

What is My List?

My List is a feature that lets you create lists of library items. You can create temporary lists of items for future reference or to make requests from. To add items to “My list”, login to your account and click on the “Add to My List” button associated with the item you’re interested in saving. To view your list, click on “My List” in the upper right corner of the page. You will get a list of all of the items you have selected.



What are the Best Seller Lists?

iPac allows you to browse current Best Seller Lists from sources such as the New York Times, and Publisher’s Weekly. You can select books directly from the lists to save on “My List”, or you can place holds while you browse. Just click on the “Best Seller Lists” tab to show which lists are available.



Questions or comments?
In need of assistance?
Contact us at the library!



Terms to Know:

Call Number—Shows the shelf location of the item

Collection—is the classification where the book is cataloged and shelved

Due Date—tells when the item is due back at the library

Holdings—will show you the libraries that own the item, the collection, call number, and the status of each item

Location—is the library that owns the item

Status—gives you information about the shelf status of the item, such as:

- Checked in: the item is on the shelf
- Checked out: the item is checked out
- In Transit: means the item is on the way back to the owning library
- Transit Hold: means the item is on its way to another library to fill a request
- In Processing: means the item is being entered into the catalog and is not yet available
- Lost: means the item is no longer available
- Bindery: means the item has been sent to be rebound



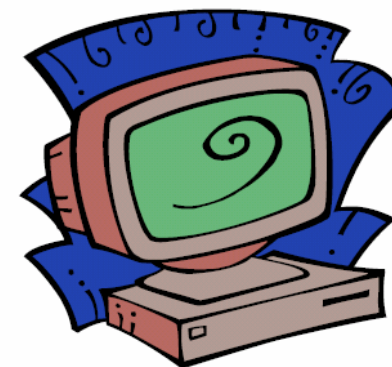
Monroeville Public Library



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Monroeville, OH 44847
419-465-2035

www.monroevillepubliclibrary.com

FAQs ABOUT iPAC



Monroeville Public Library’s Online Catalog

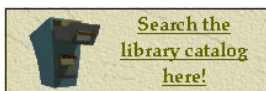


Special thanks to the Bellaire Public Library for creating this brochure and allowing us to use it for our library!

How do I get to iPac?

Go to our website at:

www.monroevillepubliclibrary.com
And click on “Catalog” button on the left hand menu, or on this link



At the bottom of the page.

How do I search for something on iPac?

BASIC SEARCH—When you open iPac, you’ll see the Basic Search page. Select the type of search you want from the drop-down box. You can search by author, title, subject, or many other options. Type what you’re trying to find in the box and click the green “GO” button. The results of your search will be displayed on the next screen.

ADVANCED SEARCH—At the Basic Search screen, click on “Advanced” to do a more specific search. You can search by more than one item at a time, such as author and title, or subject and author.

POWER SEARCH—You can click on “Power” on the Basic Search Screen and search in an even more advanced way. This search lets you search by multiple criteria and refine the search using “And”, “Or”, or “Not”. You can also limit your search to specific types of items, or even to only what our library owns.



How can I access my Library account?

You need to have your library card with you, and it must be barcoded (If you do not have a barcoded card, please see a librarian to update your card.) In the upper right corner of the Basic Search screen, click on the word “Login”. When the Login screen comes up, type in the barcode from your card and your PIN number (Your PIN should be the last 4 digits of your phone number unless you’ve changed it.) Click the Login button, then click on the “My Account” tab for an overview of the books you currently have out, items you’ve placed holds on, and fines on your card, and your personal information in your library file.



How can I place a hold on an item?

After logging into your account, search for the item you’d like to reserve. Your results will be displayed either in a list if there is more than one item with the same title, or as an item record. On the right side of the screen, you will see a button to “Request Any Copy” or “Request Item”. Click the button and follow the directions on the screen. If your item is in a series, click on “Request This copy to the right of the specific volume



How do I renew an item?

Login to your account, and click on the “My Account” tab. Click on either “Items Out” on the Overview screen or click “Checked Out” under the “My Account” tab. You will see a list of the items you have checked out from the library. To the left of the title, click in the box to mark the item for renewal. Click the box underneath the Renew button on the blue bar to select all items. Then click on the Renew button at the top left or bottom left. Check the date to the right of the item(s) to make sure it has been renewed.

NOTE: If the item has a hold on it or is overdue, it may not be renewable.



How do I find out how much I owe in fines?

Login to your account, and click on the “My Account” tab. Look on the Overview screen under “Blocks”, and it will give you how many blocks are on your card and how much you owe on your account. For more details, click on “Blocks” or “Fines/Blocks” underneath the “My Account” tab.

