



Yarra Libraries Public Catalogue User Guide

Yarra Libraries

Public Catalogue

User Guide





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.

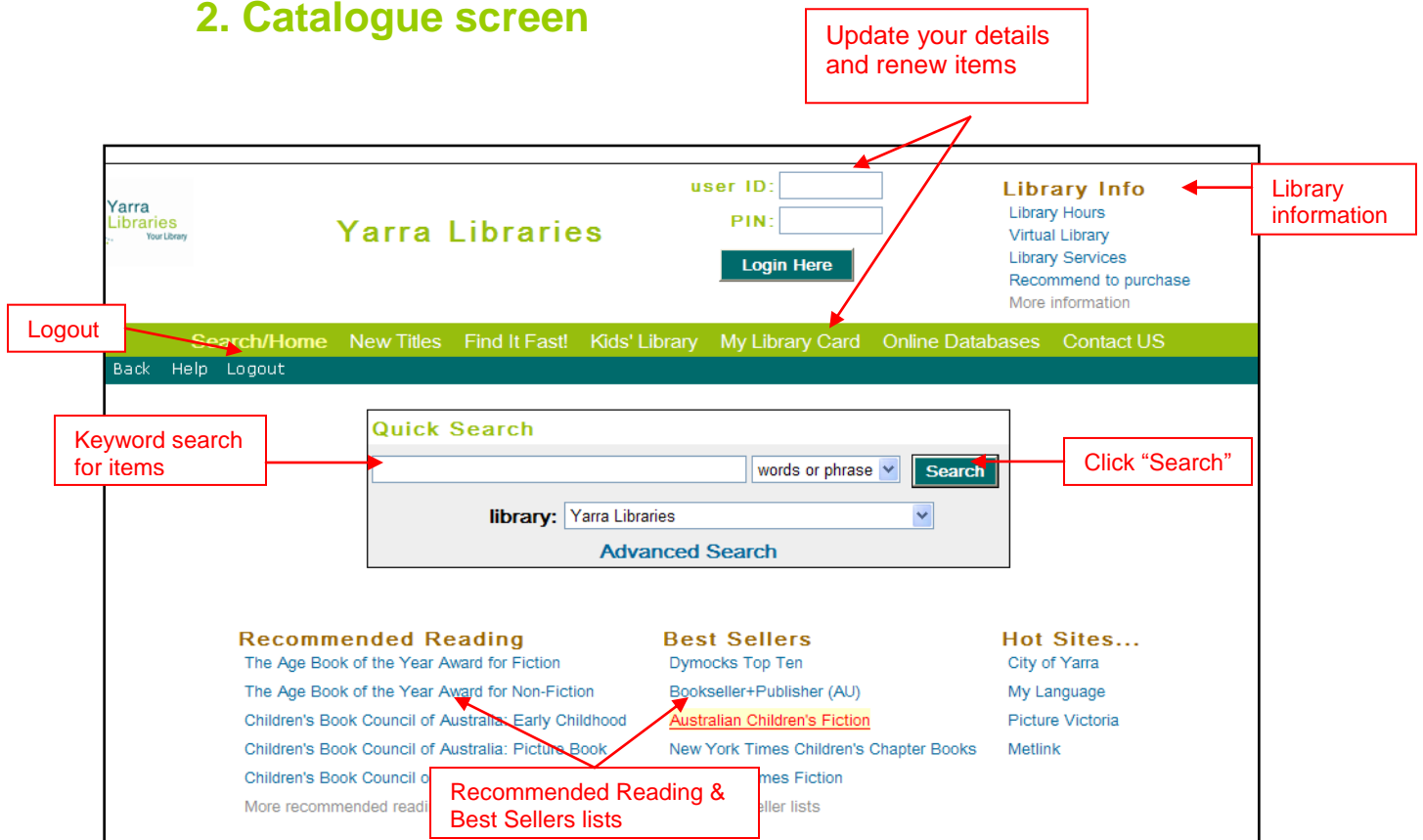
Keep – You can view, print, or e-mail record information by marking items to **Keep** from a Search Results hit list or from the Details display. Items marked Keep initially can be unmarked by clicking **Remove**. Kept records are retained across multiple searches for the life of your **current e-library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

2. Catalogue screen



Quick Search performs a keyword search. The default search is set for all items at Yarra Libraries, however you may search other libraries as well by selecting from the **library** drop-down menu.

