

Marshall District Library

Using the Online Catalog



Account Features

You are able to login to your library account from anywhere in the world, 24 hours a day, 7 days a week by visiting <https://catalog.yourmdl.org>.

Login to your account: The online catalog allows you to access many features and services. Click on **login** to access the login screen. Once you login to your account, you will be logged in until you click the **Log Out** link, located in the top right hand corner of the page. Be sure to log out when using a public terminal or shared computer workstation.

Name: Enter your first and/or last name.

Barcode: Enter the barcode number located on the reverse side of your library card.

Items Currently Checked Out: View items checked out to your account. In **My Record** you can also renew items and see how many items have been renewed.

Log Out | Return To Your Record | Start Over | Help

MARSHALL DISTRICT LIBRARY
EXPLORE · DISCOVER · GROW

You are logged into Marshall District Library as Michel, Jerry Kevin

Keyword Search
Limit search to available items

1 request (hold).
Help with Renewals
Help with Preferred Searches

Michel, Jerry Kevin
Expiration Date: 09-08-2018

Preferred Searches My Reading Library My Ratings

Sort by Due Date Renew All Renew Selected

1 ITEM CHECKED OUT					
RENEW	TITLE	Ratings	BARCODE	STATUS	CALL NUMBER
	The truth project [videorecording] / ColdWater Media in association with Focus on the Family.		37821002159222	DUE 01-02-18 DVD 248.4 Tru	

Sort by Due Date Renew All Renew Selected

Home | Help

Holds: View items you have placed on hold, or requested. It will also list how many other patrons are ahead of you in the hold queue. From this page you can cancel and freeze holds. Freezing holds keeps your name on the hold list, but prevents your hold from becoming active when you are unable to pick it up.

Log Out | Return To Your Record | Start Over | Help

MARSHALL DISTRICT LIBRARY
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You are logged into Marshall District Library as Michel, Jerry Kevin

Keyword Search
Limit search to available items

1 item currently checked out
Help with Renewals
Help with Preferred Searches

Michel, Jerry Kevin
Expiration Date: 09-08-2018

Preferred Searches My Reading Library My Ratings

Sort by Package Sort by Status Cancel All Update List

1 HOLD					
CANCEL	TITLE	Ratings	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY
	Interstellar [videorecording] / director, Christopher Nolan.		1 of 1 holds	Pickup Location Marshall District Library	06-27-18

Sort by Package Sort by Status Cancel All Update List

Home | Help



Unpaid Fines: This page shows you any fines that are on your account. It will also list why the fine was assessed.



My Ratings: If you browse through the catalog while logged into your patron record, you will be able to rate items. Simply search for an item that you have read, viewed or listened to, and click on the number of stars you think it deserves.

Please note, some of these buttons or options will only show up in your record if they are active. For instance, if you don't have any fines, the Unpaid Fines button will not show up in your record.

Searching

Perform keyword, title, author, subject, call # and ISBN searches.

Searching Tip: When searching by keyword, use quotation marks around your search words for more specific results.

Author/Title: searches can be helpful when you are looking for a specific title from an author who has written a large number of titles. Or if you know the author, but can only remember one word of the title.

Advanced Keyword Search: This feature allows you to combine the convenience of keyword searching with the power of limiting. For example, you can:

- **Limit by Material Type:** Search only for books, DVDs, or audio books that match your keywords.
- **Limit by Available Items:** Lists results of items currently available in the library.



Preferred Searches: If you have a favorite author or subject for which you often search when using the catalog, you can save the search as a Preferred Search. This will prevent you from having to type in the search each time and let you see what's new at MDL. You can save a Preferred Search to your account by following these steps:

1. Login to your account.
2. Click on the **Start Over** link in the top right corner.
3. Search for your favorite author, subject, title, etc. or create an advanced keyword search including limits to material type, language, publication year, etc.
4. When your results are displayed, click the button marked **Save as preferred search**.
5. The next time that you login to your Account, you can click the **Preferred Searches** button to see a list of your saved searches.
6. Click on **Search** displayed to the right of your preferred (saved) search to quickly execute your search.

