

Signing in to the Library Catalog

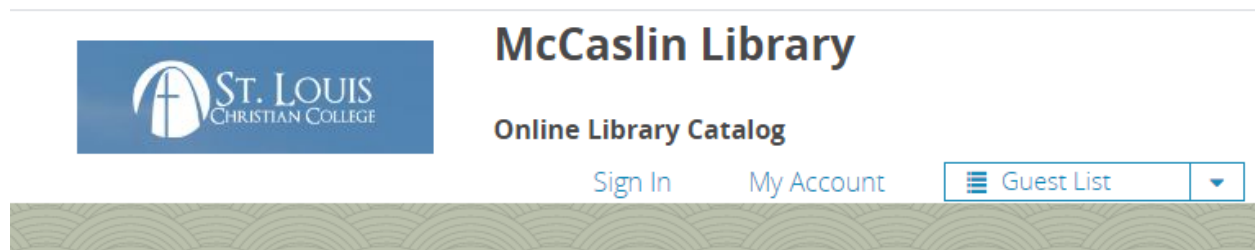
The Library Catalog allows you to search the library collection from any computer with a Web browser <https://stlchristian.mlasolutions.com>

OR link from the library website

OR use the library catalog computer near the copier in the Library

If you want to do a quick search, you don't have to sign in.

In order to perform tasks that require the Library Catalog to identify you (such as creating or accessing your lists, checking your account, or reserving items), you must sign in.

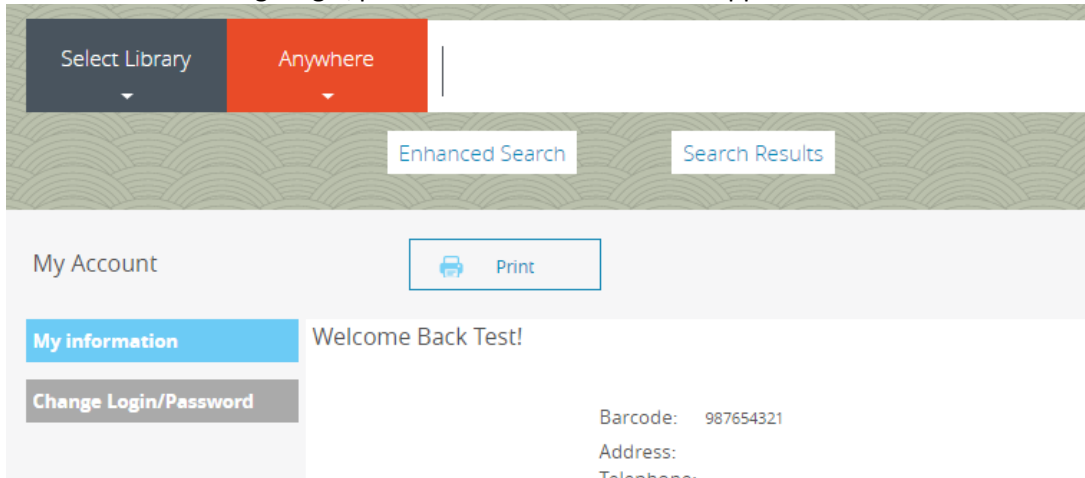


1. Click **My Account**
2. Type your login name or patron barcode in the Login Name/Barcode box.
3. In the Password box, type your password. (Temporary password is 123)

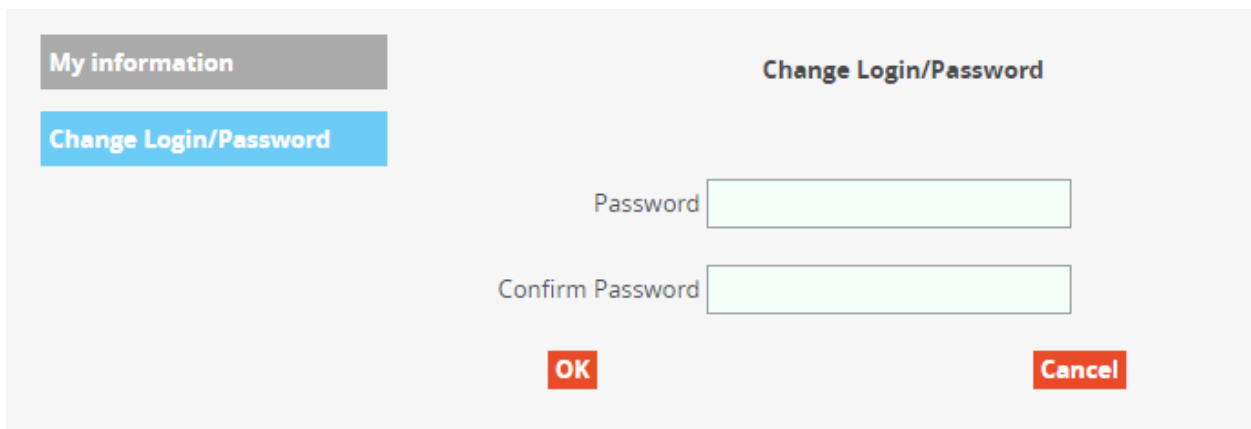
The image shows a login form with two input fields. The first field is labeled 'Login name/barcode' and contains the text 'firstname.lastname'. The second field is labeled 'Password' and contains three dots, indicating a masked password. Below the fields is a red button labeled 'Sign In'.

