

The Library Catalog

An Online Resource to access and use your library account

Locate materials in all branches of the Deschutes Public and Jefferson County libraries, place holds, renew books, and review your library account.

Accessing the Library Catalog

1. Go to the Deschutes Public Library web page at <http://www.deschuteslibrary.org>
2. Click once on **Catalog**.

Getting Help with Library Catalog

Click once on the **Help** button at the top of the page to access. Click on any one of the links or tabs for assistance with that topic.

Using the Basic Search Box

Search by *keyword, title, author* (last name first), *subject, series title, magazine title, genre, call number* or *ISBN*. You may also limit your search to a specific library, material type, or specific audience.

1. Select the type of search you wish to do using the drop-down menu to the left of the blank search box.
2. Type the appropriate term(s) into the search box.
3. If you wish to narrow your search, select a *limiter* using the drop-down menu to the right of the search box.
4. Click the **Search** button to begin the search.

Viewing Results

A search may result in either a direct hit on a single item or a list of items from which to choose. A keyword search results in a list of titles. Index searches (author, title, etc.) result in an alphabetical browsing list.

- Click on a title, author, or subject in a *browse* list to bring up a list of titles or a single title. Title lists include information about the availability of items and their library location.
- Click on the title of any item to open the full record. *Call numbers* that provide the shelf location are found just below the author, title, and publisher information. The status of each item is also located here.
- Click on any of the **Subject** headings or **Tags** to *Find Similar Items* and suggested similar titles.
- Scroll down the page for reviews, summaries, excerpts, and similar items.
- Click on the **Return to List** button at the top of the page to return to your result list.

Sorting Results

If the search resulted in a long list of titles, it is possible to sort those results.

- To sort a keyword result list, click on **relevance, date, or title** directly above the result list.
- For all other searches, click on the arrow for the drop-down menu that says **System Sorted**. Select one of the sort options and click on **Search**. Current sort options include: *title, author, year, reverse year, call number, and material type*.

Placing a Hold

If an item you want is checked out or at another branch, you can place a “hold” to reserve it.

1. From the item record, click on the **Request** button.
2. Type in your barcode and PIN.
3. Select a pick-up location.
4. Click on the **Submit** button.

Note: If the item is part of a multi-volume set, you will be prompted to select a volume or issue to hold. Click the **radio button** for the issue/volume you wish to hold and then click the **select requested item** button.

Advanced Searching

1. From the Basic Search screen, click on **Advanced Search**.
2. Select a *Field* to search using the drop-down menu. Choices include *any field* (keyword), *author, title, subject, and note*.
3. Enter your search terms. Put double quotes around groups of words to search as a phrase.
4. Combine with other words using the drop-down menu to the right of the search box. Choices include *And, And not, and Or*.
5. If you wish, select your *scopes* or *limiters*. Choices include: *library location, material format, collection audience, language, publication date range, and publisher*.
6. If you wish, select a *sort* option. Choices include *relevance, date, and title*.
7. Click on the **Submit** button to search.



DESCHUTES PUBLIC
LIBRARY

Search Tips for Special Material Types

To see a list of the library's CDs, DVDs, or VHS, use the following *Subject* searches and the right-hand *limiter* menu:

- **Books on tape:**
Subject = audiobooks + limiter = Books on cassette
- **Books on CD:**
Subject = audiobooks + limiter = Books on CD
- **Music CDs:**
Subject = sound recordings + limiter = Music CDs
- **VHS:**
Subject = video recordings + limiter = VHS
- **DVDs:**
Subject = DVD video discs + limiter = DVD

To limit to specific genres for films and music, use specific subject headings and the right-hand *limiter* menu:

- **All Movies:**
Subject = feature films + limiter = VHS or DVD
- **All Children's Films:**
Subject = children's films + limiter = VHS or DVD
- **All Foreign Films*:**
Subject = foreign films + limiter = VHS or DVD
- **All Rock Music**:**
Subject = rock music + limiter = Music CDs

*Other specific film genres: adventure films, animated films, comedy films, musicals, war films, westerns, etc.

**Other specific music genres: big band music, Christmas music, country music, motion picture music, popular music, rap music, suites (piano), symphonies, etc.

Accessing Your Library Account

Access your library account anywhere, anytime. Renew books, manage your hold requests, and modify your PIN and email address.

1. Go to the Deschutes Public Library web page at <http://www.deschuteslibrary.org>
2. Click once on **Catalog**.
3. Click on **My Account** in the middle of the screen.
4. Type in your library card number and PIN number and click on the **Submit** button.
5. Your *Record* is displayed with a list of checked-out items, holds, and fines on your account.

Adult Services

(541) 617-7080

www.deschuteslibrary.org

Renewing Materials

- From your account, click on **Items currently checked out** for a list of everything checked out to you. Note the due dates listed under *Status*.
- You may sort the list due date by clicking on the **Sort by Due Date** button.
- To renew an individual item, click in the box to the left of the item and click on the **Renew Selected** button. The new due date is displayed under *Status*.
- To renew all items, click on the **Renew All** button. The new due date is displayed under *Status*.

Note: You may renew an item four times, unless it is on hold for another patron.

Reviewing Holds

- From your account, click on **requests (holds)**. A list of your holds is displayed. Note the *Status* of each item. *Available* indicates that the item is ready for pick up. All other messages tell where you are on the waiting list.
- To cancel a request, click the box to the left of the title and click the **Update List** button.
- To cancel all requests, click on the **Cancel All** button.
- To freeze a hold while you go on vacation, click the box to the right of each title and click the **Update List** button. When you return remove the check mark and click **Update List**. Your place in line is restored!

Changing Your PIN

- From your account, click on the **Change My PIN** button. A new window opens.
- Type in your old PIN in the box provided.
- Type your new PIN in the next box. Type the new PIN in the final box to verify.
- Click the **Submit** button to complete.

Updating Personal Information

- From your account, click on the **Modify My Info** button. A new window opens.
- To change the way you receive notices from the library, click on the appropriate circle to the left of *Postal Mail* or *Email*.
- To add or update your email address, type your email address in the box provided.
- Click **Submit** to update all changes.

Note: Only library staff can update your address and phone number.