
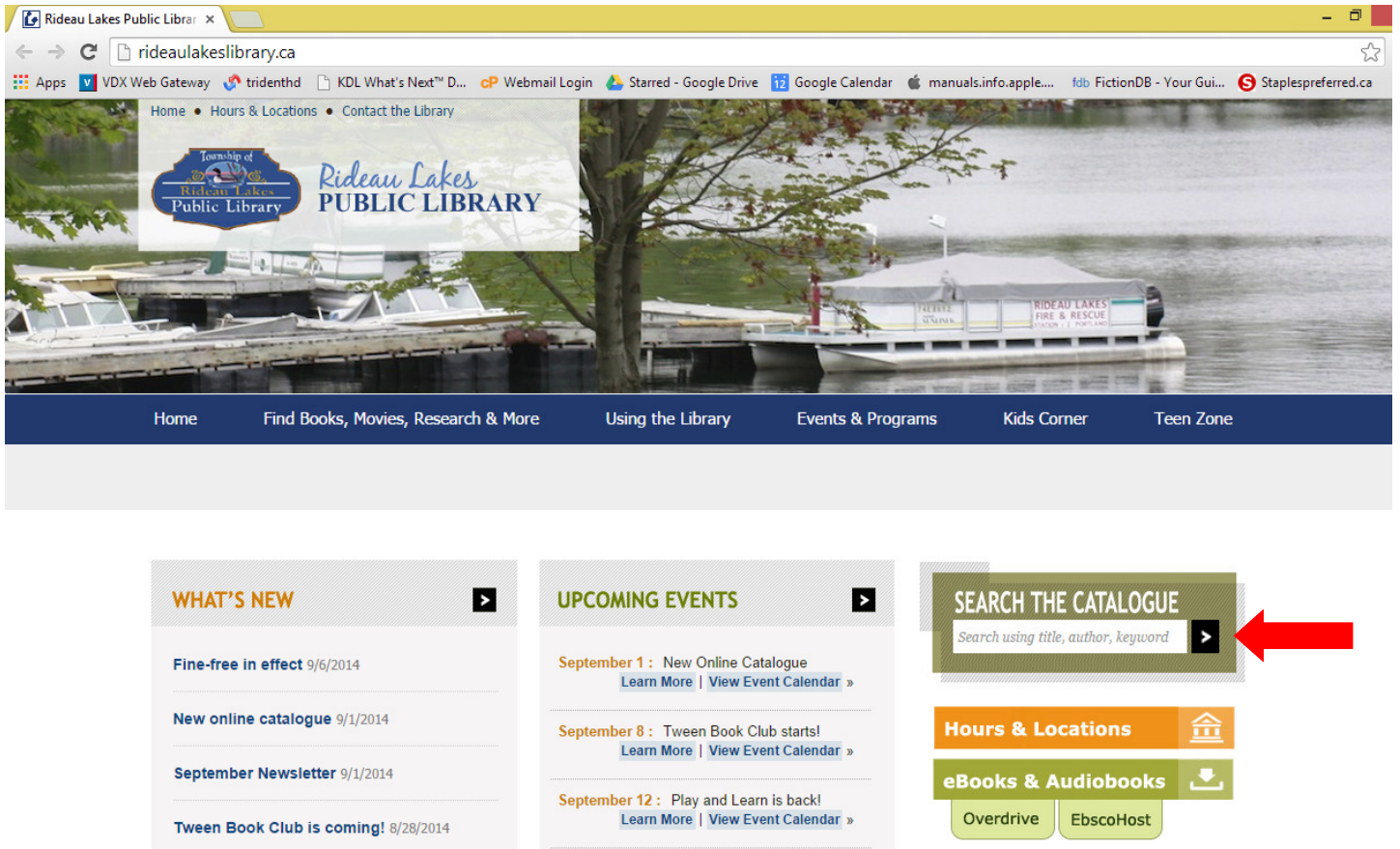


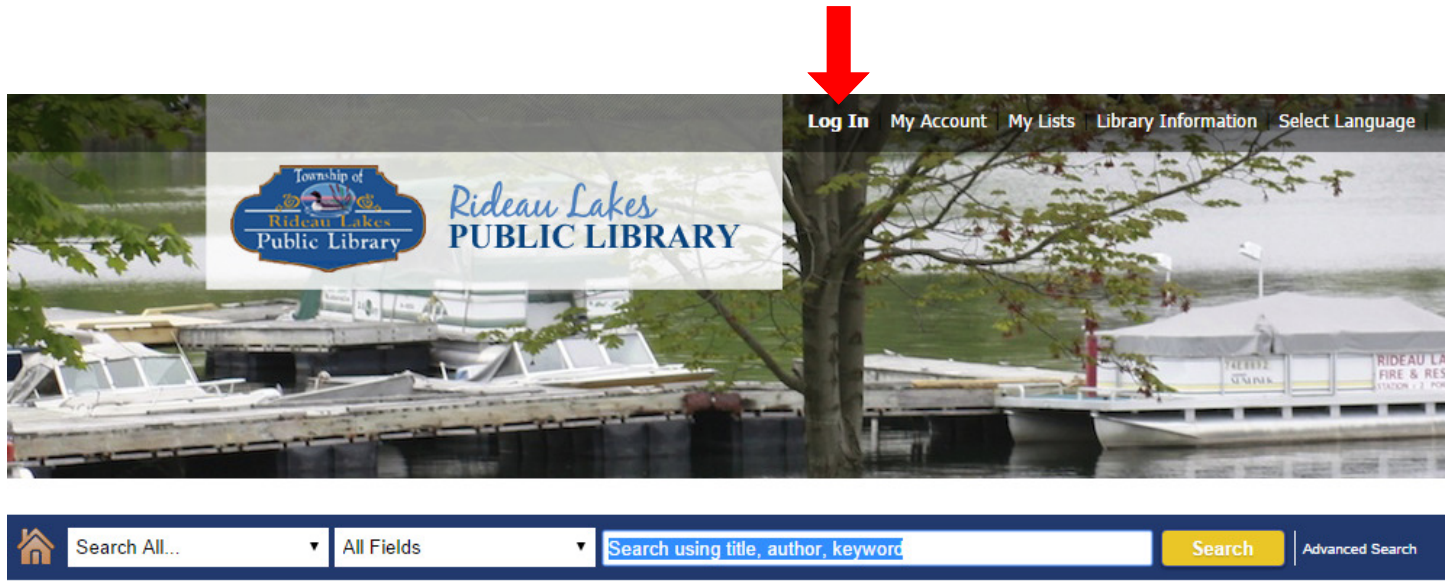
HOW TO SEARCH THE NEW ONLINE CATALOGUE

Step 1: Go to www.rideaulakeslibrary.ca

Step 2: Click 

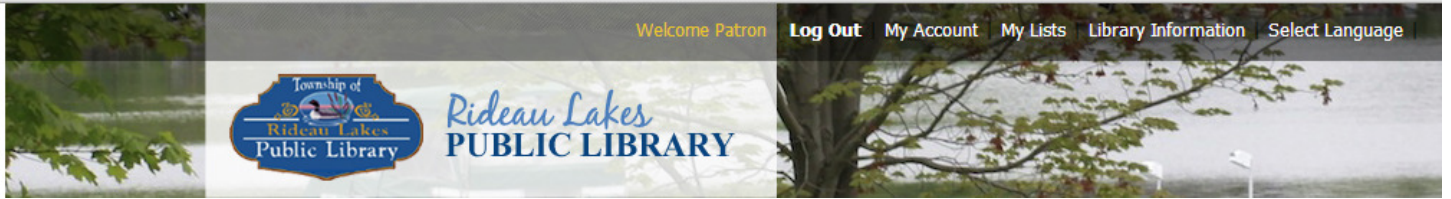


