Highlight for a Library
Highlight item holdings at a specific library.

1. Choose a library from the Switch to another library... box at the top right of the catalog.
2. If you are highlighting for a library, the name of that library will appear at the top of the page to the right of the BCCLS logo.

Do a Quick Search
Run a quick search from the Catalog Home page.

1. Type a word or words in the Quick Library Search box.
2. If you want to limit your search, select an option from the Limit by box. For example, if you want to find only eBooks, select the eBooks option in the Limit by box.
3. Click Go. Alternatively, you can click Advanced Search for more options.

Do a Keyword Search
Search for titles containing specific words.

1. Click Search on the menu bar, and click Keyword in the Search menu.
2. Type the text to search for in the Keyword search box.
3. If you want to limit your search, select an option from the Limit by box. For example, if you want to find only eBooks, select the eBooks option in the Limit by box.
4. If you want to search for your text in a specific field, select the field in the Search by box. For example, if you know the title contains the word Yankee, enter Yankee in the Keyword Search box, and select Title in the Search by box.
5. Click More Advanced Search Options to further limit your search by library, date, etc.
6. Click Go to run your search.

Do a Browse Search
Browse the title, author, subject, or series index.

1. Select Search on the menu bar, and select Browse in the Search menu.
2. Select Title, Author, Subject, or Series from the Search for list.
3. Type the first few letters of the title, the author’s name, the subject, or the series name in the that begins with box.
4. Click Go.
The search results list displays the browse listings and the number of titles associated with each listing.
5. Click <<Previous 10 Listings or Next 10 Listings >> to see previous or subsequent sections of the index.
6. Click a listing to see a list of associated titles.

Work with Search Results
You can do the following actions from the search results list:

- Click a Sort option at the top or bottom of the page to sort your results.
- Click a page number or the arrow at the top or bottom of the page to move through the list.
- Click Availability to see availability information.
- Click Full Display to see detailed information.
- Click Add to My List to add the title to a list that you can save, print, or send by email.
- Click Place Request to request that the library obtain and hold the title for you to check out.

Request a Title
Request a title listed in your search results.

1. Search for the title you want to request.
2. Select the title in the search results, and click Place Request.
Alternatively, to request a specific volume or edition of a title, click Availability, and then click on the symbol to the left of the call number of the item you would like to request.
The log-in form appears.

**Please note that you need your password (previously your PIN) to request materials.
If you do not know your password, you can get a new password by visiting any BCCLS library with your library card.

3. Type your library card number (without spaces) or user name and password in the appropriate boxes, and click Log in.
The request form appears.

4. Select the name of the library where you want to pick up the item in the Pickup Library box.

5. If you want to activate your request at a future time, type the date in the Activation Date box. The request will be activated immediately if you do not change the activation date.

6. Click Submit Request.
If you are requesting a specific volume or edition of a title, a message may ask you to confirm that you want this specific copy. If you are requesting a specific volume or edition of the title, click This item only. If you do not need a specific volume or edition of the title you are requesting, click First available copy.

**Please note that you will need to present the card used to place the request when you pick up the requested copy.

**There is a limit of 25 total requests/holds at any given time.

7. A confirmation of your request should appear.
8. Please be sure to log out of your account if you are using a public computer.
Click Log Out at the side of the page or on the My Account menu to log out of your account.
Check and Update Your Account
Follow these steps to check your account and update your personal information.

1. Click My Account on the menu bar, and click My Record on the My Account menu.
2. Log in if necessary.
   The My Record page appears, and the side of the page displays a summary of your account information.
3. Click Contact Information to display your personal information.
4. Type or select the new information in the appropriate boxes.
5. Click Submit Change Request to submit the new information to the library.
6. Click Log Out at the side of the page or on the My Account menu to log out of your account.

View and Manage Your Requests
Follow these steps to view, suspend, or reactivate your requests.

1. Click My Account on the menu bar, and click Requests on the My Account menu.
2. Log in if necessary.
   The list of your current requests is displayed.
3. Select the check box by the title for each request that you want to suspend or reactivate.
4. Click Suspend/Reactivate Selected Requests, or click Suspend/Reactivate All Requests to suspend or reactivate all your requests.
5. The Suspend/Reactivate Hold Requests dialog box appears.
6. Type the date when suspended requests should be reactivated or type today’s date to reactivate an inactive request.
7. Click Submit.
8. To cancel one or more requests, do one of the following actions:
   - Select the check box by the title for each request that you want to cancel, and click Cancel Selected.
   - Click Cancel All to cancel all your requests.
9. Click Log Out at the side of the page or on the My Account menu to log out of your account.

Questions?
Please contact your library for additional assistance.

You can start your search from the BCCLS home page here:
www.bccls.org
…or you can access the new catalog directly by going to:
catalog.bccls.org