

# Getting Started: Searches

The screenshot shows a library search interface. At the top, a search bar (1) contains the term 'cooking'. To its right, a dropdown menu (2) is set to 'by Keyword' and 'in Library Catalog'. Below the search bar, a 'Narrow Your Results' sidebar (3) is visible on the left, with filters for Audience (Adult, Juvenile, Unknown, Young Adult, General) and other categories. The main search results area shows a list of formats (4): Books (623), eBook (14,196), Audio Books (1,496), Music (438), and Movies (550). Below this, a row of filters (5) includes 'Entire Collection (15,764)', 'Aspen Public Library (10,583)', 'Available On Shelf (786)', and 'Available Online (15,085)'. The search results are sorted by 'Best Match' (6). The first result is 'Cooking for one' (7) by Kimberly Stevens, published by Cider Mill Press in 2018. The availability status is 'On Shelf' (7) at 'Main Branch 1 available' (7) with ID '641.5611 STE'. A 'Place Hold' button (8) is visible. The book cover (6) shows a bowl of spaghetti. A description (9) states: 'Cooking for One will show you that eating alone can be an enjoyable, redemptive endeavor--all you need are the right recipes, and a new perspective! With dozens of perfectly-sized, easy, healthy, and delicious recipes, you just may (10) you prefer dining alone!'. At the bottom, there are buttons for 'More Info', 'Add a Review', 'Add to list', and 'SHARE' with social media icons.

1. Enter search terms here
2. Dropdown menus offer more ways to target your search
3. Narrow your results with a variety of filters
4. Filter by popular formats
5. Toggle these to see what's on the shelf now, available online, or search all locations
6. Format
7. Availability
8. Place a hold or check out an item
9. Click here or on the title for more detailed information
10. Add this item to a list

# Getting Started: My Account

The screenshot shows the 'My Account' page of a library website. At the top, there is a navigation bar with 'ADVANCED SEARCH', 'RESOURCES', and 'KID ZONE'. A search bar is located below the navigation bar. The user's name 'SAM W.' is displayed in the top right corner. The main content area is titled 'My Account' and 'Account Summary'. It features four summary boxes: 'CHECKED OUT' (4), 'OVERDUE' (1), 'HOLDS' (3), and 'READY FOR PICKUP' (1). Below these is a 'Recommended for you' section with book covers for 'PETE GATO', 'THE BAD MOOD AND THE STICK', 'Pete the Cat and theitty Kitty Spider', and 'SPACE CAT ASTROPHIE'. A left sidebar contains a 'My Account' menu with various options like 'Checked Out Titles', 'Titles On Hold', 'Reading History', 'Fines and Messages', 'Titles You Rated', 'Account Settings', and 'Search History'. Numbered callouts (1-10) point to specific elements: 1. User name 'SAM W.', 2. Account menu icon, 3. 'Checked Out Titles' link, 4. 'Physical Materials' link with '1 Overdue' badge, 5. 'Titles You Rated' link with '1' badge, 6. 'Account Settings' link, 7. 'Search History' link, 8. 'My Lists' link, 9. 'Account Summary' title, and 10. 'Recommended for you' title.

1. Click your username at any time to access specific account pages
2. Use this menu to access My Account and other helpful links
3. View your checkouts and holds
4. View reading history (must be opted in)
5. See titles you've rated and recommendations based on your ratings
6. Edit your account settings
7. View your search history and saved searches
8. See your lists or create a new list
9. View your account status at a glance
10. Recommended titles based on your ratings

# Getting Started: Checkouts

**Checked Out Titles**

Central Library will be open today from 9:00 AM to 8:00 PM **1**

**2** All **2** Physical Materials **2** OverDrive **0**

Sort by Due Date Asc **3** Last Loaded 08:17 AM  Hide Covers

Select/Deselect All

**4**

**1) CatStronauts. Book 1, Mission moon**

Call Number CatStronauts  
Format Graphic Novel  
Rating **6**  
Due Jun 29, 2022