Find it Fast and **Kids' Library** gives a list of pre-selected searches.

My Library Card is your personal area. Once logged in you can click on this for access to your library card and renewals.

Search/Home will take you to the main **Quick Search** page of the catalogue.

Go Back will take you back to the last screen.

Logout – click to log out of your account or the catalogue

3. User ID & PIN

Your user ID is the barcode on your library card.

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 PIN when joining the library, or being assigned a random PIN. You can change this number yourself through the web catalogue. If you are unaware of your PIN please contact the library.

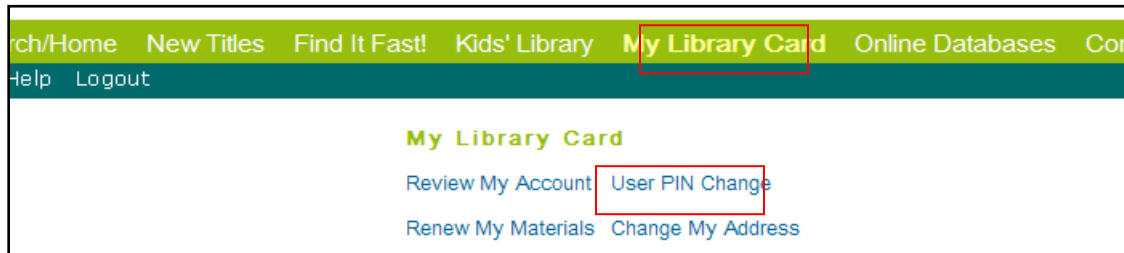
Once you have your PIN you can log into the member's area to view what you have borrowed, renew items as well as place holds. In addition, you can change your PIN to something that you will remember.

PINs need to:

- Be between 4 – 10 characters in the interest of your security.
- Have no spaces or use any special characters e.g. ~ ! @ # \$ % ^ & * () + _ .
- Be either alphabetical (all letters), numerical (all numbers) or alpha-numeric (a mix of letters and numbers).
- They can be upper or lowercase. The catalogue is not case sensitive, you can type in either case regardless of what was set up at the library.

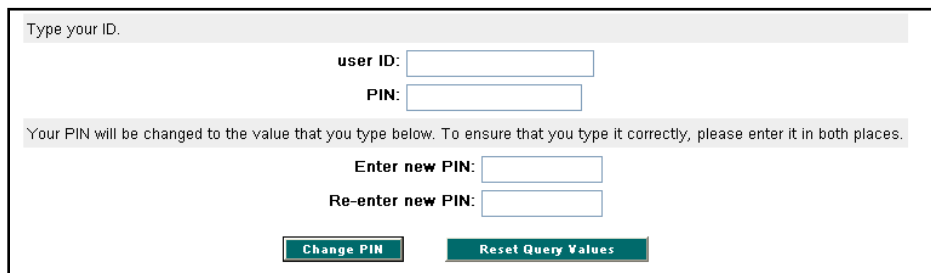
To change a PIN

Click on the **My Library Card** link at the top of the catalogue. A menu will appear. Click on the **User PIN Change** link.



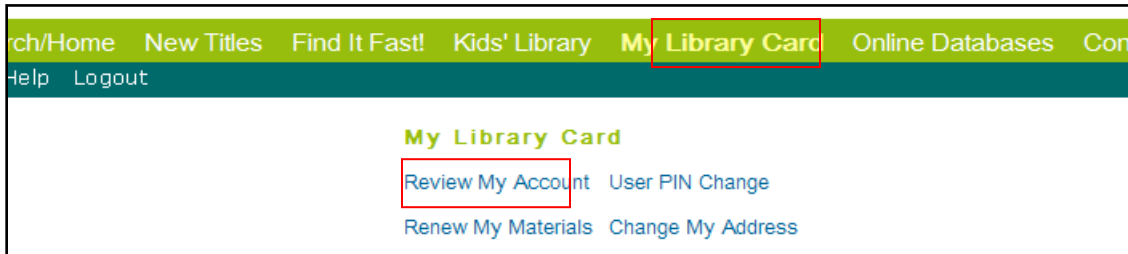
Type your **User ID** and current **PIN**.

