

MY ACCOUNT (continued)

- 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.

PLACING & CANCELING 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.

- Login to your account
- Determine if your library owns the title
- Click on the "Request It" link.
- The pickup location will automatically default to your 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.
- 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.
- If you receive an error message please check with library staff.

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.

RENEWING MATERIAL (continued)

- Login to 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.



Phone Renewal System: 1-888-542-7259

To use this service you will need your library barcode number and the library barcode of the book you would like to renew.

FINAL TIP

If you are at a public computer in a library, don't forget to logout before you leave the computer.

Contact Us

Odell Public Library
307 S Madison St
Morrison, IL 61270

Phone/Fax 815-772-READ (7323)
Email: odell.library@gmail.com

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

We are a member of the
RAILS Library System



PrairieCat is the online automated catalog for **126** libraries across northern Illinois, that places more than **4 million** items at your fingertips.

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

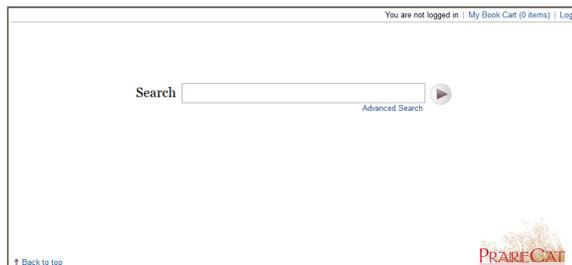
Odell Public Library Online Catalog



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

QUICK TIPS

- Login first
- Your PIN number is the last 4 digits of your library barcode unless you have changed it.
- PrairieCat will search all libraries unless you choose a specific library.



- eBook records are included in your search results; however, Odell Public Library's eBooks are located at Omnilibraries and/or our newest addition eRead Illinois. Here are their links:

- www.omnilibraries.org

- You may receive notices via email or by phone.

GETTING STARTED

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 a blue link.

ADVANCED SEARCH

- Use the Advanced Search to combine a keyword, title, author or subject.
- Further narrow your search by choosing a specific format, library, language, and/or publication year.

RESULTS / FACETS

- A search that results in a single hit will display the full bibliographic information for the title as well as the holdings.
- A search that results in multiple hits will display brief bibliographic 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 bibliographic information. NOTE: In the brief display an icon appears to the left of the title indicating format.

FACETS

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

- Availability—records that have copies available
- Format—select the format you are interested in such as book, audio book on CD, large print, DVD, etc.
- Libraries—choose your library or a group of libraries in a geographic area
- Found In—choose the field that should contain your search criteria
- Publish Date—choose the year the item was published.

FACETS (continued)

- Language—choose the language of the material
- Tag—refine your results based on patron initiated tags
- Setting—refine your results based on the geographic area the title covers.

MY ACCOUNT

The My Account feature 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.

- Messages—will display a message from the library if there is one in your account, such as you need to update your contact information.
- 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
- 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.
- ILL—consult your library to determine if they use this feature.
- Edit Account—allows you to add an Alternate ID, change your email or phone number, and opt into text alerts for notifications (message & data charges may apply).
- Edit Pin—change your PIN number