When you click on the arrow, the following screen will appear. To sign in click **Log In**



This search returned no results.

Once you are logged in your name will appear in yellow ↓.



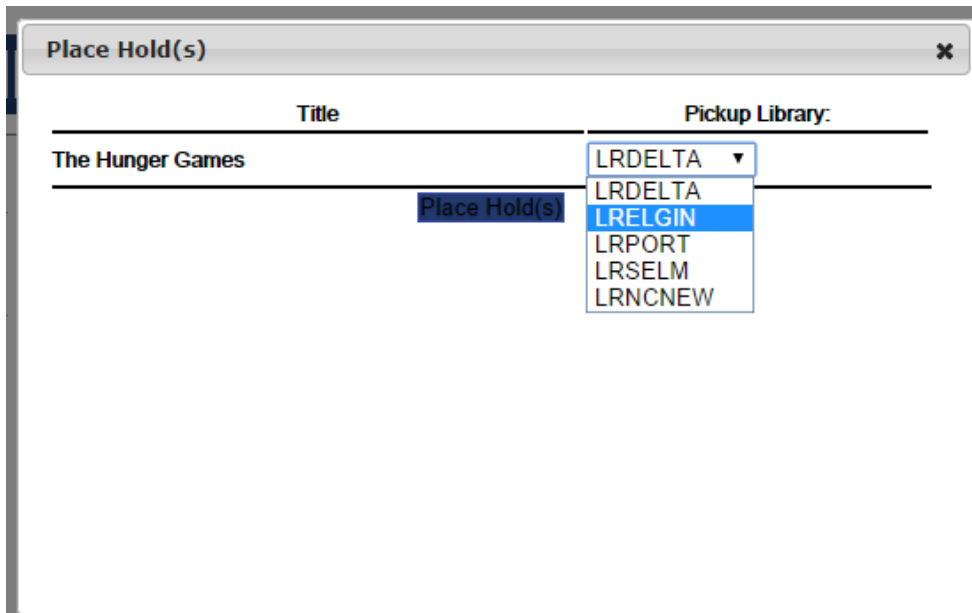
Searching the Catalogue & Placing a Hold