In the **Enter new PIN** and **Re-enter new PIN** fields type your new PIN followed by the **Change PIN** button.



The screenshot shows the PIN change form. It has a light grey background. At the top, it says 'Type your ID.' Below this are two input fields: 'user ID:' and 'PIN:'. Below these fields is a grey box with the text: 'Your PIN will be changed to the value that you type below. To ensure that you type it correctly, please enter it in both places.' Below this box are two more input fields: 'Enter new PIN:' and 'Re-enter new PIN:'. At the bottom of the form are two buttons: 'Change PIN' and 'Reset Query Values'.

4. Viewing your library card details



Click on the **My Library Card** link at the top of the catalogue. A menu will appear. Click on the **Review My Account** link.

Enter your **User ID** (library card number) and **PIN** and then click **Display User Information**. Contact library staff to find out your PIN if you are unsure of it.

At the top of the My Account window will be the number of checkouts, bills and holds, if any.

Below this is a detailed breakdown of the checkouts and holds.

My Account

9 checkouts 1 hold

Checkouts

Title	Author	Date due/Recall date due As of now, you
The Lynley Dodd collection	Dodd, Lynley.	3/12/2007, 23:59
Strictly ballroom [videorecording]		10/12/2007, 23:59
Across the top of the world : the quest for the Northwest Passage	Delgado, James P.	27/12/2007, 23:59
McKetterick's pride [large print]	Miller, Linda Lael.	2/1/2008, 23:59
Wrack	Bradley, James, 1967-	7/1/2008, 23:59
Queen of Christmas		8/1/2008, 23:59
Murder in Clichy		11/1/2008, 23:59
A big life	Johnson, Susan	11/1/2008, 23:59
The Rumi collection : an anthology of translations of Mevlana Jalaluddin Rumi	Rumi, Jalal al-Din, 1207-1273.	14/1/2008, 23:59

Holds

Cancel	Title	Author	Availability	Pickup at	Expires
<input type="checkbox"/>	From Shamrock to Wattle 929.1089415 MACC		Your position in the holds queue: 1	Fitzroy Library	7/10/2009

Cancel selected holds

Checkouts

This will show the titles, authors, date due as well as the amount currently owing if the item is overdue.

Bills

Any money owing on the card for late returns or charges for activities will be displayed in the bills area.

Holds

The Holds sections will display all holds placed with your membership card. It will list the title, author, availability, pickup location and expiry date of each hold.



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If you are still waiting for the title:

- it will state your position in the queue.
- the expiry date will be approximately 12 months after placement of the hold.

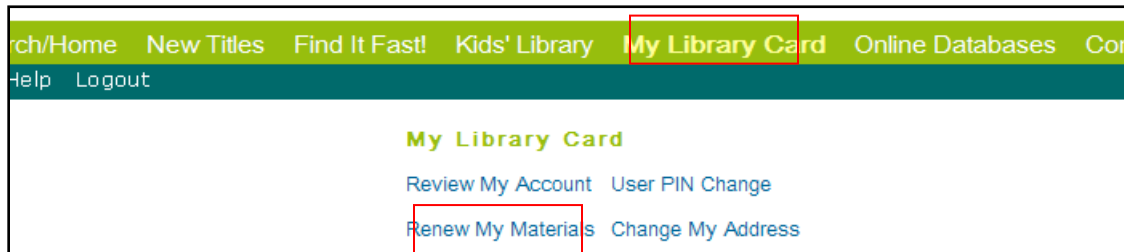
The pickup branch will be the branch you selected when you placed the hold

If the title has arrived at the pickup branch: the **pickup branch** is the branch where the hold is awaiting pickup and the **expiry date** will be the date the title will be returned to its home branch if not picked up.