4. Click **Sign In**.
5. A welcome panel with the option to change your password will appear. For security purposes we advise that you create your own password *immediately*.

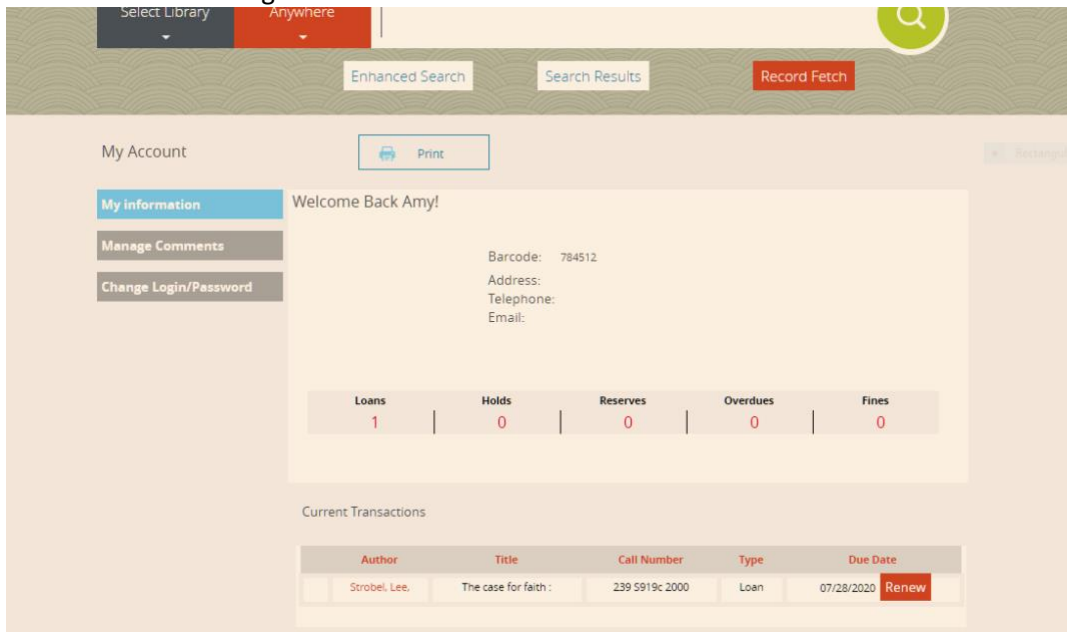
6. Click on change login/password and this screen will appear



7. Type your new password, confirm new password



8. You will then see the main welcome screen. Details of you account are shown below in orange numbers along with details of current transactions.



How to search the Library Catalog

The Library Catalog offers two different search methods: Standard and Enhanced

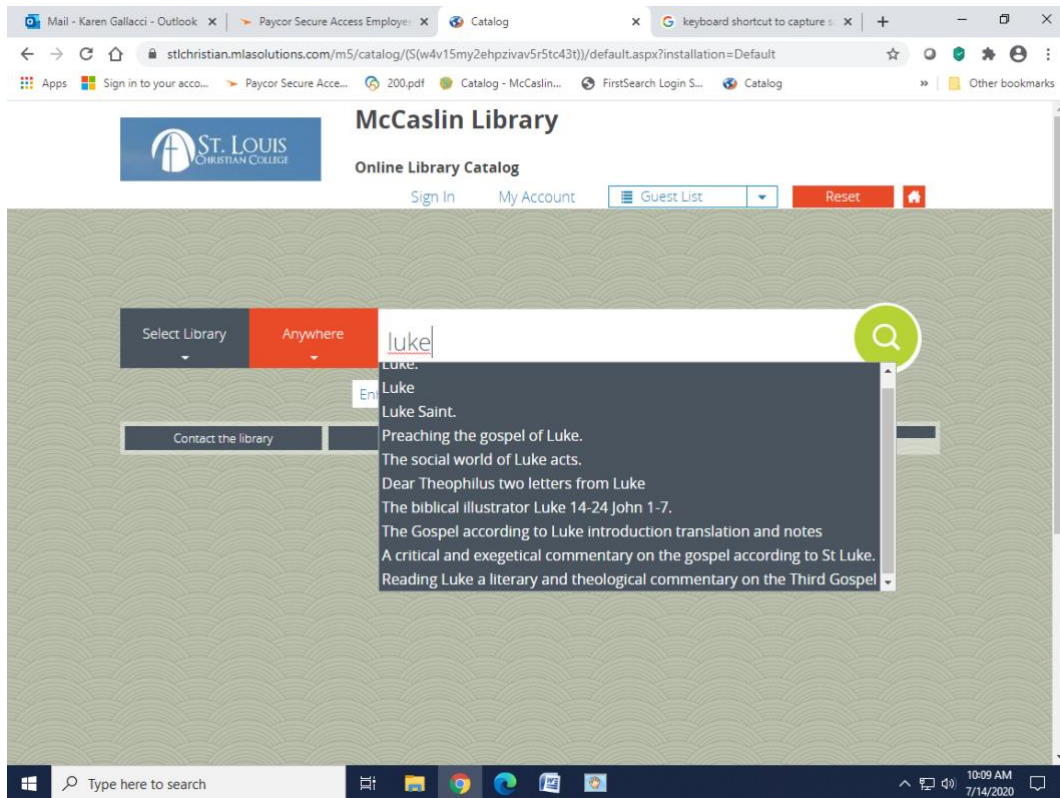
A “search results” button is also available below the standard search bar, which will return to the most recent list of search results.

