

## Do a Quick Search

Follow these steps to do a quick search of your library's catalog from the Monarch Catalog portal page.

1. Type a word or words in the Quick Library Search box. Click Enter.
2. If you want to limit the search to a specific format, select the material type in the Limit by box. For example, if you want to find only DVDs, select DVD in the Limit by box.
3. Click Go.

## Do a Keyword Search

Follow these steps to find 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 for box.
3. If you want to limit the search to a specific format, select a material type in the Limit by box. For example, if you want to find only DVDs, select DVD 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*, you enter Yankee in the Keyword Search for box, and select Title in the Search by box.
5. Click Go.

## Do a Browse Search

Follow these steps to 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 in the title, the author's name (last, first), 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 Find It to see availability information.
- Click Details to see detailed information.
- Click Add to My List to add the title to a list that you can save, print, or send by e-mail.
- Click Request It to request that the library obtain and hold the title for you to check out.

## Request a Title

Follow these steps to request any copy of 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 Request It.  
  
The log-in form appears.
3. Type your barcode number (library account number) 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.
7. Click Return to search results.

## Check Your Account

Follow these steps to check your account.

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.

## 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.
3. The list of your current requests is displayed.
4. Select the check box by the title for each request that you want to suspend or reactivate.
5. Click Suspend/Reactivate Selected Requests, or click Suspend/Reactivate All Requests to suspend or reactivate all your requests.
6. The Suspend/Reactivate Hold Requests dialog box appears.
7. Type the date when suspended requests should be reactivated or type today's date to reactivate an inactive request.
8. Click Submit.
9. 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.
10. Click Log Out at the side of the page or on the My Account menu to log out of your account.

## Renew Items Out

Follow these steps to renew the items you have checked out.

1. Click My Account on the menu bar, and click Items Out on the My Account menu.
2. Log in if necessary.

The Items Out list displays information about the items you have currently checked out.
3. To renew one or more items, do the following actions:
  - Select the check box by the title for each item that you want to renew, and click Renew selected items. (If an item cannot be renewed, there is no check box for the item.)
  - Click Renew all items to renew all the items.

A message tells you which items have been renewed, and whether any renewals have been blocked.
4. Click Log Out at the side of the page or on the My Account menu to log out of your account.



## Monarch Catalog Quick Start Guide

[www.monarchcatalog.org](http://www.monarchcatalog.org)

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