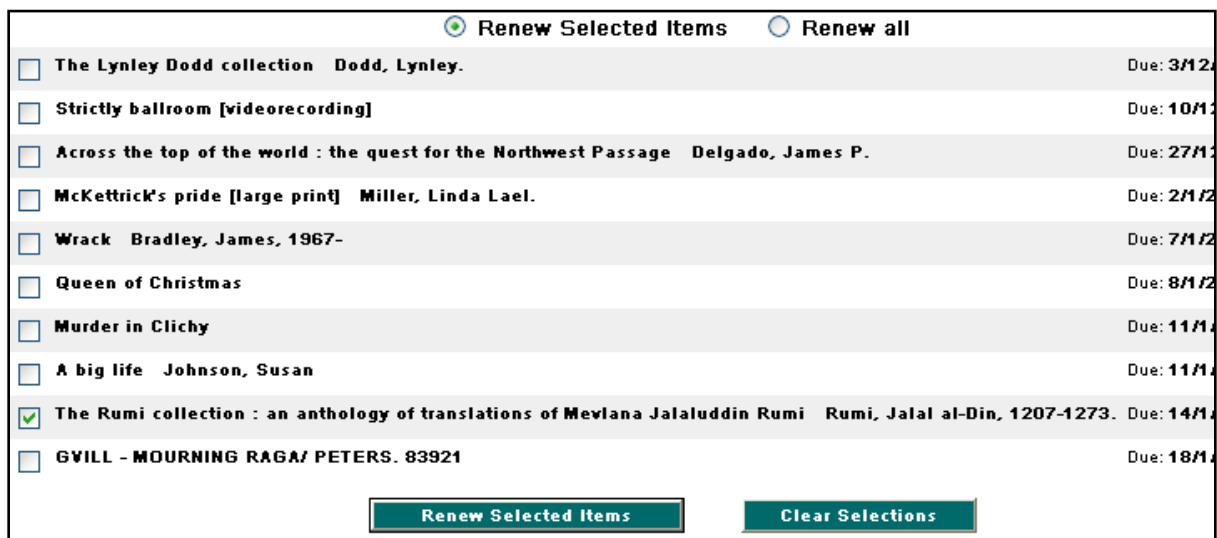
5. Renewing items on your card

Click on the **My Library Card** link at the top of the catalogue. A menu will appear.
Click on the **Renew My Materials** link.

Enter your **User ID** (library card number) and **PIN** and then click **List Charged Items**. Contact library staff to find out your PIN if you are unsure of it.



A list of items checked out on your card will appear. This list may also include items that cannot be renewed because they are on hold for someone or have been renewed previously.



To renew **SELECTED** items

1. Click in the circle next to **Renew Selected Items**
2. Click in the checkbox next to the title(s) you wish to renew
3. Click the **Renew Selected Items** button

OR

To renew **ALL** items



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1. Click in the circle next to **Renew All Items**
2. Click on the **Renew Selected Items** button
3. A renewal response will appear advising if the renewal was successful.

Items cannot be renewed if:

- there is a hold on the item
- you have exceeded the renewal limit of 3 times
- there are bills on your card exceeding \$10
- the item is an Inter Library Loan item

6. Searching the catalogue

Quick Search

You can perform a quick keyword search of titles, authors, subjects, series, periodical titles or general words and phrases.

If you wish to place holds you need to login to the catalogue first, otherwise click on the catalogue link to access without logging in.

Type your search terms in the **Quick Search** box.

Click on the drop-down menu and select either **words or phrases**, **author**, **title**, **subject**, **series** or **periodical title**.

Click the **Search** button.



The screenshot shows the 'Quick Search' section of the Yarra Libraries website. At the top, there is a navigation bar with links: Search/Home, Find It Fast!, Kids' Library, My Account, and Contact Us. Below this is a search box containing the text 'after dark'. To the right of the search box is a dropdown menu currently set to 'words or phrase', with a list of options: 'words or phrase', 'author', 'title', 'subject', 'series', and 'periodical title'. A 'Search' button is located to the right of the dropdown. Below the search box, there is a 'library:' dropdown set to 'Yarra Libraries' and a 'Power Search' button. At the bottom of the page, there are sections for 'Recommended Reading' and 'Best Sellers'.

