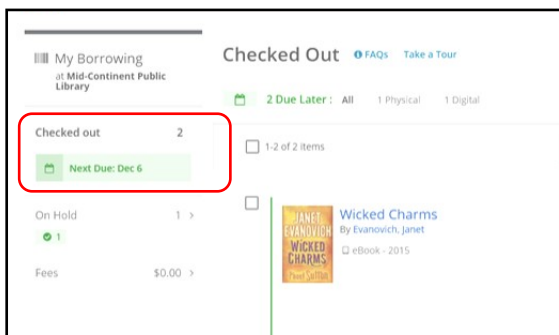
Notes

MY ACCOUNT

Within the My Borrowing area is your Checked out section.

Clicking this shows you details about

the items you have checked out, whether they are physical or digital items, and their due dates, as well as other information. A **red exclamation mark** indicates an overdue item, and any upcoming due dates are denoted in **green**.

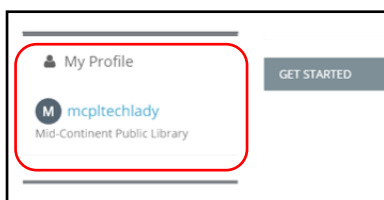


Below the Checked out section is your On Hold section. Available holds are indicated with a **green**

checkmark, and in-transit items are displayed with a **red truck** icon, letting you know they are on the way.

Finally, there is a **Fees** section where you can see any fines you have accrued and pay them online.

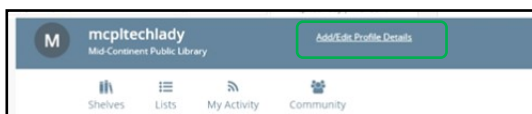
MY ACCOUNT



Below the **My Borrowing** section of **My Library Dashboard**, you will find the **My Profile** section.

Clicking on your **Username** takes you to your profile where you can add personalized information for other users to see, much like other social media platforms, but this is entirely optional.

If you would like to add information to your profile, simply click the **Add/Edit Profile Details** link

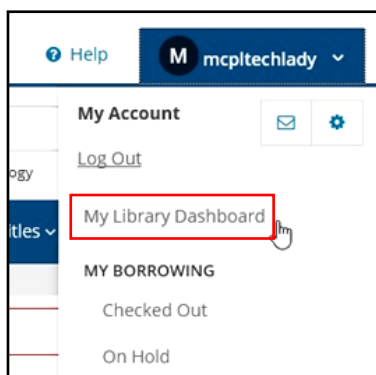


next to your username and add details such as a personal description, areas of interest, and a customizable rating scale.

ABOUT	AREAS OF INTEREST	MY RATING SCALE
Add something about yourself: your interests, your favorite reads...	Add subject areas that interest you: genres, topics...	By default, each rating is assigned a definition. Here, you can tell others how you define your scale.
+ Add Personal Description	+ Add area of interest	+ Personalize your rating scale
+ Add your Website		★★★★★ Outstanding
+ Add your Twitter		★★★★☆ Great
		★★★★★ Very Good
		★★★★☆ Good
		★★★☆☆ Above Average
		★★★☆☆ Average
		★★★☆☆ Ok
		★★☆☆☆ Not Bad
		★☆☆☆☆ Poor
		★☆☆☆☆ Awful

MY ACCOUNT

To return to My Library Dashboard from your account profile, click the username dropdown near the top right of the page and select My Library Dashboard.



My Collections

On my shelves

For Later 9

In Progress 3

Completed 6

Lists 2

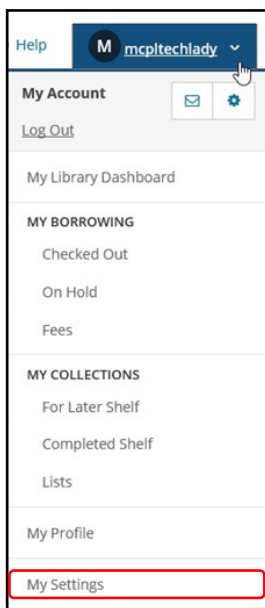
Along the left side of My Library dashboard and below **My Profile**, you will see the **My Collections** section.

