

Your Harper Catalog has a new look, new conveniences, and new ways for you to access information. The new on-line catalog is available for your use from any Internet capable computer in the *library, at home, or anywhere*. There are two primary capabilities: Searching for a book/DVD, etc and your library account. Instructions and tips on these are provided here to help smooth your transition into our new system. If you need help, please don't hesitate to ask a staff member for assistance.

Overview: Our new catalog maintains an account for each **member**. The many features and functions are available from any Internet capable computer, anywhere:

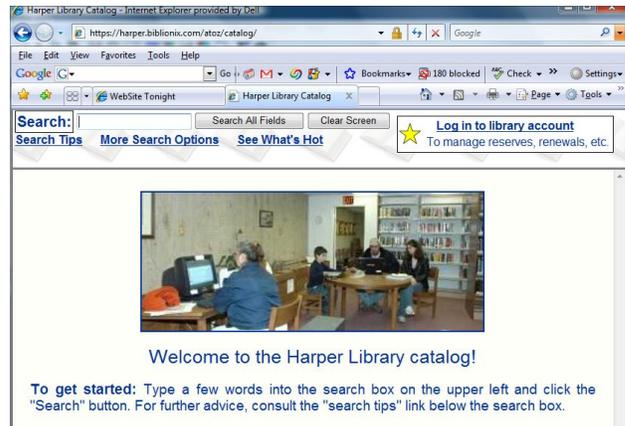
- view items checked out and their status
- renew items
- reserve items
- [reserve authors](#)
- fines due (and payable on-line)
- designate a vacation delay so you won't miss your turn
- designate how you wish to be contacted
- [update phone numbers and update email addresses](#)

Let's take a quick tour of an online account.

Logging In:

To log-in to your account, click the "Log in to library account" link in the upper right corner of the catalog welcome/search page. Enter your card number (all Harper Library card #'s are in the 10xxx category) and phone number (with or without the dash). If it has the same area code as the library, you don't need to enter the area code.

If your account does not open, double check numbers, make sure you have "cookies enabled," or ask for help. To enable cookies, click "Tools" in the browser's menu bar, then "Internet Options" or "Options". You can also use the Troubleshooting help link found at the bottom-right of the welcome/search screen.



Click "My Account"

There will be several sections and other information displayed. You can scroll down or go directly by using the links at the top tabs to pinpoint the desired sections and bring them quickly to the screen's top.

Let's look at each section.

Basic Info

Here you will find your name, address, phone numbers, email address, etc. [Changes can be made here for personal information seen in blue.](#) Just click on what you want to change and a box will appear. Make your changes and click save. If you have moved recently, please drop by the library to make the address change.



Notification Options

The library will notify you of various situations as shown in this section. To change an option, click the drop down box. The options are derived from your “basic” information above. A new feature is the “3 day Notice Before Items Are Due.” This notice is available only through email. Choose your email address from the drop-down list and you will receive a friendly reminder three days prior to the items being due.

Items Out, Renew

This next section shows all items currently checked out to your card number. You’ll see the title and due date, among other things. If a renew button is shown to the right of the due date, you can just click on it to renew the item. The item might show “Not Renewable”. This might be for a number of reasons: It’s on reserve by someone else, that type of item (e.g. DVD) is not renewable, you have fines over the limit, or your card has expired.



Reserves

This section lists any reserves you have placed and notes your place on the reserve waiting list. It also shows how you elected to be notified. The “Copy” column indicates how many copies the library has. Note that you can cancel the reservation on any item. To Place a Reserve is explained there and covered in the “Meet Apollo, Catalog” document as well.

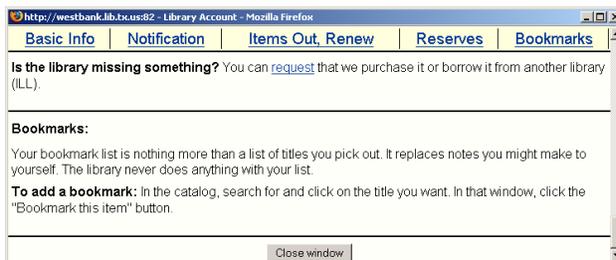
[Have Some Favorite Authors?](#) – Click the “receive new books” link and a list of popular authors will appear. Select your favorite(s) from the list and a reserve will automatically be placed for you when any new titles arrive.

Going Out Of Town? – You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up, you simply move one place down in line (and the item doesn’t sit idle on the reserve shelf!). You’ll get that favorite item you’ve been waiting for without going to the end of the line. To indicate your unavailable dates, click “defer” and you’ll see a calendar pop-up. Click any date to mark it is an unavailable. It will turn pink. Click again to mark it is as available. It will return to white. You can move to different months as necessary with the arrows in the top left and right.

Is The Library Missing Something? Place a Request For Purchase. This link will send an email to the appropriate staff member.

Bookmarks

The bookmark section is for your convenience. The library does nothing with your list. This feature could be very useful when doing research and a bibliographic reference will be needed. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. When you are logged-in and search the catalog, you can simply click the, “Bookmark This Item” button. Your book marked titles will now be visible from your account. To remove a bookmark, click the “remove” button found at the end of a book marked title in your account.



We hope you enjoy your new capabilities. Let us know what you think.