Select the specific field. In this example we will search by title. Click

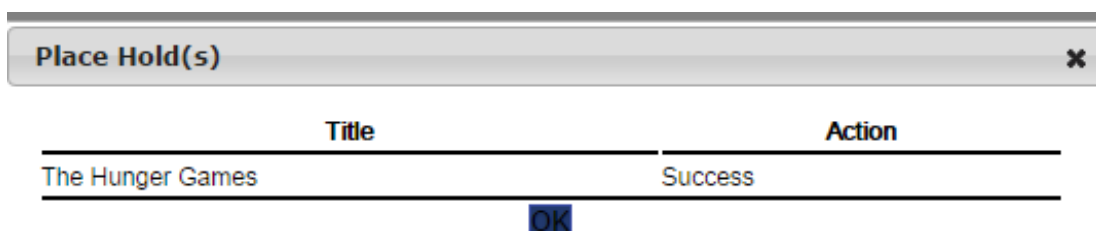
Search



After clicking **Place Hold**, you are given the option to pick the branch you want to pick-up your item. Select your Pickup Library, then click **Place Hold**.



Yay! We have placed a hold. Click **OK**.



My Account: Here you can see your personal information, change your PIN, see what you have checked out, renew your items, check on your hold status, and display any fines/bills.

The dashboard includes a search bar at the top with 'Search All...' and 'All Fields' dropdowns, and a 'Search' button. Below are tabs for 'Personal Information', 'Checkouts', 'Holds', and 'Fines'. The 'Personal Information' section shows a patron's address: 26 Halladay St., Elgin, ON, K0G 1E0, with phone 613-359-5315 and email elgin@rideaulakeslibrary.ca. On the right, a summary shows 'Your status: OVERDUE', 'Checkouts' (Digital: 0, Library: 2, Total: 2), 'Holds' (Digital: 0, Library: 1, Total: 1), and 'Fines' (Total due: \$2.00).

Checkouts. To renew an item, you simply check the box next to the book or Select All and click **Renew**. The system will inform you if you were successful and keep track of your renewals (limit of 3).

Renew

The 'Checkouts' section shows 'Total Items Checked Out: 2' and 'Items Overdue: 0'. A table lists items with checkboxes for selection and a 'Renew' button. The first item is 'Private London' by James Patterson, with 1 renewal and a due date of 9/25/14. A green message says 'Checkout(s) successfully renewed.' The second item is 'Rise and shine : a novel' by Anna Quindlen, with 0 renewals and a due date of 9/25/14.

Holds. You can see your list of holds, cancel hold(s), edit pick-up location and see your place in line.

The 'Holds' section shows 'Items on Hold: 1' and 'Ready for Pickup: 0'. A table lists holds with columns for Title/Author, Status, Pickup at, Expires, and Place in queue. One hold is shown for 'Neighbors [Digital video recording]' with a status of 'Pending', pickup at 'RL-Elgin', and a place in queue of 6. Action buttons include 'Cancel Hold(s)', 'Edit Pickup Location(s)', 'Suspend Hold(s)', and 'Cancel Hold Suspension(s)'.

Fines. Here you can see the total of your fines/bills.

Note: You will no longer be charged overdue fines except on New 3-Day DVDs and Inter-Library Loans.

The 'Fines' section shows 'Current Fines/Blocks' with a note: 'Note: Minimum online payment is \$3.00'. A table lists fines with columns for Title/Explanation, Reason, and Amount. One fine is listed: 'Black & white prints' with an amount of \$2.00. A 'Total Due' of \$2.00 is shown at the bottom.