Standard Search – A basic keyword search method allows you to search any word and a new search can be initiated anytime by simply entering a new search term and pressing “Enter” or clicking the search

button 

Note the orange arrow below **Anywhere** will allow you to choose author, subject or title search. Click on your desired search option. Keeping it as the “Anywhere” default in a basic keyword search.

1. Type your desired search word. Example here shows “Luke”. Note as you are typing your search word, an automated suggestion feature appears with search suggestions pulled the library collection.



2. If you click on a suggested choice, it will take you to that results page. If you do not want any of the automated choices you can hit enter on your keyboard or hit the search button



and your search results will appear.

Note that the total search results and number of pages of results are in the top right corner.

On the left side of the screen, a refine search box allows you to: show only available items, filter by format, and/or filter publication dates.

Note the call number in the center of the screen to retrieve the book from the shelf. Also note availability to the right of the screen. Available means it should be on the shelf.

The screenshot shows a library search results page. At the top, there are buttons for 'Save page in My', 'Share Search', and 'Print', along with '67 results'. Below this is a 'Refine Search' section with a dropdown menu set to 'Expanded Labeled'. The search results are sorted 'Unsorted' and show '10' results per page, currently on page '1 of 7'. On the left side, there are three refine search categories: 'library' (with a minus sign), 'Format' (with a minus sign), and 'Publication Dates' (with a minus sign). The 'library' category includes 'SLCC Library' with 67 results. The 'Format' category includes 'Book' with 67 results. The 'Publication Dates' category includes '2013' (1), '2011' (1), '2010' (1), and '2009' (1), with a '+ more' link. The main content area displays two book entries. The first entry is 'THE WRITINGS OF THE NEW TESTAMENT: An Interpretation' by Luke T. Johnson, published in 1986. It has a call number of 225.6 J661w 1986 and is marked as '0 of 1 available'. The second entry is 'What are they saying about Luke?' by Mark Allan Powell, published in 1989. It has a call number of 226.406 P882w 1989 and is marked as '1 of 1 available'. Both entries include an 'Add to My Lists' button.

- If someone has the item checked out you may request that it be reserved for you when it is returned. To reserve a book, click title that you want.

You now have the option to reserve the book.

Click in the little box to the left of the title, then click the orange **Reserve** button


-- you will receive an onscreen confirmation

If you change your mind, Cancel from your home **"MyAccount page"**

<input type="checkbox"/>	Location	Call Number	Barcode	Status	# of holds	Due Date
<input type="checkbox"/>		225.6 J661w 1986	37937100221134	Available	0	

[Reserve](#)





225.6
J661w
1986

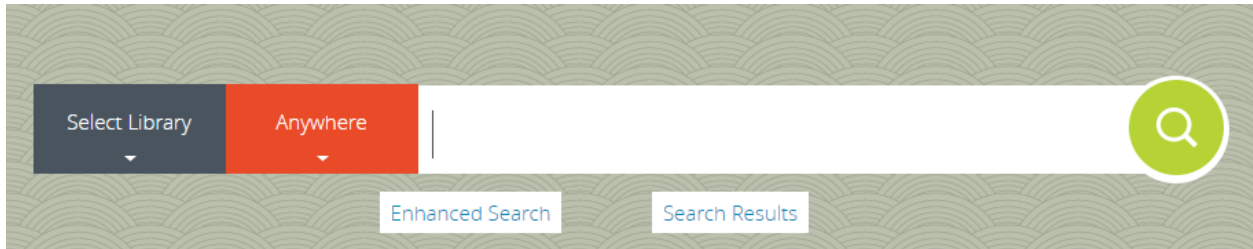
✔ 1 of 1 available

★★★★★ 0

Author: [Johnson, Luke Timothy.](#)
 Title: The writings of the new testament.
 Publisher: 1986 : fortress press
 ISBN: 0800618866