1. Type search terms

2. Select title, author, words or phrase, etc from drop down menu

3. Click "Search"

Brief results screen

HOT TIP #1: The brief results screen only displays the items on shelf at the moment (i.e. available). If the brief results screen shows there are no copies available, click on the details button as all copies may be on loan.

HOT TIP #2: If you are looking for Yarra Libraries Magazines, look for the title with "YL" after it. E.g. *Yoga Journal [magazine] YL*

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The screenshot shows a list of search results for books by Haruki Murakami. Annotations include:

- Click for more information details**: Points to the 'Details' button for the first item.
- Title and author**: Points to the title 'After dark' and author 'Murakami, Haruki, 1949-'.
- Date published**: Points to the year '2007'.
- Copies available = on shelf**: Points to the text '5 copies available at Fitzroy Library, Carlton Library, and Richmond Library'.
- Click to place a holds on a title**: Points to the 'Place Hold' button.
- Save a list – current search only**: Points to the 'Keep' button.

Item ID	Title	Author	Date Published	Copies Available	Location
#8	After dark	Murakami, Haruki, 1949-	2007	2	Collingwood Library and Richmond Library
	Bien nien ky chim van day cot	Murakami, Haruki, 1949-	2003	5	Fitzroy Library, Carlton Library, and Richmond Library
	Kafka on the shore [sound recording]	Murakami, Haruki, 1949-	2006	1	Carlton Library in On Shelf

Browse Search in the catalogue

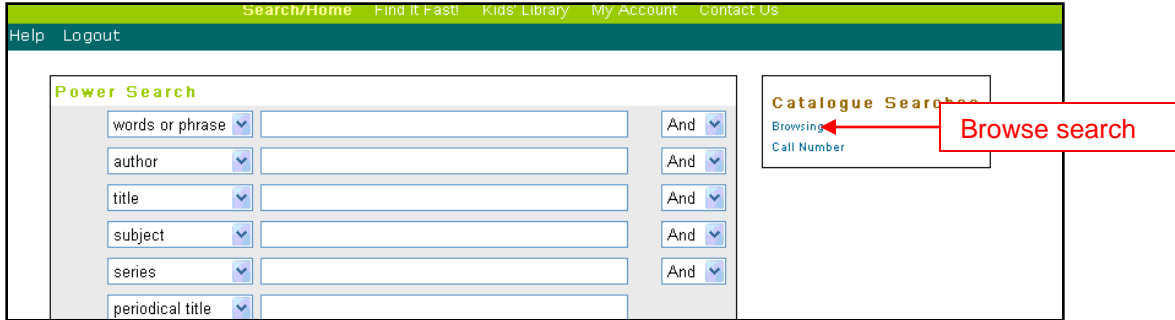
Select **Power Search** from the Quick Search box in the catalogue.

The screenshot shows the 'Quick Search' interface. Annotations include:

- Click "Power Search" for advanced options**: Points to the 'Power Search' link below the search box.

Click on **Browsing** in the **Catalogue Searches** box at the right.

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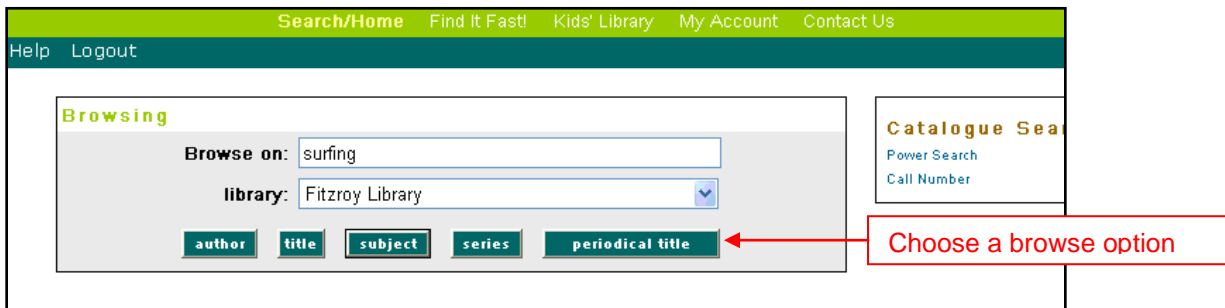


Type your search term in the **Browse on** search field.