This is where you see the **On my shelves** area, which allows you quick access to items that

you have placed on your **For Later**, **In Progress**, or **Completed** shelves.

Notes

MY ACCOUNT



Note: The default privacy setting for your shelves is *shared*. This can be changed by clicking your Username in the top right corner to open the **My Account dropdown menu** and selecting **My Settings** from the dropdown menu.

Notes

MY ACCOUNT

My Settings
at Mid-Continent Public Library

Account Information

- Email Address
- Username
- PN
- My Library Cards

Account Preferences

- Saved Searches
- Holds and Pickup Location
- Community Content Defaults

Privacy

- My Shelves**
- Profile
- Ignored Users

Privacy: My Shelves

Use these settings to indicate whether new titles that you add to your shelves, and your comments on those titles, will be visible to others. Titles that are already on your shelves will not be affected by these settings.

Tip: Your Private Notes and Personal Tags for any title will always be **PRIVATE**. Also remember that you can change the privacy setting for any individual title on your My Shelves pages.

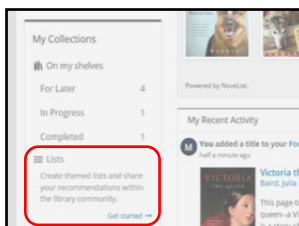
- ☒ Automatically mark newly added **completed** items as private.
- ☒ Automatically mark newly added **in-progress** items as private.
- ☒ Automatically mark newly added **for-later** items as private.

Save Changes

From here, click on the **My Shelves** option under **Privacy** along the left side of your My Settings page and checkmark the privacy settings you wish to change. Click **Save Changes** for your privacy changes to take effect.

Notes

MY ACCOUNT



Finally, under the **My Shelves** area of the **My Collections** section is the **Lists** area. From here, you can create lists to share with others, or you can mark them private and make them simply for yourself.

List Type: *
General ▾

List Name: *

List description:
What do they have in common? What did you like? Tell other readers why!

This list is of interest to users:
everywhere ▾

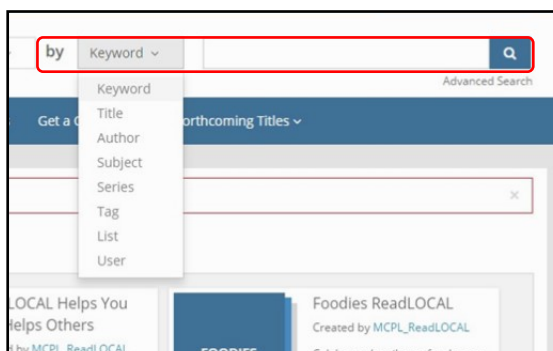
☐ **Make this list private**

Create List **Cancel**

By default, lists that you make are set to shared. To make a list private, when creating the list, be sure to checkmark the box at the bottom that says **Make this list private**. This means it won't be shared with anyone and is visible only to you.

Notes

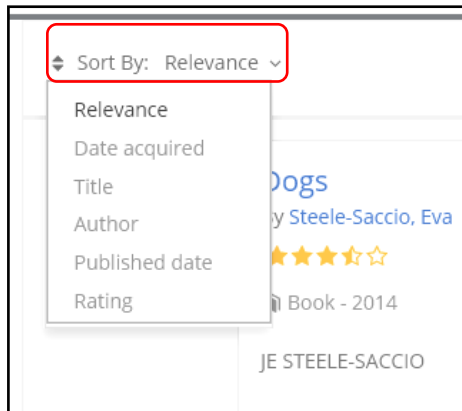
SEARCHING



There are many different ways to search the online catalog. The first option you can use is the **Search Box**. Here, you can type in keywords to find results. The default setting is **Keyword**, but you can also change it to search for **Title**, **Author**, **Subject**, **Series**, **Tag**, **List**, or **User**.

