

- To use this guide, you first must log into your patron account. For instructions on how to do this, please consult the WPL Tech Help guide "Logging Into Your Account".
- To search the catalog, click in the area next to "Search" (a) and enter your terms. The default search type is "Keyword" – to search by Title/Author/Subject, use the dropdown box at (b). You can search for items of only one format by using the dropdown box at (c). Once everything is ready, click the "Search" button (d).

WYOMISSING	John Patron   Messages My Account My Lists Logout
UBLIC UBRARY	2 Checked Out   1 On Hold   Ready for Pickup   \$0.00 Charges
Start Over Access PA POWER Library Library Home Page Kid's Catalog	
Search the Catalog Advanced Search Browse the Catalog	Go
Search: Type: Keyword D - Format: All Formats C - Library: Wyomissing Publ	lic I v Search All Libraries
Account Summary Messages Items Checked Out Polds Account Pl All Formats	
Account Summary Keyword All Music Audiocassette music recording Title Blu-ray	
Account Expiration Date Journal Title Braille Braille Cassette audiobook	
Items Currently Checked out (2) Items Conversion CD Audiobook CD Audiobok CD Audiobook CD Audiobook CD Audiobook CD Audiobook CD Audiob	
Items Currently on Hold (1) Items Currently on Hold (1) E-audio	
Items ready for pickup (0) Items ready for pickup (0) E-video Equipment, games, toys Kit	
Large Print Book	
Map Microform	
Music Score	
Phonograph music recording 👻	

- 2. To search by more than one field, click "Advanced Search" in the previous image. This will let you search by Title keyword and Author name, or any other combination of fields.
- 3. The search results screen will give basic information about each item -- click the titles (a) for full details. To place a hold request for one of the results, click the relevant "Place Hold" link (b)

Another Search	Advanced Sea	h Sort by Sort by Relevance V Show More Details Limit to Available Items Group	Formats and Editions
Search Results	Results 1 - 2	2 (page 1 of 1)	
Personal Author		Horton hears a Who!	Add to my list
Seuss Dr	(2)	Book ([1954])	
Topic Subject	More	Popularity: 3.5 / 5.0 Call number: JP SEU 0 of 1 copy available at Wyomissing Public Library.	
Elephants	(2)	Or 1 copy available at wyomissing.	
Accelerated Reade	(2) er - 3.8 (1)	Seuss, Dr. Book ([1968])	Add to my list
Animals	(1)	Popularity: 2.0 / 5.0	
Belief and doubt	(1)	Call number: JP SEU 0 of 1 copy available at Wyomissing Public Library.	
Genre	More	0 of 1 copy available at Wyomissing.	

4. At the following screen, verify that all of the details are correct, then click the "Submit" button.

Place Hold
Horton hears a Who! / by Dr. Seuss.
Advanced Hold Options
Pickup location: Wyomissing Public Library
Notify when hold is ready for pickup?
See Yes, by Email
No configured Email address. See "My Account" for setting your Email address.
Yes, by Phone
Phone Number: 610-345-6789
Yes, by Text Messaging
Mobile carrier: Please select your mobile carrier   Note: carrier charges may apply
Mobile number: Hint: use the full 10 digits of your phone #, no spaces, no dashes
Suspend this hold? 0
Ves <u>Set activation date</u>
Submit Cancel

5. To view your current holds, log into your patron account, and then click the "Holds" tab.

WYOMISSING PUBLIC LIBRARY				
Start Over Access PA POWER L	ibrary Library Home Page	Kid's Catalog		
Search the Catalog Ad	vanced Search Brow	vse the Catalog		
Search:	Type: Keyword	✓ Format: All Formats	✓ Library:	Wyomissing P
[Refine My Original Search]				
Account Summary Messages	Items Checked Out	Holds Account Preferences	My Lists	
Account Summary				
Account Expiration Date	03/09/20	041		- 1
Items Currently Checked out (2)	Items Currently Checked out	<u>(2)</u>		- 1
Items Currently on Hold (2)	Items Currently on Hold	<u>(2)</u>		- 1
Items ready for pickup (0)	Items ready for pickup	<u>(0)</u>		- 1

6. To suspend or cancel a hold, start by clicking the checkbox at the start of the row (a). Then, click the "Actions for Selected Holds" dropdown (b) and choose an action. Finally, click the "Go" button (c).

Image: Start Over       Access PA       POWER Library       Library Home Page       Kid's Catalog         Search the Catalog       Advanced Search       Browse the Catalog         Search:       Type:       Type: Keyword       Format: All Formats       Library:       Wyomissing P         [ Refine My.Original Search ]         Account Summary       Messages       Items Checked Out       Holds       Account Preferences       My Lists         Items on Hold       Holds History       Current Items on Hold       Go       Show all holds   Show only available holds         Actions for selected holds -       Go       Show all holds   Show only available holds       Notes	Checked Out
Start Over       Access PA       POWER Library       Library Home Page       Kid's Catalog         Search the Catalog       Advanced Search       Browse the Catalog         Search:       Type:       Keyword       Format:       All Formats       Library:       Wyomissing P         [ Refine My Original Search ]       Type:       Keyword       Format:       All Formats       Library:       Wyomissing P         Account Summary       Messages       Items Checked Out       Holds       Account Preferences       My Lists         Items on Hold       Holds History       C       Current Items on Hold       Go       Show all holds   Show only available holds         Actions for selected holds        Go       Show all holds   Show only available holds       Notes	ublic I 🗸 Search
Search the Catalog Advanced Search Browse the Catalog     Search: Type: Type:     Type: Keyword Format:   All Formats   All Formats Library:   Wyomissing P   [Refine My. Original Search]   Account Summary Messages   Items Checked Out   Holds Account Preferences   My Lists   Items on Hold Holds History   Current Items on Hold   - Actions for selected holds  Go   Show all holds   Show only available holds   Title Author   Format Pickup Location   Cancel if not filled by Status Notes	ublic I
Search: Type: Keyword   [Refine My Original Search]     Account Summary   Messages   Items On Hold   Holds   Account Summary     Messages   Items on Hold   Holds   Actions for selected holds     O   Show all holds   Show only available holds     Title   Author   Format   Pickup Location   Cancel if not filled by   Status   Notes	ublic I 🗸 Search
Account Summary       Messages       Items Checked Out       Holds       Account Preferences       My Lists         Items on Hold       Holds History       C         Current Items on Hold       C         - Actions for selected holds v       Go       Show all holds   Show only available holds         Item       Author       Format       Pickup Location       Cancel if not filled by       Status       Notes	
Items on Hold       Holds History         Current Items on Hold       C         Actions for selected holds        Go       Show all holds   Show only available holds         Image: Title       Author       Format       Pickup Location       Cancel if not filled by       Status       Notes	
Current Items on Hold  Actions for selected holds Coordinate	
Actions for selected holds      Go      Show all holds   Show only available holds     Title     Author Format Pickup Location Cancel if not filled by Status Notes	
Title Author Format Pickup Location Cancel if not filled by Status Notes	
The cat in the That Seuss, Dr. Wyomissing Public Library 06/10/2021 Waiting for copy	Edit
Horton hears a Who Seuss, Dr. Wyomissing Public Library 06/12/2021 Waiting for copy	Edit
Actions for selected holds	
Suspend	
Activate	
Cancel	

If you have problems with searching or holds, please contact one of our librarians for help. You can reach us at (610) 374-2385 or <u>circulation@wyopublib.org</u>