

HASKELL LIBRARY CATALOG USER'S GUIDE

The FIAF Haskell Library offers a new, enhanced and user-friendly online catalog! You can connect to the catalog through the library's website: www.fiaf.org/library. With this new interface, you may:

- Consult your loans and due dates
- Renew your materials and reserve titles
- Rate your reads: leave comments on library titles that you have enjoyed
- Keep informed of library events

To access the features mentioned above, you will need a library card number and a password. If you have not yet registered for a library account, you need to first visit the library in person. If you have already registered for a library account but do not know your library account number or password, please contact the library at library@fiaf.org.

MANAGE YOUR LIBRARY ACCOUNT:

From the catalog's home page, click 'My Account,' enter your library card number and password and click 'enter.'

Account summary – Here you will see the number of borrowed items on your account, reservations made, messages to you from the library staff and the total of fines owed. You can also see your personal contact information, including your address, phone number and email. You may change your contact email, phone numbers and password. To change your mailing address, please email or visit the library.

Renew your materials – Click 'Loans' to view materials currently checked out to your account. Click the 'RENEW' button for each item you wish to renew. Materials may be renewed 2 times. For loans that are marked late or are reserved by another member, you will not be able to renew them online. Contact library@fiaf.org in this case.

Manage your reservations – Once a hold is placed on an item, you may view the status or cancel the hold by clicking on 'Reservations'.

View the fines you owe – Click 'Fines and other charges' to view any fines you may owe. Please note that payments cannot be made through the catalog.

View messages - If the library staff cannot contact you by phone or email, they may send a message to your account. You may view your messages by clicking the 'Messages' link.

SEARCH IN THE CATALOG

There are 3 modes of searches in the catalog: Quick search, Alphabetic search, and Combined search. By clicking on the blue 'search modes' bar on the left, you can choose which type of search you want to perform.

1) Quick search – Simply type the word or phrase you're looking for and click the Search button.

2) Combined search – allows you to search a combination of indexes from the drop down menu (title, author, publisher, or subject). You also can limit your search by clicking the appropriate limiters at the bottom of the screen (language, medium, place or date of publication)

3) Alphabetic (browsing) search - An alphabetic or browsing search allows you to browse the collection by title, author, subject, or even call number alphabetically. It is useful if you are not certain of the name or title.

Define query limits - In the quick and combined searches, you are able to limit your results by clicking on one or more limiters.

Refine your search – If you obtain too many results, it is helpful to narrow down your search using the link to the left of your results. You may limit your search by adding another search term, or by clicking on one or more of the links on the left to refine your results: items that are currently available, type of material, subject or publication date.

Viewing the results of your search - You may sort the entries your search results by title, author or year of publication by clicking the drop down menu.

Locating your titles – You will see the call number for the title both on the results page and at the bottom of each record. Note the call number and follow the directive signs in the library or ask a staff member where to find the title on the shelf.

Title details – Click the title of the item you are interested in viewing. You will see all the information about it. Scroll to the bottom of the page to view the copies available in the library and their status (available, on loan, reserved, missing)

Reserve a title – To reserve a title, from the bibliographic record click the reservation link. You will then be prompted to enter your library account number and password. You will be notified by email when the title you reserved is available.

Reader reviews – From the bibliographic record, you can read the comments other library users have made regarding that title by clicking on the ‘reader reviews’ link. You may also leave your comments on the title by clicking on this link and following the prompts.

Save entries – Add titles to your basket by clicking the ‘add to basket’ link either in the search results or from the record details. This is useful for making a selection of titles you wish to view later or even print out. NOTE: to save your basket to view at a later time, you must first log into your account. Also, if you want to email a saved basket, you should only send it to the address associated with your library account. If you enter a different email address, your library account will be updated with this new email address. You may create and save several different baskets by clicking ‘New’ in the Basket field and giving your new basket a title.

Search history – may be viewed from the link at the top of the search page.

Kids Zone – is a catalog specially designed for our youngest library users. To access Kids Zone, click the kids zone link at the top of the page. Once in Kids Zone, you may search by typing a query, exploring, or by choosing a letter. Note that all of the results will be titles held in the Espace Jeunesse. Adult materials are not searchable through the Kids Zone catalog.