Notes

SEARCHING



From the **Search Results** page, you can use **Sort By** to sort your results a variety of ways. The default sort order is **Relevance**, but you can also sort by **Date acquired**, **Title**, **Author**, **Published date**, and **Rating**. This may be helpful if you prefer to have your results sorted alphabetically by title, author, or even by what was most recently published.

Notes

SEARCHING

Filter Results by...

Available now...

- ☐ At any location (9901)
- ☐ North Independence (3381)

[More locations... >](#)

Format

 Books

 Audiobooks

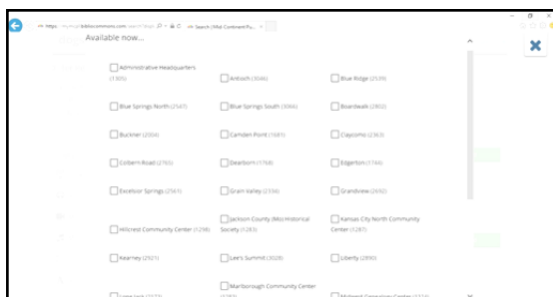
Besides the ability to sort, the online catalog also has many options for **filtering** your results to narrow down your search.

Along the left side of the results page, you will see the **Filter Results by** menu, which is where you will find all the different

options for filtering your results.

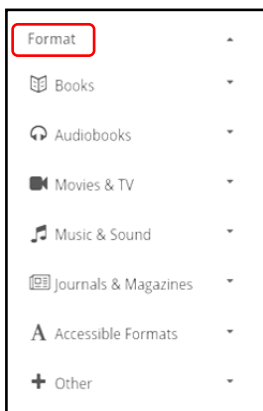
The first **Filter Results by** option is **Available now...** You can select **At any location** or display **More**

locations and select multiple locations. The search results will now display only items available now at the location(s) chosen.



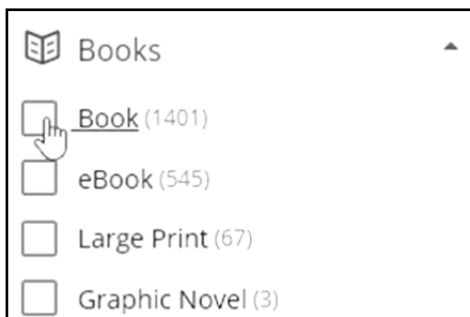
Notes

SEARCHING



The next option for filtering results is filtering by **Format**. This includes the ability to filter by specific item types such as **Books**, **Audiobooks**, **Movies & TV**, **Music & Sound**, as well as a variety of other options that will be helpful in narrowing your results.

If you click on **Books**, for example, you can see the option to narrow it down to even more specific choices within that



category such as **Book**, **eBook**, **Large Print**, **Graphic Novel**, and others. Each category within **Format** will have additional options for narrowing down your search.

Notes

SEARCHING

Below the Format filtering section is **New at the Library...** This allows you to filter your results by items added to our collection in the **Past 7 Days**, **Past 30 Days**, **Past 60 Days**, **Past 90 Days**, **Past 180 Days**, or **Over 180 Days**. This is a great way to find recently added material based on your search.

New at the Library... ▲

[Past 7 Days](#) (27)

[Past 30 Days](#) (114)

[Past 60 Days](#) (141)

[Past 90 Days](#) (170)

[Past 180 Days](#) (337)

[Over 180 Days](#) (10422)

Below that you will find the options to filter by **Titles I can... Borrow and take home**, **Only use in a library**, or **Access online**.

Then you can filter by **Content**, such as **Fiction** or **Non-Fiction**.

And below that you will find the option to filter by **Audience**, such as **Adult**, **Children**, or **Teen**.

