

Using the Library's Online Catalog

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Access the Catalog

Type <http://ipac.bcslibrary.org/polaris> in the address bar, or go to the library's home page (<http://www.bcslibrary.org>), and click on any of the catalog link in the top navigation bar.

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Search

Keyword:

Looks for matches to your word(s) anywhere and in any order. You can also use wildcard characters (? for one character and * for two or more characters) to widen your search.

Browse:

Looks for items that begin with a specific word or phrase in the title, author, subject, or series fields.

Phrase:

Looks for matches to your words in the same order you typed them.

Advanced:

Allows you to search multiple fields at once.

Boolean:

Uses specific search commands (**AND**, **OR**, and **NOT**) to search multiple fields at once (similar to the Advanced search).

Ex. 1: You are looking for the book Of Mice and Men by John Steinbeck, but can only remember that the title contains the words "mice" and "men," and the author's last name is Steinbeck. You can use the Advanced search as shown below.

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Library Info Search Patron Account
Advanced Boolean Dictionary Thesaurus E-Source

Find: Title mice
And: Title men
And: Author steinbeck
And: Any Field
Limit by: All formats
Sort by: Relevance
Go!

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Use the Search Options Button

To narrow your search, click on the *Open Search Option* link from almost any search screen. This allows you to limit the search by the owning library, publication date, type of material, target audience, and language of material as well as change the number of results displayed per page.

BRYAN and COLLEGE STATION LIBRARY SYST

Library Info Search Patron Account Help
Phrase Advanced Boolean Dictionary Thesaurus E-Sources

Keyword search for: Go!
Search by: Any Field Limit by: All formats
Sort by: Relevance
Open Search Options

To highlight two or more choices per section, hold down the **CTL** (CONTROL) key while clicking on each entry. This is shown in the example below.

Ex. 2: You want a list of all juvenile Spanish items at the Larry J. Ringer Library published in 2006 and 2007. Click on "Larry J. Ringer Library" in the *Libraries* box, "2006" and "2007" in the *Publication Dates* box, "Juvenile" in the *Target Audience* box, and "Spanish" in the *Languages* box. Then click on the *Perform Search* button. You can reset the limits by clicking on the *Reset* button.

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Perform Search Reset

Libraries

All
CARNEGIE CENTER of BRAZOS VALLEY HISTORY
CLARA B. MOUNCE PUBLIC LIBRARY
LARRY J. RINGER LIBRARY

Publication Dates

2011
2010
2009
2008
2007
2006

Exclude

Detailed Material Types

All
Adult Book
Adult Computer
Adult Media
Adult Music

Exclude

Target Audiences

All
Adolescent
Adult
General
Juvenile

Exclude

Collections

All
Adult Biography
Adult Fiction
Adult Music (Cassette)
Adult Music (CD)
Adult Mystery
Adult Nonfiction

Exclude

Languages

German
Italian
Japanese
Korean
Spanish

Exclude

Miscellaneous Options

Display results per page

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View the Results List

Ex. 3: You are looking for items on learning how to knit. Type "knitting" in the Keyword search box, and click the *Go!* button. *Note: Searching by keyword will retrieve any items with the word "knitting."*

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Library Info Search Patron Account Help

Phrase Advanced Boolean Dictionary Thesaurus E-Sources

Keyword search for:

Search by: Limit by:

Sort by:

The first result is displayed below. To check the status of the book, click on the *Availability* link.

 2007 **1. Ethnic knitting discovery : the Netherlands, Denmark, Norway, and the Andes** Add
by Druchunas, Donna.

... "Introduction to traditional **knitting** techniques from the Netherlands, Denmark, Norway, and the ...

Publisher, Date: Fort Collins, Colo. : Nomad Press, c2007.

 - Web Site
Description: 176 p. : ill. (some col.) ; 26 cm.

System Availability 0 (of 1)

[Availability](#) [Full Display](#) [Place Request](#)

The Item Availability section shows you the status of each copy owned by the library system. If an item is checked out, it will also display the due date.