Select your local library from the drop-down menu labeled library.

Click on the button for an **author**, **title**, **subject** search etc.

Eg. Browse surfing in subject at Fitzroy Library



The results will list an alphabetical listing of subjects, with the number of titles.

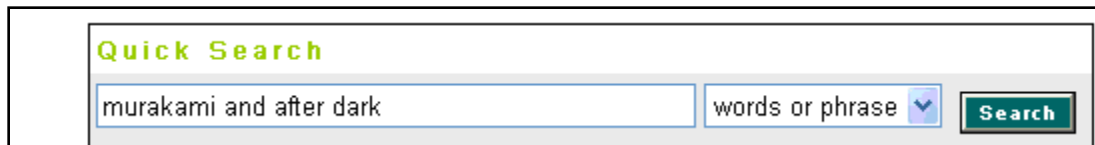
Catalogue Browse by Subject: "surfing"	
Surfers-Hawaii-Biography.	1
Surfing	13
Surfing-Africa-Guidebooks.	1
Surfing-Australia.	4
Surfing-Australia-Guidebooks.	2
Surfing-Australia-History.	1
Surfing-Australia-Periodicals.	1
Surfing-Europe-Guidebooks.	1

Search tips

Searching for authors and titles

You can **combine search fields** such as titles, authors and subjects by adding the Boolean operator “AND” between the search terms. The field **words and phrases** needs to be selected.

E.g. Searching for Haruki Murakami’s *After Dark*



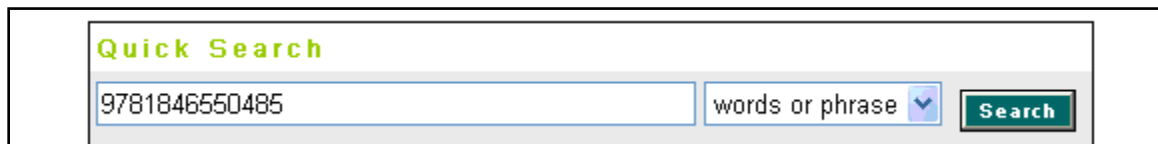
Quick Search

murakami and after dark words or phrase Search

Searching by ISBN (International Standard Book Number)

You can search by ISBN by conducting a search of **words or phrases** with the ISBN with no dashes in the search box. The ISBN listed on each record is the ISBN on the newest item. There are different ISBNs for the same title, depending on the edition and whether it is a hardback or paperback etc.

E.g. Searching for *After Dark* via the ISBN



Quick Search

9781846550485 words or phrase Search

7. Placing holds on titles

Holds can be placed on almost all items in the catalogue, even those not owned by Yarra Libraries.

Holds **cannot** be placed on titles if:

- there are outstanding bills on your card over \$10
- the expiry date on your card has passed
- the items belongs to a special collection that the Swift Consortium member library has specified not for circulation

Enter your User ID (library card number) and PIN into the login form at the top of the catalogue and click on the **Login Here** button. Contact library staff if you do not know your PIN.

Type in your search words in the search box and select words or phrases, author, title etc from the drop-down menu

Click on the **Search** button.

A list of results will appear. Scan the list for the title you want.

Note: 5 copies available at Fitzroy Library and Carlton Library means that there are 5 copies **on shelf**, located at Fitzroy and Carlton libraries. There may be more copies **on loan** at other branches. To view the complete list of branch copies click the **Details** button.