Titles I can... ▲

☐ Borrow and take home (9229)

☐ Only use in a library (1569)

☐ Access online (1462)

Content ▲

[Fiction](#) (5668)

[Non-Fiction](#) (3732)

[Undetermined](#) (1359)

Audience ▲

☐ Adult (5821)

☐ Children (4833)

☐ Teen (108)

Notes

SEARCHING

Form/Genre ▲

[Fiction](#) (261)
[Mystery Fiction](#) (137)
[Humorous Fiction](#) (101)
[Electronic Books](#) (57)
[Audiobooks](#) (48)
[Talking Books](#) (45)
[Large Type Books](#) (42)
[Suspense Fiction](#) (35)
[Love Stories](#) (30)
[Downloadable Audio Books](#) (24)

[Show more >](#)

Additionally, you can narrow down your search even further with the filter by **Form/Genre** option, where you can narrow it down to specific categories such as **Humorous Fiction**, **Suspense Fiction**, **Love Stories**,

and many other categories based on your initial search results.

Finally, you also have the option to filter by **Topic**, **Region**, **Author**, **Language**, **Published Date**, **Rating**, and **Tags**. Any one of these filtering options could be incredibly useful in helping you find just the item you're looking for when searching our catalog.

Topic	▼
Region	▼
Author	▼
Language	▼
Published Date	▼
Rating	▼
Tags	▼

Notes

SAVING A SEARCH

If you are logged in to your catalog account, you can save your favorite searches and easily run them again with just a couple clicks.

This can be helpful if you have certain searches you run frequently, such as searching for a particular author and then sorting the results by Published Date so you can stay on top of their new releases.

Saving that search allows you to run it again with a single click, instead of typing everything in by hand each time you want to search and reapplying all of your sorting and filtering.

In order to save a search, you must first perform a Catalog search.

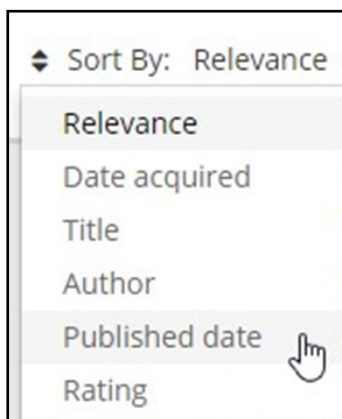
A screenshot of a library catalog search interface. The search bar contains the text "Search the Catalog by Author James Patterson". To the right of the text is a blue search button with a white magnifying glass icon. Below the search bar, there are two links: "Saved Searches" and "Advanced Search".

Search the Catalog by Author James Patterson

[Saved Searches](#) [Advanced Search](#)

Notes

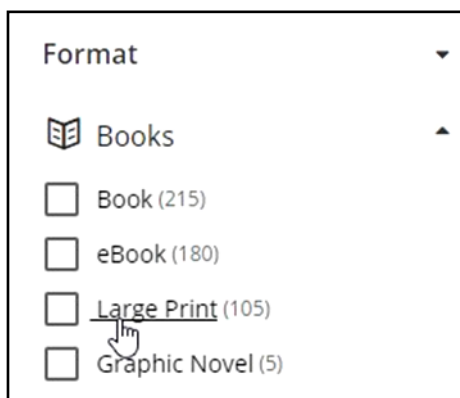
SAVING A SEARCH



After you perform your initial search, you can sort your results by Relevance, Date acquired, Title, Author, Published date, or Rating.

This puts your results in the order you want to see them displayed in your saved search.

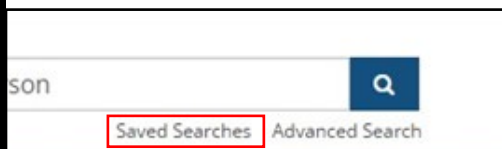
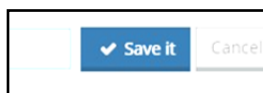
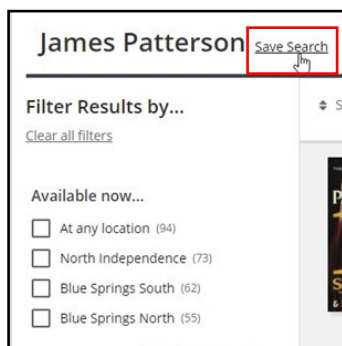
Once you have sorted the items, you can then filter your results by Available now at a specific location, Format (such as Large Print Book), and many other options that will allow you to narrow down your search.



