



Yarra Libraries Public Catalogue User Guide

1. Library catalogue – terms

Some of the library terms have changed with the new library system.

Bills – A bill is any money owing on your card. It might be for a late return of an item, a charge for an activity or damage to an item.

Checkouts – Any items on loan to you are called checkouts. Checkouts are listed in **My Library Card**.

Holds - Reservations are now called holds.

Keep – You can view, print, or e-mail record information by marking items to **Keep** from a Search Results hit list or from the Details display. Items marked Keep initially can be unmarked by clicking **Remove**. Kept records are retained across multiple searches for the life of your **current e-library session**.

My Library Card – **My Library Card** contains information about your membership record. It has your list of items borrowed, holds placed, and any bills on your card.

PIN – The PIN for library members joining before 10 December 2007 will remain the same (a personally selected PIN or the last four digits of the member's phone number). Members who join Yarra Libraries from 11 December 2007 onwards will have the option of nominating a four digit number upon joining the library, or being assigned a random PIN. You can change this PIN yourself through the web catalogue. If you are unaware of your PIN please contact the library.

Reset Query Values – This is an option when you place a hold. It means change everything back to the default values.