

Look It Up in the Catalog



Computer Training Center



1515 SW 10th Avenue
Topeka, Kansas 66604-1374
(785) 580-4606
www.tscpl.org class@tscpl.org

Access the Library Catalog Anywhere

- ★ in the Library
- ★ on the Bookmobiles
- ★ or, from any computer that has an Internet connection

www.tscpl.org

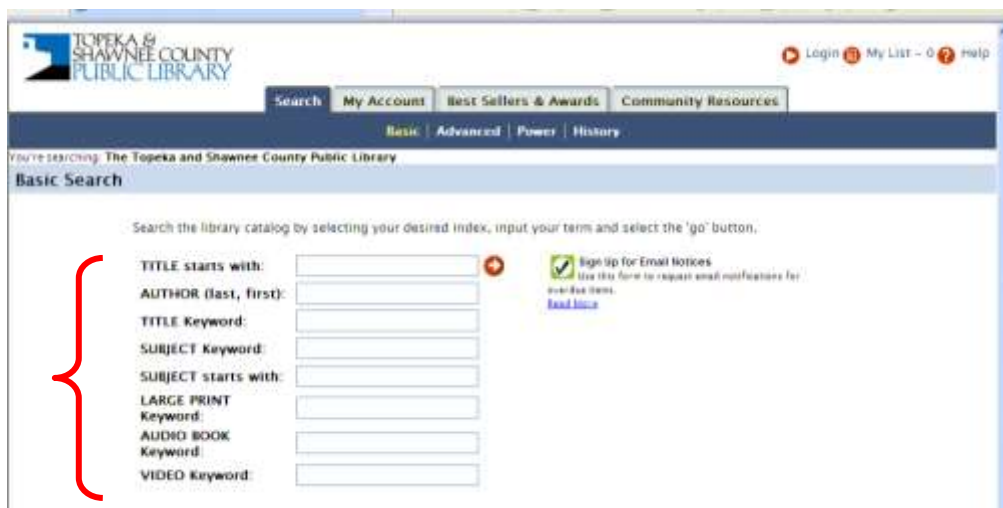
Click on Catalog →
This will take you to a Basic Search window.

Or, just type in the Catalog Search box →
This is a general keyword search which will give you, in many cases, too many choices.



Type in just one box to find materials. After typing, click on the arrow → to start the search.

Note: If you type in more than one box, you will see a message that says "Unable to process request". Click on the back button and start again.



TITLE starts with --choose this if you know the exact title of the item you want.

Example: *gone with the wind*.

AUTHOR (last, first)--enter lastname, firstname.

Example: *mitchell, margaret* or *Mitchell, m* or *Mitchell*

TITLE keyword-- choose this is you know some of the words in the title

Example: *wind gone*

SUBJECT keyword-- choose this If you want something about a subject

Example: *kansas travel*

SUBJECT starts with—choose this if you know the subject heading

LARGE PRINT keyword--use this when looking for Large Print materials

AUDIO BOOK keyword-- type in the title of a book or author to search for books on cassette or CD

VIDEO keyword--type in the title of a movie or an actor or a director to search for videos and DVDs

Example: *gone with the wind* or *gable*

General search guidelines

Capitalization--use either upper or lower case. The search indexes are not case sensitive.

Examples: *Mitchell, margaret* or *gone with the wind* will work just fine.

Punctuation--is ignored. Examples: commas, accent marks, apostrophes and hyphens

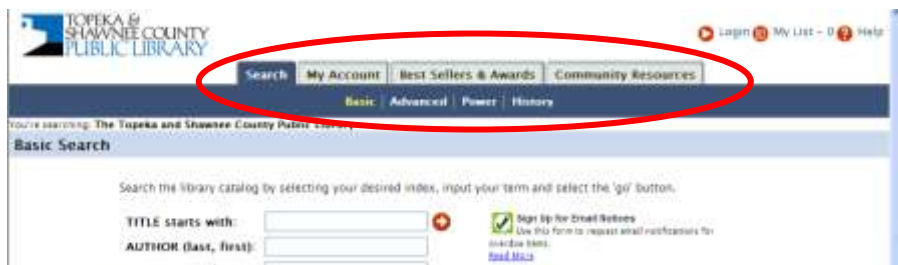
Truncation--use the ? to search for more than one form of a word.

Example: *fish?* will return *fish, fishes, fishing*, etc.

Common words such as *a, an, and, the* are ignored.

Example: *gone with wind* works just as well as *gone with the wind*

Time out--the system is set with a time limit on searches. If it is not completed within that time, the search stops and gives some options. Most of the time, this happens when a very common word such as *united* is used in a keyword search.



Best Sellers & Awards—New York Times Best Sellers lists for fiction and non-fiction. Many award books listed such as the Pulitzer Prizes or the Caldecott Award books.

Community Resources—gives information about 1300 local organizations

My Account—review your library account, holds list, and items checked out. Renew materials from the **Checked Out** button.

To login to your account, click on **My Account**. Enter the barcode number on the back of your *Topeka & Shawnee County Public Library* card. Type the entire number with **no spaces** or type the numbers to the right of the middle zeros with **no spaces**.

Example number: **2 3247 000##### #**
 The # signs are the significant digits in the barcode number. There may be 1-4 zeros after the 3247.

Type either one in the barcode box:
2347000#####, or just type the significant digits **#####**.

Type your PIN number in the PIN box:
 Unless you've changed it, the PIN number will be the last 4 digits of your phone number. Click on **Login**.

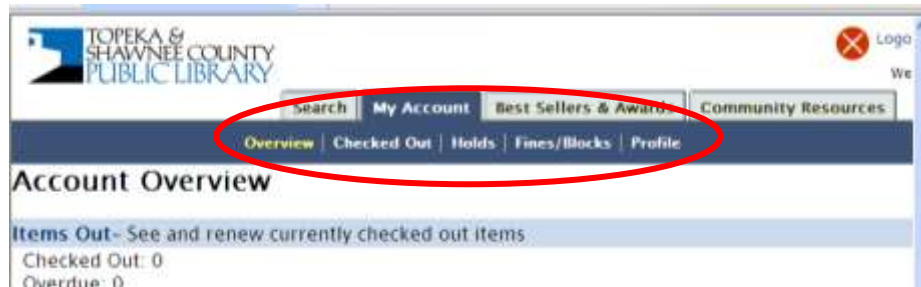
Call or visit the Circulation desk if you have questions about your library card or PIN: 785-580-4424.



Sign up to receive overdue notices by e-mail instead of through regular mail.

This is a nice way to help the library save money.

Do **not** choose this option if you do not check your e-mail on a regular basis or if you change e-mail addresses often.



Overview provides a summary of all categories

Checked Out provides a list of all materials checked out. **Renew** items from this list. Some types of materials may not be renewed: Entertainment Videos, DVDs, Music Cassettes, Express books and Items that other patrons have on hold. Books other than Express may be renewed two times. Some other materials may be renewed once.

Holds provides a list of materials you put on hold. Check your position on the wait lists Cancel holds that you no longer want.

Fines/Blocks check this category if you have long overdue or lost materials.

Profile shows your name, address, phone number and e-mail address. Change your PIN number here, too.