



LIBRARY CATALOGUE : USER'S GUIDE

LIBRARY WEB SITE

Click on *Library Web Site* for a direct access to the library's web site: www.russellbiblio.com.

LANGUAGE OF THE CATALOGUE

You can change the **language of the catalogue** (interface) to French or English in both the *Basic* and *Advanced Search* screens.

BASIC SEARCH

* You can choose the **location** (branch), the **item category** (i.e. Adult Fiction, DVD, etc.) and/or specify the **number of pages** and a **publication date** range.

* Enter your **search term(s)** and specify the **type of search** :

- KEYWORD (by default) : searches every field (author, title, subject, series, etc.)
- TITLE : searches in the titles of documents
- AUTHOR : searches in the main authors as well as secondary authors
- SUBJECT : searches in the subjects assigned to the documents

* Click on *Search* or the *Enter* key to see the results.

ADVANCED SEARCH

* You can choose the **location** (branch), the **item category** (i.e. Adult Fiction, DVD, etc.) and/or specify the **number of pages** and a **publication date** range.

* Enter your **search term(s)** and specify the **type of search** :

- KEYWORD (by default) : searches every field (author, title, subject, series, etc.)
- TITLE : searches in the titles of documents
- AUTHOR : searches in the main authors as well as secondary authors
- SUBJECT : searches in the subjects assigned to the documents

* Refine your search by using **operators** (Boolean) : *and* (by default), *or*, *not*, *near*.

* Click on *Search* or the *Enter* key to see the results.

SEARCH HISTORY

Click on *Search History* to see a list of all the searches done during the current session. Please note that your search history disappears after you leave the current session.

LIST OF RESULTS

By default, search results are sorted in **alphabetical order of titles**.

* **To sort** search results :

- (1) Click on the **Author** link to see results sorted in alphabetical order of author's family name.
- (2) Click on the **Publisher** link to see results sorted in alphabetical order of publisher.
- (3) Refine your search by clicking on the different **facets** (Choose location, item category or publication date).

* AVAILABILITY

- green checkmark = item available for circulation
- red X = item NOT available
- « On Order » = item has been ordered and may be reserved
- « Does not circulate » = item cannot be borrowed
- « Temporarily NOT available » = item currently not available for loan but may be reserved

DETAILED (FULL) DESCRIPTION

To see a **detailed description** of the item :

(1) Select the title (click box next to title) and click on *View selected item*;

or

(2) Click on the cover image, the title, author or publisher.

The **full description** includes :

* The cover image, author, title, publisher, summary, subjects, ISBN, location, shelfmark (call number), availability, etc.).

* Additional information (table of contents, author notes, reviews, etc.) is available for some English items by clicking on the **cover image**.

* **Holdings** information : location, call number, number of reservations.

MY CART

Select one or more titles or select all titles and save them in **MY CART** by clicking on *Save selected item(s)* or *Save all*. You can return to MY CART to view or delete the list(s) of selected items.

Note that all items in MY CART will be deleted after you exit the session.

RATINGS, REVIEWS AND COMMENTS

* You must log on to rate or review an item.

* In the *Full Description* view of an item, you can :

(1) **rate** the item on a scale of 1 to 10;

(2) post a **review** or comments.

RESERVATIONS

* You must log on to make a reservation.

* To reserve an item :

From **List of results** screen : Select an item and click on *RESERVE* .

From **Full Description** screen : Click on *RESERVE*.

* Choose the **LOCATION** where you want to pick-up the reserved item.

* To cancel a reservation or see a list of items you have reserved , go to *MY ACCOUNT – My Reservations*.

MY ACCOUNT

You must log on to view your account and :

* view the list of items currently on loan and renewed;

* view your loan history

Note that if you chose NOT to keep your loan history when you registered, your loan history will NOT be available.

Note that the loan history ONLY includes your loans in the new system.

* renew a loan;

* view the list of your reserved items;

* reserve an item, modify or cancel a reservation;

* view amounts owed and payed (financial history);

* rate an item or submit a review or comments.

TO LOG ON

- * Enter the 6 digits of your **library card number**.
- * Enter your **password** (8 digits of your birth date : format ddmmyyyy).
- * Click on *LOG ON*.
- * Click on *LOG OFF* to exit your account.

RENEW A LOAN

- * You can renew your loans online :
Maximum number of renewals per item : 2
- * To renew:
 - Go to *MY ACCOUNT* and log on.
 - Click on *My loans & renewals*.
 - Select the item(s) to renew and click on *Renew selection*.
- * You CANNOT renew a loan if the item has been reserved or your membership is expired.

TROUBLESHOOTING

IF YOU ARE UNABLE TO CONNECT TO YOUR ONLINE ACCOUNT

- * Have you been registered for the new system ?
- * Have you correctly entered your 6 digit library card number ?
- * Have you correctly entered the 8 digits of your date of birth – format ddmmyyyy ?
- * Make sure you click on the button *LOG ON*.
- * If you are still unable to connect, do not hesitate to contact the library at 613.443.3636 or 613.445.5331 or by e-mail – mylibrary@russellbiblio.com.

IF YOU ARE UNABLE TO RENEW OR RESERVE AN ITEM?

- * Has your account expired ?
- * Have your borrowing privileges been temporarily suspended ?
- * Have you reached the maximum number of renewals (2) ?

Do not hesitate to contact staff for further assistance.

www.russellbiblio.com

