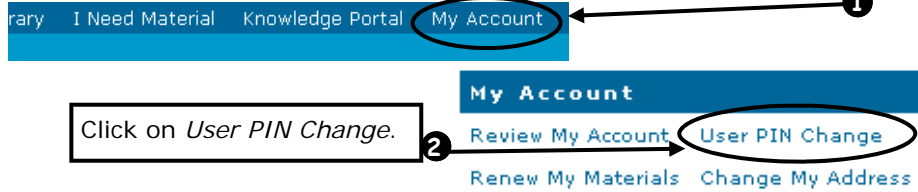


# PINS

What is my PIN? How can I change my PIN?

If you have a new library card from a participating library, your PIN is the four digit number the library gave you. If you don't know your PIN, type "changeme." If that doesn't work, call your library.

To change your PIN, click on *My Account*.



Click on *User PIN Change*.

user ID:

or, Alternate ID:

PIN:

Enter new PIN:

Re-enter new PIN:

Type in your library card number. Leave *Alternate ID* blank. Type in your current *PIN* and then enter your new *PIN* twice. Click *Change PIN*.

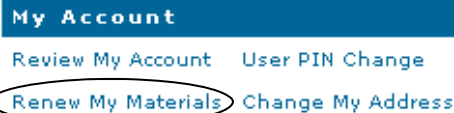
The next screen will tell you your *PIN* has been changed, click *OK*.

**F.Y.I.** Once you know your PIN, you can change it. PIN numbers must be between 1 to 10 digits. Just letters or just numbers or a combo are acceptable.

# Renew Materials

MY ACCOUNT

Under *My Account*, click on *Renew My Materials*.



At the next screen, type in your *user ID* (library card #) & PIN and then click *List Charged Items*.

Check off the item(s) you would like to renew or check *Renew all* and then click on *Renew Selected Items*.

Select Items to Renew  
4 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Selected Items  Renew all

<input type="checkbox"/> All that remains : a novel Cornwell, Patricia Daniels.	Due: 3/8/2007,23:59 Times renewed:
<input type="checkbox"/> The firm Grisham, John.	Due: 3/8/2007,23:59 Times renewed:
<input type="checkbox"/> Jurassic Park : a novel Crichton, Michael, 1942-	Due: 3/8/2007,23:59 Times renewed:
<input type="checkbox"/> Emma Austen, Jane, 1775-1817.	Due: 3/8/2007,23:59 Times renewed:

The next screen will tell you if the items were renewed. A new due date will be listed. Click *OK*. If an item failed to renew, it could be because another patron is waiting for the item, or you have reached your renewal limit. Contact your library if you have any questions.



System Catalog  
http://www.cclslib.org/

## Instructions

Our System Catalog is a computer card catalog of the books, magazines, DVDs, videos, audios, and other materials owned by our participating member libraries.

# Basic Features

## Search/Home Page

Click on *My Account* to view your checkouts & holds, cancel holds, renew items, and change your PIN.

Search/Home Find It Fast! Kids' Library I Need Material Knowledge Portal My Account  
Go Back Help Logout

twelve sharp title Search  
library: ALL Power Search

Recommended Reading Best Sellers  
Today Show Book Club New York Times Fiction  
Agatha Award (Mystery) New York Times Nonfiction  
Nebula Award (Science Fiction) New York Times Children's Chapter Books  
Spur Award (Western) Publishers Weekly Fiction  
Pulitzer Prize for Fiction Publishers Weekly Nonfiction  
More recommended reading lists More best seller lists

Type in author, title, subject, series, or periodical title in the *quick search box*.

Click Search.

Click on the drop down arrow to select your field to search.

Limit your search to holdings of a specific library in the *library box*, or use the default of *ALL* to search through the holdings of all participating member libraries and Bookmobile.

**Power Search** is the advanced search. This feature allows you to: search multiple fields at the same time; browse by author, subject, call number, and more via a scrolling list (great option if unsure of a spelling or need to view subheadings); limit your results by publication year, library, format (e.g., DVD, audio books, large print), and more!

**F.Y.I.** all lower case is ok! grisham, john or john grisham is acceptable. If you retrieve zero results, try the *words or phrase* field which is a keyword search. Search for actors under the author field.

# Search Results

Records are sorted by the date they were added to the System Catalog.

book

large print

sound recordings



Separate records may be displayed for the same format if libraries catalog the item with different call numbers, e.g., sound recordings. XX in the call number stands for on-order. Click on the on-order record, other libraries may have copies.

# Place Holds

When you want an item that is checked out to another patron, you can place a hold on it. When the item is returned to the library, the item is checked in. If there is a hold on the item, it is placed on a special shelf, and the library notifies you to pick it up. Some libraries may charge a hold fee.

Click *Place Hold*. A confirmation screen will then appear, click *OK*. If you have any problems or questions, please call your library.

# Item Information

# Cancel or Edit Holds

# MY ACCOUNT

\*To view MARC record, click *Change Display* (top of screen) > *Unformatted Display: Yes* > *OK*