Item Availability			
Call Number	Shelf Location	Status	Type
CLARA B. MOUNCE PUBLIC LIBRARY (1 of 1 available)			
Adult Nonfiction			
 746.432041 DRUCHUNA	1st Floor Nonfiction	Checked In	Adult Book

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Use the Dashboards to Modify My Search

You can use the "dashboards," or the information displayed in the left column of the screen to modify your search.

To **narrow your search**, click on one or more of the entries to the left under the "Narrow your search" section. Using Ex. 3, click on the "Sweaters" link to add that

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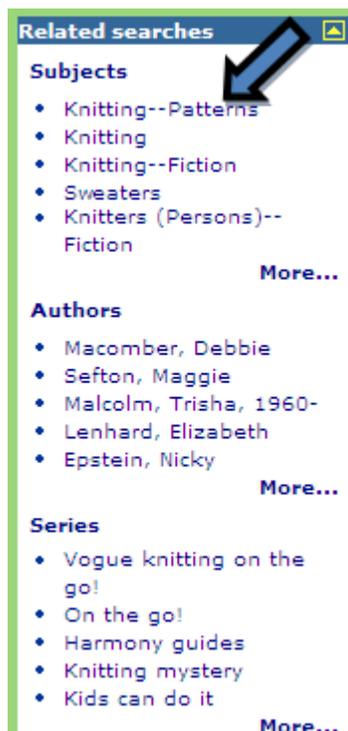
subject to the search. Notice that your search string now contains both "knitting" and "sweaters." If you narrow your search too much, you can click the "X" beside each additional term to delete it.



Searching for: **knitting** [Subjects : **Sweaters** X]



To **search for related items**, click on any of the links in the dashboard under the "Related searches" section. This will redirect your search to a specific entry. For example, clicking on the subject search for "Knitting -- Patterns" under Related searches retrieves all 66 items that have knitting patterns.



Searching for: **Knitting--Patterns**

Go back to

Matches: **66** Displaying titles **1 - 10** Page: [**1**]

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Log In/Log Out of My Account

To log in, either:

- Click on the "Log In" link on the top left-hand corner of the screen, and type in your full library barcode and your PIN.
- Click on the **Patron Account** tab on the banner, and type in your full library barcode and your PIN.

To log out, either:

- Click on the "Log Out" link on the top left-hand corner of the screen.
- Click on the "Log Out" link under the **Patron Account** Tab on the banner section of the page.
- Click on the "Log Out" button on the bottom right-hand corner of the screen.

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Request an Item/Place a Hold

To place a hold, you will need to log in to your library account. Once you have logged in, search for the item or items you wish to place on hold. Click on the "Place Request" link located under the item information. Select the branch where you want to pick up the item, and click "Submit Request." You can continue to search for more items, view your holds list, or log out of your account.



1. **Ethnic knitting discovery : the Netherlands, Denmark, Norway, and the Andes** Add to My
by Druchunas, Donna.

... "Introduction to traditional **knitting** techniques from the Netherlands, Denmark, Norway, and the ...

Publisher, Date: Fort Collins, Colo. : Nomad Press, c2007.

 - Web Site

Description: 176 p. : ill. (some col.) ; 26 cm.

System Availability 0 (of 1)

Availability | Full Display | **Place Request**

You can also place a hold by searching for the item first, clicking on "Place Request," and then logging into your account.

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Use "My Lists"

You can compile lists of items, especially if you need to create a bibliography for a class project. However, in order to view them at a later time, you will need to save them to

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your account. To begin creating a list, click on the **Add to My List** link for each item you want to add.



To view your full list, click on the **Show list details...** link on the dashboard. At this point, you can delete, print, or email the list as well as save it to your account. In order to save the list, log in and click on "Create new saved title list." You must agree to all terms before the system will save your list to your account. If at any time you no longer need a list, simply delete the list.

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Place Holds on Ordered Items

Books by popular authors can now be placed on hold before we receive the books. The process will be the same as a regular hold, but the status should show **ON ORDER**. When you place a hold, your name will be added to the queue.