SAVING A SEARCH

Once you complete your search and apply the sorting and filtering options you want, you can click the **Save Search** link on the right above your search results.

You are then prompted to give your search a title and after that you can simply click **Save it** to save your search.



To run a saved search, click **Saved Searches** directly below

the search box and select the saved search you wish to run.

Notes

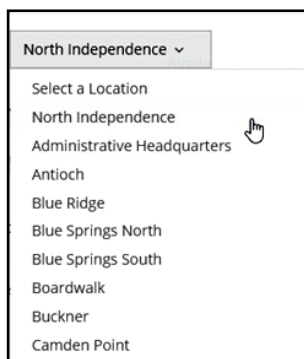
PLACING A HOLD

Once you perform a search, you can also place a hold on an item.

Placing a hold on an item reserves that item for you. It will be sent to the branch of your choice to be picked up as soon as it is available.

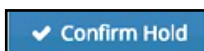


Placing a hold is as simple as clicking the button that says **Place a Hold** next to the item listing.



You are then prompted to select the branch where you wish to pick up your item.

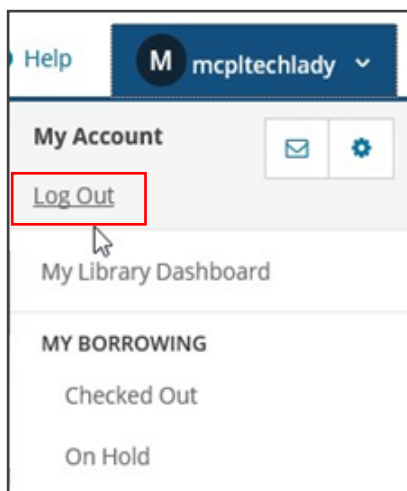
Once you have selected a branch, click **Confirm Hold** to place your hold and you will be notified when your item is available to be picked up.



Notes

LOGGING OUT

To log out of the catalog, click your username in the top right corner of any catalog page and select Log Out from the dropdown menu. You can log in again at any time by visiting the catalog and using your newly created username (or library card number) and PIN.

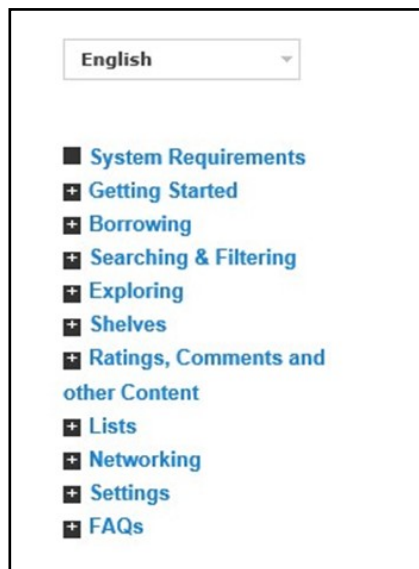
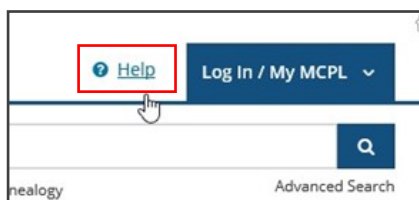


Notes

GETTING HELP

If you need additional help, near the top right corner of any catalog page, next to the **Log In/My MCPL** button or your **username**, you will see a small question mark with the word **Help**.

Clicking Help opens an expandable menu with direct access to many of the most common help topics.



Notes

Online Learning opportunities:
mymcpl.org/online-learning