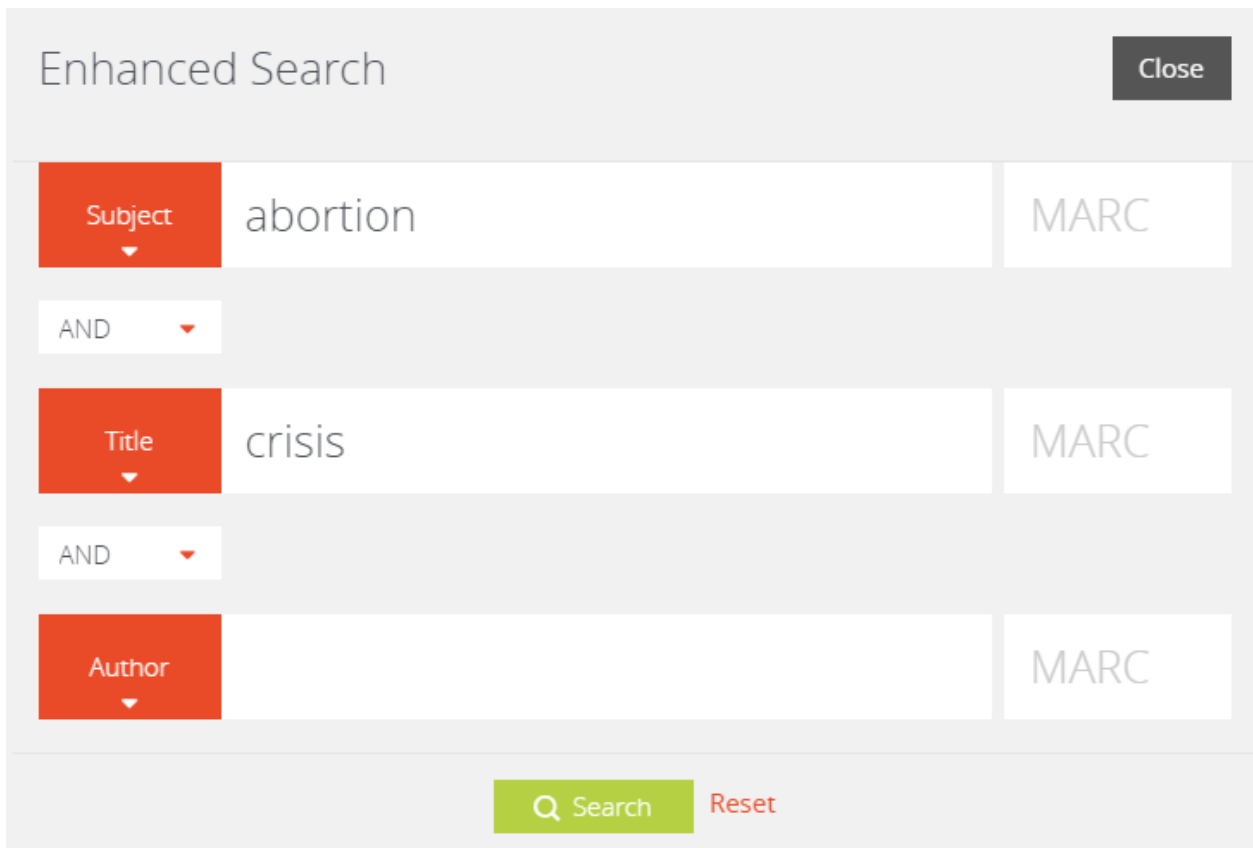
4. To return to your search results, click the **Search Results** button below the search box.

If you need a more detailed search click the **Enhanced Search** to the left of the **Search Results** button



The arrows below SUBJECT, TITLE, AUTHOR have alternate choices

The arrows beside AND, OR, NOT have alternate choices




Basics of Boolean searching (AND, OR, NOT)

- Use AND in a search to:
 - narrow your results
 - tell the database that all search terms must be present in the resulting records
 - example: cloning AND humans AND ethics

- Use OR in a search to:
 - connect two or more similar concepts (synonyms)
 - broaden your results, telling the database that ANY of your search terms can be present in the resulting records
 - example: cloning OR genetics OR reproduction

- Use NOT in a search to:
 - exclude words from your search
 - narrow your search, telling the database to ignore concepts that may be implied by your search terms
 - example: cloning NOT sheep

Note: The **Home Button** returns you to the default search page. 

Note: When finished with your session, click Sign Out or Reset to ensure your privacy.