The screenshot shows a search result for the title "After dark" by Murakami, Haruki, 1949-. The search criteria was "words or phrase 'murakami and after dark'" and it found 4 titles. The result is listed as #1 with a publication year of 2007. There are three buttons: "Details", "Keep", and "Place Hold". The "Keep" button is highlighted with a red box and an arrow pointing to the text "5 copies available at Fitzroy Library, Carlton Library, and Richmond Library". A red box with the text "5 copies currently ON SHELF" also has an arrow pointing to this text. The "Place Hold" button is highlighted with a red box and an arrow pointing to it from a red box with the text "Click to place hold".

Click to place hold

Click on the **Place Hold** button beside the title wanted. You will be taken to a screen where you can choose the pickup location

Select the **pickup branch** from the drop-down menu. The expiration date is set for 12 months. If you don't need the title after a certain date you can change this expiry date.



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Place Hold

Title: After dark / Haruki Murakami ; translated from the Japanese by Jay Rubin.

Author: Murakami, Haruki, 1949-

pickup at:

expiration date:

- Carlton
- Collingwood
- Fitzroy
- North Fitzroy
- Richmond

[Reset Query Values](#)

8. Placing holds on magazines

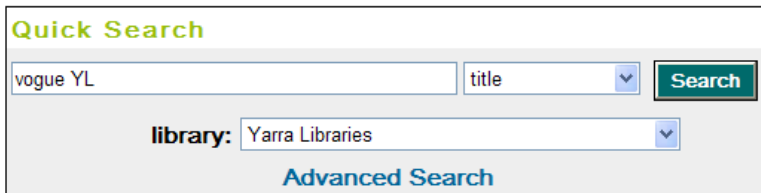
Holds **cannot** be placed on magazines if:

- there are outstanding bills on your card over \$10
- there are no items attached to a title
- the expiry date on your card has passed

Note: each edition of a magazine you reserve counts for ONE HOLD and you are limited to 30 holds in total.

Enter your User ID (library card number) and PIN into the login form at the top of the catalogue and click on the **Login Here** button. Contact library staff if you do not know your PIN.

Type in your search words in the search box and select **title** from the drop down menu. Titles owned by Yarra Libraries have a 'YL' after the title so putting this in the search box will enhance the search.




Quick Search

Search box: vogue YL | Drop-down: title | Search button

Library: Yarra Libraries | Advanced Search link

Click on the **Search** button.

A list of results will appear or you will be taken directly to the title.



Item Information | **Catalogue Record**

Vogue Australia [magazine] YL ← Yarra Libraries magazines have "YL" after the title

Publisher: Conde Nast Publications,
Pub date: 1957-
Pages: v. :
Item info: 64 copies available at Fitzroy Library, North Fitzroy Library, Collingwood Library and Richmond Library.

Holdings | [Change Holdings Display](#)

Carlton Library

Item	Copy Material Location
MAGAZINE SEP 2008 SEP 2008	1 Magazine Due: 7/3/2009
MAGAZINE FEB 2008 FEB 2008	1 Magazine On shelf - Magazine
MAGAZINE MAR 2009 MAR 2009	1 Magazine Current issue, not for loan (nocirc)
MAGAZINE FEB 2009 FEB 2009	1 Magazine Due: 5/3/2009
MAGAZINE JAN 2009 JAN 2009	1 Magazine Due: 27/2/2009

Keep button | **Click to place hold** button

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Click on the **Place Hold** link. You will be taken to a screen where you can choose the edition/s that you want and also the pickup location.

<input checked="" type="checkbox"/>	2006 (11) NOV (Carlton Library, Collingwood Libr
<input type="checkbox"/>	2006 (12) DEC (Fitzroy Library, Collingwood Libra
<input type="checkbox"/>	2007 (01) JAN (Fitzroy Library, Carlton Library, R
<input checked="" type="checkbox"/>	2007 (02) FEB (Fitzroy Library, Richmond Library
<input type="checkbox"/>	2007 (03) MAR (Collingwood Library, Carlton Libr
<input checked="" type="checkbox"/>	2007 (04) APR (Carlton Library, Fitzroy Library, F
<input type="checkbox"/>	2007 (05) MAY (Richmond Library, Carlton Libran
<input type="checkbox"/>	2007 (06) JUN (Fitzroy Library, Carlton Library, R

Check the boxes of the editions you want, select the **pickup library**, then click **Place Hold**.

