

Using the Online Library Catalog

Starting from the SWLS Home page, click the Online Library Catalog link and then on your library's location. This will open their library catalog where you will log in.



The screenshot shows the login interface for the Schreiner Memorial Library. On the left is a 'Log in' section with a 'Please login for additional services' message, a 'Select Your Library' dropdown menu currently set to 'Lancaster (Schreiner Memo)', and input fields for 'Enter your library barcode number:' and 'Enter your password: (first time users: userpass)'. A 'Login' button is at the bottom of this section. The main content area features a large photograph of the library building, titled 'Schreiner Memorial Library'. In the top right corner, there are 'Advanced Search' and 'Quick Search' buttons. On the right side, there is a 'Library Hours' section listing hours for Monday-Thursday (9 am to 8 pm), Friday (9 am to 5 pm), Saturday (9 am to 1 pm), and Sunday (1 pm to 4 pm), with a note for 'October - April'. Below the hours is an 'Upcoming Events' section.

To Log in:

You will log in with your full 14 digit barcode number. The first time you log in, your password will be **userpass** and you will be immediately prompted to change it to a password of your choice. If **userpass** does not work, try **USERPASS** next.

If you still have problems, please call your library or come in and ask your librarian! Library telephone numbers can be found under the tab: *For Library Users* > [Library Directory](#).

To Search:

You have the option to do a "quick search," which will use the keywords you type in to find titles, authors, and subjects with those words. You also have the option to do an "advanced search," which is much more specific. You can even restrict the search to your home library. Both search boxes are in the upper right corner.

To Reserve Items:

You may reserve items by clicking on the record for the item of your choice, then looking for the "Reserve this Item" button. On the screen that pops up, you will be able to choose the library at which you'd like to pick up your item.

You also now have the option to add items to a list in your account. This list does not automatically reserve items; it just serves as a place to keep titles that you may want to look at in the future. Ask your librarian for more information on your lists.

To keep a Checkout History:

Some people will find it convenient to keep a list of the books that they have checked out in the past. If you would like to do this, follow these steps:

- 1: Log in with your barcode and password
- 2: Click on the "My Account" tab at the top of the screen, and then the "Checkout History" tab on the left of that screen.
- 3: Click on the "Show Checkout History items" button. Read the confirmation warning, and then click "yes." You have the option of turning this history off at any time. Your history will start from the day you turn it on. Checkouts from our old system will not transfer over.