

# RENEWING ITEMS

Items may be renewed as long as your account is in good standing, there are no holds on the material, or you haven't already exceeded the renewal limit. Check with library staff for specific renewal periods.

- Login to your account
- Click on "My Account"
- Click on "items currently checked out"
- Click the box next to the item you want to renew and click on "Renew Marked"
- You will receive a message asking if you want to proceed. Click "Yes". The new due date will appear next to the title.

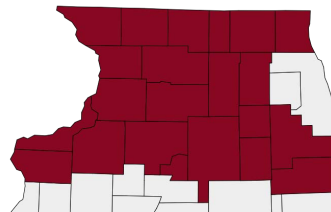
Phone Renewal System: 1-888-542-7259  
To use this service you will need your library barcode number and the library barcode of the book you would like to renew.

# HOLDS

If your library doesn't own a title you have the ability to place a hold on the title and receive it from another library.

- Login to your account
- Click on the "Request It" link.
- The pickup location will automatically default to your library; however, you may choose a different pickup location.
- Submit your request. You will be contacted when your item is ready for pickup.
- Cancelling holds—You may cancel your hold by simply clicking on the box next to the title and choose "Update List" or cancel all holds by using the "Cancel All" button.
- If you receive an error message please check with library staff.





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ACCESS MORE THAN 5 MILLION ITEMS  
FROM HOME OR THE LIBRARY THROUGH

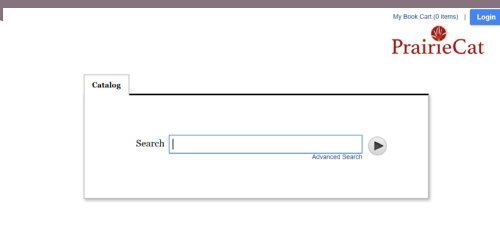
PRAIRIECAT'S ENCORE  
CATALOG



  
Connecting Libraries to Strengthen Communities

## QUICK TIPS

- Log in first, using your library card number.
- Your PIN number is the last 4 digits of your library barcode unless you have changed it.
- Encore will search all libraries unless you choose a specific library.
- If you are at a public computer in a library, don't forget to log out before you leave the computer.



## GETTING STARTED

### QUICK SEARCH:

- Type in your search word(s) - no punctuation or capitalization is necessary - then click on the arrow or press the enter key.
- If you have misspelled a word you will be presented with a "Did you mean" question with the correct spelling in a blue link.

### ADVANCED SEARCH:

- Use the Advanced Search to combine a keyword, title, author or subject.
- Further narrow your search by choosing a specific format, library, language, and/or publication year.

## RESULTS

- A search that results in a single hit will display the full bibliographic information for the title as well as the holdings.
- A search that results in multiple hits will display brief bibliographic information. You may click on the + sign next to items to display the libraries that own the title and the shelf status. Click on the title to display the full bibliographic information. NOTE: In the brief display an icon appears to the left of the title indicating format.

## FACETS

Once the brief records display, you have the opportunity to refine your results using the facets to the left of the brief results. Further refine your results by:

### AVAILABILITY

Records that have copies available

### FORMAT

Select the format you are interested in such as book, audio book on CD, large print, DVD, etc.

### LIBRARIES

Choose your library or a group of libraries in a geographic area

### FOUND IN

Choose the field that should contain your search criteria

### PUBLISH DATE

Choose the year the item was published

### LANGUAGE

Choose the language of the material

### TAG

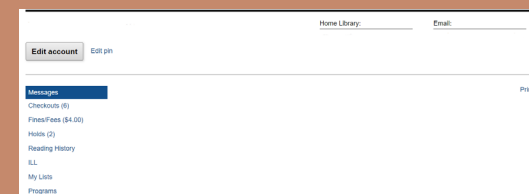
Refine your results based on patron initiated tags

### SETTING

Refine your results based on the geographic area the title covers

## MY ACCOUNT

The My Account feature allows you a real time look at the items you currently have checked out, on hold, can renew, etc. In order to access My Account you must first Login using your library card number and PIN number.



### MESSAGES

Will display a message from the library if there is one in your account, such as you need to update your contact information.

### CHECKOUTS

View the items currently checked out and their due dates

### FINES/FEES

View any money owed and make an online payment

### HOLDS

Allows you to view the items you have on hold and if they are available for pickup.

### READING HISTORY

If you opt in, Encore will retain information on the titles you have checked out and returned. You may sort by title and author.

### ILL

Consult your library to determine if they use this feature.

### EDIT ACCOUNT

Allows you to add an Alternate ID, change your email or phone number, and opt into text alerts for notifications (message & data charges may apply.)

### EDIT PIN

Change your PIN number

### MY LISTS

View and manage lists you store in your account.