

## Library Web Catalog Instructions: Searching for Library Materials

From a computer terminal IN THE LIBRARY, click on *Library Catalog*. From HOME, go to [www.jeffersonlibrary.net](http://www.jeffersonlibrary.net), and click on Library Catalog on the top menu bar. Then “Click here to go to the MAIN Library Catalog now.”

Enter your library card and PIN number. Then click “Login as MAIN user.” Or you may select Jefferson Township Public Library as a guest user to browse the catalog. **If you do not log in with your library card and PIN #, you will not be able to place requests (holds.)**

**Please note - If you log in from within a library building, please be sure to click the *Logout* link when you are finished, to ensure that your card number and PIN # are deleted. The *Logout* link can be found on the right side of the toolbar at the top of the screen.**

**At the Search/Home location**, enter your search term in the “Search for” box. You may search ALL libraries, or click the down arrow to limit your search to the Jefferson Library. Then click on a blue search button for the type of search you want to do, (ie: words or phrases, author, title, etc.)

### HINTS:

To search for DVDs, type the title and DVD. Example: high crimes and dvd; crash and dvd, analyze that and dvd.

To search for Books on CD, type the title and CD. Example: hour game and cd; lincoln lawyer and cd.

To search for Large Print books, type the title and large print. Example: all that matters and large print.

### Placing Requests (Placing Holds)

- In the Search Results window, click *Find a Copy* to the left of the title you wish to view or request. Click *Place a Hold* if you wish to reserve the title.
- You may fill in an “Expiration date” if there is a date after which you no longer want the item you are requesting.
- Otherwise, just click on “Place Hold.”
- A screen noting your name, library card # and item requested will appear. Click “OK”

You will be notified by either telephone or email that your requested material is waiting for you at the pick-up library.

To request items not held in M.A.I.N. libraries, ask at the Circulation Desk for a paper request form.

### My Account

Click on *My Account*, in the upper right hand corner of the Search/Home page. There you may review your account, change your PIN number and/or [renew](#) your library materials.