**5** [Renew](#)  
You Might Also Like

**2) Best practices. set priorities to get the right things done / Time management**

Author Hoover, John, 1952-  
Call Number 650.1 H  
Format Book  
Rating   
Due Jul 5, 2022  
Renewed 1 of 2 times **8**

[Renew](#)  
You Might Also Like **7**

**9** [Renew Selected Items](#) [Renew All](#) [Export to Excel](#)

1. See when your library is open today
2. Filter by material type
3. Sorting options
4. Select all or select individually
5. Renew eligible items
6. Rate a title or see your existing rating
7. View similar titles
8. See due date and renewals
9. Renew selected or renew all

# Getting Started: Holds

## Holds Ready For Pickup

These titles have arrived at the library or are available online for you to use.

Sort by Expiration Date

Sorting Options

Hide Covers



### 1) The Legend of Zelda : Hyrule Historia

Call Number 793.932 THO  
Format Book  
Pickup Location Main Library  
Available Now  
Pickup By Jun 21, 2022

Pickup By Date

While You Wait

## Pending Holds

These titles are currently checked out to other patrons. We will notify you when a title is available.

Sort by Position

Sorting Options



### 1) Cats

Author  
Format  
Pickup Location  
Status

Murray, Julie, 1969-  
Book  
Central Library  
Frozen

Hold Information

Cancel Hold

Thaw Hold

Change Pickup Loc.

While You Wait



### 2) Mermaids are real!

Author  
Format  
Pickup Location  
Status

Hatam, Holly,  
Book  
Forest Ave Library  
Pending

Hold Options

Cancel Hold

Freeze Hold

Change Pickup Loc.

While You Wait

Cancel Selected

Cancel All

Freeze Selected

Freeze All

Thaw Selected

Thaw All

Export to Excel

Manage pending holds in bulk

# Getting Started: Lists

**13) Apples never fall: a novel**

Author: Moriarty, Liane  
Series: Thorndike Press large print core  
Pub. Date: 2021.  
Language: English

Book On Shelf  
Show Edition View All Copies

View all Formats

The Delaney family love one another dearly - it's just that sometimes they want to know what their mother was missing, would you tell the police? Even the most obvious suspect has secrets. The dilemma facing the four grown Delaney siblings is the most obvious. The Delaneys are fixtures in the town. Stan and Joy, are the envy of all of their friends. They're killers on the tennis court. The Delaney family love one another dearly - it's just that sometimes they want to know what their mother was missing, would you tell the police? Even the most obvious suspect has secrets. The dilemma facing the four grown Delaney siblings is the most obvious. The Delaneys are fixtures in the town. Stan and Joy, are the envy of all of their friends. They're killers on the tennis court. The Delaney family love one another dearly - it's just that sometimes they want to know what their mother was missing, would you tell the police? Even the most obvious suspect has secrets. The dilemma facing the four grown Delaney siblings is the most obvious. The Delaneys are fixtures in the town. Stan and Joy, are the envy of all of their friends. They're killers on the tennis court.

More Info Add to list Group With SHARE

Click to add a title to a list

Create new List

List: Book Club 2022

Description:

Access: Private

Public lists can be shared with other people by copying the URL of the list or using the Email List button when viewing the list.

Close Create List

Give your list a title

Switch access to "Public" if you want to share

KODI L.

- Checked Out Titles
- Titles On Hold
- Reading History
- Fines and Messages
- Titles You Rated
- Recommended For You
- Lists**
- My Library Card
- My Preferences
- Contact Information

Click your username, then "Lists" to view all your lists

My Account

Titles You Rated 1

» Recommended For You

Account Settings

» My Preferences

» Contact Information

» Staff Settings

Search History

Masquerade

My Lists

Book Club 2022 (5)

My Favorites (5)

Create a New List

Import From Old Catalog

In user account, click "My Lists" to expand

Bring your lists from the old catalog to the new catalog