

MY ACCOUNT

The My Account feature (located to the left of the "Logout" button) allows you a real time look at the items you currently have checked out, on hold, can renew, etc. In order to access My Account you must first Login using your patron barcode and PIN number.

- Checkouts: allows you to view the items currently checked out and their due dates.
- Fines/Fees: allows you to view any money owed and make an online payment if desired. A fine balance greater than \$5.00 will prevent additional checkouts.
- Holds: allows you to view the items you have on hold and if they are available for pickup.
- Canceling Holds: You may cancel your hold at any time. Simply click on the box next to the title and choose "Update List" or cancel all holds by using the "Cancel All" button.
- Reading History: if you opt in, Encore will retain information on the titles you have checked out and returned. You may sort by title and author. You must click "Save Reading History"
- Edit Account: allows you to add an Alternate ID, change your email or phone number, change your PIN number, and opt into text alerts for notifications (message & data charges may apply).
- My Lists: allows you to view and manage lists you store in your account. Lists can be materials you want to read in the future, or materials you've used for a research project, etc.

AUDIO/EBOOKS

- To check out audio books and ebooks online, visit OMNI Libraries at omnilibraries.overdrive.com
- You may check out ebooks through the app Libby.
- If you need any assistance navigating these sites, please contact a staff member!



RENEWING MATERIAL

Items may be renewed as long as your account is in good standing, there are no holds on the material, or you haven't already exceeded the renewal limit. Check with library staff for specific renewal periods.

- Log into your account
- Click on "My Account"
- Click on the "items currently checked out" link.
- Click the box next to the item you want to renew and click on "Renew Marked"
- You will receive a message asking if you want to proceed. Click "Yes". The new due date will appear next to the title.

TIP: You may not be able to get into your PrairieCat account if your library card has expired!

FINAL TIP

If you have any questions or would like a video tutorial, go to our Facebook page at www.facebook.com/OdellLibrary

Contact Us

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Email: ask.odell.library@gmail.com

Visit us on the web:
www.odellpubliclibrary.com
www.facebook.com/OdellLibrary
Instagram @odellpubliclibrary

We are a member of the RAILS
Library System



PrairieCat is the online automated catalog for 136 libraries across northern Illinois, that places more than 4 million items at your fingertips.

Through a delivery system items can be sent from one library to another, and borrowed items can be returned directly to your home library.

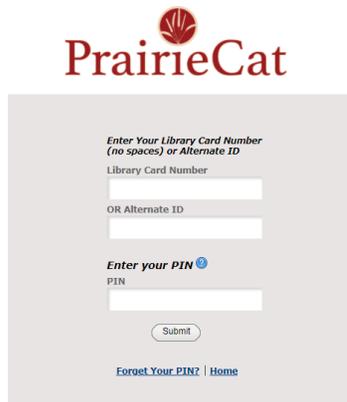
Odell Public Library
Online Catalog



Access PrairieCat via the library's website, <https://odellpubliclibrary.com> or directly at search.prairiecat.info

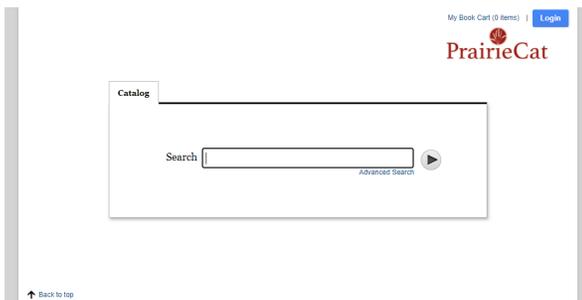
GETTING STARTED

- To log in use your library barcode and PIN number which is the 4 digits of your library barcode (unless you have changed it)
- PrairieCat will search all libraries unless you choose a specific library.



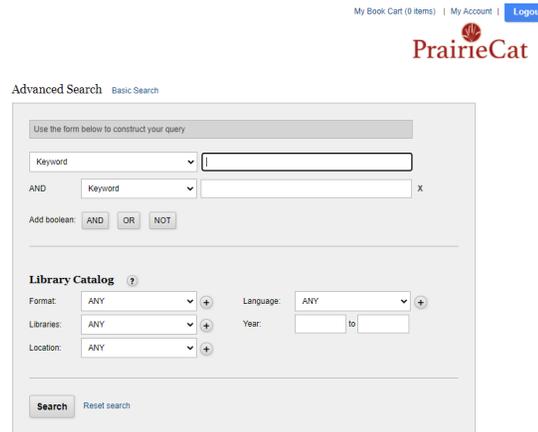
QUICK SEARCH

- Type in your search word(s)- no punctuation or capitalization is necessary- then click on the arrow or press the enter key.
- If you have misspelled a word you will be presented with a "Did you mean" question with the correct spelling in blue underneath the search bar.



ADVANCED SEARCH

- Use the Advanced Search feature (located at the bottom-right of the quick search bar) to combine a keyword, title, author or subject.
- Further narrow your search by choosing a specific format, library, language, and/or publication year.



- Search results will display brief information. You may click on the + sign next to items to display the libraries that own the title and the shelf status. Click on the title to display the full item information. NOTE: In the brief display an icon appears to the left of the title indicating format.

REFINING YOUR SEARCH

Once the initial records display, you have the opportunity to refine your results using the menu to the left of the results. Further refine your results by:

- Availability: records that have copies available.
- Format: the format you are interested in such as book, audio book on CD, large print, DVD, etc.
- Genre: the genre of your chosen item, such as fiction, non-fiction, juvenile, young adult, etc.

REFINING YOUR SEARCH (continued)

- Libraries: your library or a group of libraries in a geographic area.
- Language: the language of the item.
- Setting: refine your results based on the geographic area the item(s) are located in.

PLACING HOLDS

If your library doesn't own a title you have the ability to place a hold on the title and receive it from another library.

- Log into your account.
- Find the item you wish to request.
- Click on the "Request It" button to the right of the item title.
- The pickup location will automatically default to Odell Public Library; however, you may choose a different pickup location.
- Submit your request! You will receive a message that indicates that you will be contacted when your item is ready for pickup.
- If you receive an error message please check with library staff.

YOUR LAST NAME, YOUR FIRST NAME

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