

How to use Polaris TracPac Catalog at www.tracpac.ab.ca

Logging In and Out

To use some features, you identify yourself by login in. To log in, click **Log In** at the top left of the page and then type in your full library card number with no spaces and your password (the last four digits of your phone number).

Important: Always **Log Out** to protect your privacy. If you are using the online catalog in the Library, do not leave your personal information on the screen. Click at top left of the page to **Log Out**.

Searching

Searching for books and other materials can be as simple or as sophisticated as you wish. You can simply type a word or phrase and click **Go**, or you can search by Author, Title, Location, Format, or other characteristics and combine search terms.

Recommended - Keyword search

Follow these steps to find titles containing your text in any field, or in a selected field, of the Library Catalog.

First - choose Hinton Library

Before proceeding, be sure to choose "Hinton Municipal Library" from the drop-down menu in the upper right corner called "Switch to another branch".

Also - to see Hinton books first

- Click on "Open Search Options" in the middle of the screen
- under "Libraries", choose "Hinton: (again)"
- then click on "Set Search Options"

Then ...

1. Click **Search** on the menu bar, and click **Keyword** in the Search submenu.

Next, you can leave the **Search by** menu at "Any Field" or change it to "title", "Author", etc.

2. If you want to find only a certain kind of material, click the arrow symbol in the **Limit by** box, and select an option from the list. **Example:** if you want to find only DVDs, select **DVD** or **Large Print** or "Audio-book", etc.

3. Click on **Go** button & list of that title will come up - look at the "Local Availability" line & if it says "1 of 1" - then that item is on the shelf in Hinton. If it says "0 of 1" - then the Hinton item is out, but you can place a Hold Request on it. "0 of 0" means that Hinton doesn't have that item.

To do the same search looking in all libraries in TracPac system

- Click on "Options have been set - Change" in the middle of the screen
- under "Libraries", choose "All"
- then click on "Set Search Options"

Placing a Hold Request

1. Navigate the search results list to the title you want.
2. **TIP** - look for the title record that has "Local Availability" (indicated by "X (of 1)" - if you click on the "Place Request" button & choose a Hinton book, you will receive it more quickly.

*****If the "Local Availability" says "1 of 1" - then come down to the Library & get that book off the shelf - no waiting necessary!**

View & Renew Checked-out Items

1. If you are **Logged in**, click **Patron Account** on the menu bar.
2. Click **Items Out** on the Patron Account submenu to display the list of your current Checked-out items.
3. To view details about an item, click "I" icon next to the item you want to view.
4. Click **Back** to return to the Items Out page.
5. To renew one or more items, do one of the following actions:
 - Select the check box by the title for each request that you want to renew, and click **Renew selected items** OR click **Renew all items** to renew all the items.

To view and/or Inactivate or Reactivate Hold Requests

1. Click **Requests** on the Patron Account submenu - you will see a list of all Holds Requests with status
2. If the item status does NOT say "Shipped" but it says "Active" you can click in the box at the left-hand side of the record & then choose to "Cancel", "Suspend" or "Reactivate" hold requests.

Check your Fines & Fees

1. If you are **Logged In**, click **Patron Account** on the menu bar.
2. Click **Fines & Fees** on the Patron Account submenu to display the list of your charges.
3. Click **Back** arrow to return in the Fines & Fees display.
4. Click **My Record** in the Patron Account submenu to return to the My Record page, or click **Log Out** to quit Patron Access functions and protect your privacy.

New Books List

When in "Search", click on "Browse" button - then click on "New Books"

Don't forget to Log Out!!! to end your session