More Features of My Record



Reading History: This feature allows you to automatically keep track of everything you check out at MDL. If you would like to keep track of your Reading History, you must first sign up for the feature. From your patron record, click on the **My Reading History** button.



Then click on the **Saving History: ON** button.



To cancel this feature, click on the **Saving History: OFF** button.

From the time you turn on **Saving History**, everything you borrow from the library will be listed on this page. You have the ability to delete any or all items from this list whenever you want. You are the only person who can access this information. MDL staff cannot see this information when they access your record.



Renewing Items: Click on **items currently checked out**. If you want to renew all items currently checked out, click on **Renew All**.



Renew selected: If you want to renew specific items, check the relevant boxes and then click on **Renew selected**. Items may be renewed up to three times. Reserved items may not be renewed.

Creating and Working with Book Carts

You do not need to be logged in to work with carts.

Adding Items: As you browse through the catalog, you can save items to a cart.



When you find an item that you want to add, click the **Save Records** or **Book Cart** button.



In Book Cart: You will notice that after you add an item to your list, the button for that item will now display as **In Book Cart** which acts as a toggle button to remove the item from the cart.



Viewing Your Cart: View your saved items by clicking on the **View Saved** button.



Exporting Saved Items: Clicking on this button allows you to choose how to export the items you have saved in your cart. You can either print the cart, send it to an email address, or save it to your computer or another storage device.



Return to List: This button returns you to the results list from your current search. Use this to return to the results list after viewing the details of an item record.

Placing Requests



Placing Requests (Holds): As you browse through the catalog you can place requests on eligible items (such as items currently checked out to another patron). When these items are returned to the MDL, they will be placed on reserve (on hold) for the next person in the queue. Requests may not be placed on available items (where the Status is Check Shelf). Patrons who wish to have available items held for them may contact the help desk.



Multiple Requests: Clicking on this button allows you to place a request or hold on multiple eligible items in your search results or Book Cart at one time.

Item Status

Check Shelf - The item is available in the library.

On Hold - The item is currently being held for a patron.

[Date] - A date represents the due date of an item checked out. You may place a request (hold) on a checked out item.

Missing - The item is missing and not available for checkout.

Damaged - The item is damaged and being evaluated for repair.

Collections

Adult - This is our general collection.

Juvenile - This collection is designed for infants through students in lower middle school grades.

Young Adult - This collection is designed for teenage patrons.

Key to Icons



Book



Audio Book



DVD



Music CD

Feedback

We want to hear from you!

MDL is very interested to hear what you think of the catalog. You can give us feedback in two ways:

1. Talk to a staff member. This is a great option if you also need help.
2. Submit a suggestion. There are handy links in the catalog just for submitting purchase suggestions or comments. You can also submit a print suggestion or comment at the help desk. All suggestions and comments are read by the library management team.

Be sure to log out when you are finished with your session.

The screenshot shows the Marshall District Library catalog interface. At the top left is the logo "MARSHALL DISTRICT LIBRARY" with the tagline "EXPLORE · DISCOVER · GROW". Below the logo are tabs for "Keyword", "Title", "Author", "Subject", "Call #", and "ISBN/ISSN". A search box is present with the instruction "Type the keyword(s) in the box below then press Enter or click the Submit button." and a "Sorted By:" dropdown. To the right of the search box is a "Submit" button. Further right is a box titled "Other Searches:" with links for "Advanced Search" and "Author and Title Search". At the top right, there are links: "Log Out | Return To Your Record | Start Over | Help". A red arrow points to the "Log Out" link. Below the search box, there is a section titled "Need Search Tips?" with a list of links: "My Record", "Suggest a purchase", "Comments", "Library Info", "Featured item lists", "Search", and "Help". At the bottom, there is a "Home | Help" link and a copyright notice "WebPAC PRO © Innovative Interfaces, Inc."

For additional tutorials, click **Help**.

This screenshot is identical to the one above, showing the Marshall District Library catalog interface. However, a red arrow points to the "Help" link in the "Need Search Tips?" section at the bottom right.