The expiration date is set for 12 months. If you don't need the title after a certain date you can change this expiry date.

9. Swift Consortium libraries

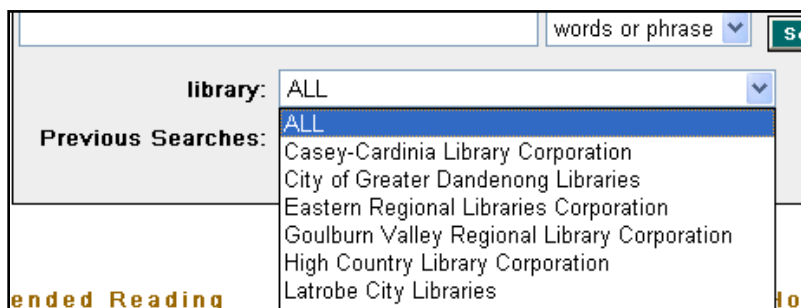
Yarra Libraries is a member of the Swift Consortium, a group of Victorian libraries who have joined together to purchase the one library computer system called Symphony.

Libraries in the Swift Consortium

- Campaspe Regional Library Corporation
- Casey-Cardinia Library Corporation
- Central Highlands Regional Library Corporation
- City of Greater Dandenong
- City of Yarra Libraries
- Gannawarra
- Eastern Regional Libraries Corporation
- Goulburn Valley Regional Library Corporation
- High Country Library Corporation
- Melton Library and Information Service
- Mildura Rural City Council Library Service
- Swan Hill Regional Library
- West Gippsland Regional Library Corporation
- Wimmera Regional Library Corporation
- Latrobe City Libraries

Searching for items in other consortium libraries and holds

You can search the items located at other Swift libraries by selecting the library from the drop-down menu or selecting ALL. Holds can be placed on most items held by other Swift libraries using the catalogue.



The screenshot shows a search interface with a search box containing the text "words or phrase" and a "Search" button. Below the search box is a dropdown menu labeled "library:" with "ALL" selected. A list of library names is displayed below the dropdown menu, including "ALL", "Casey-Cardinia Library Corporation", "City of Greater Dandenong Libraries", "Eastern Regional Libraries Corporation", "Goulburn Valley Regional Library Corporation", "High Country Library Corporation", and "Latrobe City Libraries".

The holds that cannot be placed at all include those from the following Swift Libraries:

- Cobram Secondary College items
- Neerim South College items
- Ovens TAFE items

Please ask a staff member if you have any queries about not being able to reserve particular items.



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10. Troubleshooting

If the catalogue won't let you renew the items on your card

You are unable to renew items through the web catalogue if:

- there are any outstanding bills on your card over \$10
- it has already been renewed 3 times
- the item has been placed on hold by another person
- it is an Inter Library Loans item (contact the library to renew)

If the system won't accept your PIN

- Contact the library to confirm your PIN

If you get a 'session timeout' message when you bookmark the catalogue

The best way to bookmark the catalogue is to go to the Yarra Libraries homepage: <http://www.yarracity.vic.gov.au/Library/>, right-click on the link to the catalogue (the first link on the left) and select **Add to Favorites...** in IE / **Bookmark this link** in Firefox.

If you want to log in only once to place holds on items

- You will know that you have logged in successfully if the **User ID** and **PIN** fields at the top of the screen disappear. Click **Logout** to leave your session.
- To avoid logging in each time to place a hold, log in only once at the top section of the catalogue.

If you can't place holds on items

There are a few special collections in the Swift Consortium (include TAFE and school libraries) that are not for general circulation. These include Cobram Secondary College items, Neerim South College items, and Ovens TAFE items

Please contact the library (email, phone or in person) if you have any queries about placing holds for Swift Consortium items.

1300 695 427

yarralibraries@yarracity.vic.gov.au