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Maintain a Reading History

Our new system allows you to keep a log of all items you check out. You will need to "opt in" to this service for the system to maintain a reading history.

1. Log in to your account, and click on the **Patron Account** tab on the banner.
2. Click on the *Change Preferences* button towards the bottom of the screen.
3. Click in the check box by "Maintain permanent reading list," and click the *Submit* button.
4. You will be prompted with the following message: ***The feature you have selected is associated with personal data in your patron account. Such data may be accessed by law enforcement personnel without your consent. Do you wish to continue?*** You **must** agree to these terms and click "OK" to continue. If you do not agree to these terms or do not wish to keep a reading history, click "Cancel."
5. Once you click "OK," you should see the phrase **"Your preferences have been updated."** This lets you know that the changes have been made. You may now either click the "Back" link below this message, or click on the **Patron Account** tab.
6. The "Reading History" link is now visible under the **Patron Account** Tab. The system will now start a log of all items you check out.
7. Click on the "Reading History" link at any time to view your reading log.
8. Log out of your account when you are finished.

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You may also cancel or stop your reading history at any time. However, once your history is cancelled, the list is permanently deleted from the system. To do this, follow these steps.

1. Log in to your account, and click on the **Patron Account** tab on the banner.
2. Click on the *Change Preferences* button on the "My Record" page, or click "*Change Preferences*" on the "Reading History" page.
3. Select the "Maintain permanent reading list" check box to clear it, and click the *Submit* button.
4. At this point, you will be prompted with the following message: **Stopping reading history will also delete any existing history. Press OK to continue.** You **must** agree to these terms and click "OK" to continue. If you do not wish to delete your reading history, click "Cancel."
5. Once you click "OK," you should see the phrase "**Your preferences have been updated.**" This lets you know that the changes have been made. You may now either click the "Back" link below this message, or click on the **Patron Account** Tab.
6. You should now see that the "Reading History" link under the **Patron Account** Tab has disappeared. Your reading history is cleared and stopped. Your reading list is now permanently deleted from the system.
7. Log out of your account when you are finished.

You also can come into the library with your library card and have a staff member change your reading history preferences.

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Dictionary/Thesaurus

Our new system includes a dictionary and thesaurus. Click on the corresponding link beneath the **Search** tab, type your term(s) in the text box, and click the *Go!* button.

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Did You Mean?

In using the catalog, you may occasionally misspell a word. When this happens, the system may offer you an alternative suggestion. For example, if you accidentally type "draem" instead of dream, you see the following message.

Searching for: **draem** Did you mean **dream**? [more »](#)

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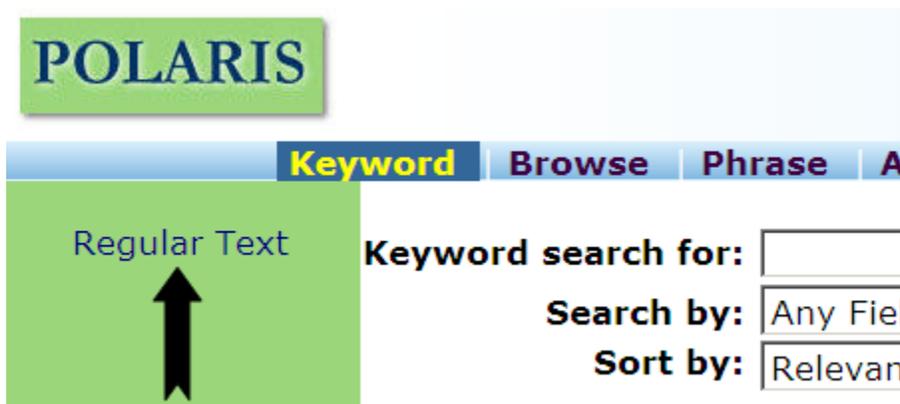
Large vs. Regular Text

To make the size of the text on the screen bigger, click on the **Large Text** link on the left column.

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Notice how much larger the text is in the below picture compared to the text in the picture above. To change the font back, click on the **Regular Text** link.



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