

Searching PowerPAC

To do a Keyword Search

A keyword search looks for matches for the text you type in. You can limit the search by selecting Title, Author, Subject, etc. To do a keyword search:

1. Click on **Search**.
2. Click on **Keyword**.
3. Type in the word or words that pertain to your search.
4. Any Field is the default. Click on the down arrow next to Search by: to choose another option, such as Title.
5. Click on **Go!** or press Enter.
6. Click on Next 10 Titles to view more results, if necessary.

A Browse Search looks for the word(s) you typed in and brings up a list of results that begin with similar word(s). Title is the default, but you can also search by Author, Subject, Series, or Call Number. Use this method as you would a Keyword search.

Example: to search for dvds

1. Click on the down arrow next to Currently logged into and select a library branch.
2. Type dvd in the Browse search window.
3. Click on the down arrow next to Search by and select Call number.
4. Press Enter or click on Go!

To See if an Item is Available

1. Click on **Availability** under the title information to see which library holds the book and whether or not it's available.

For More Details About an Item, click on **Detailed Information**.

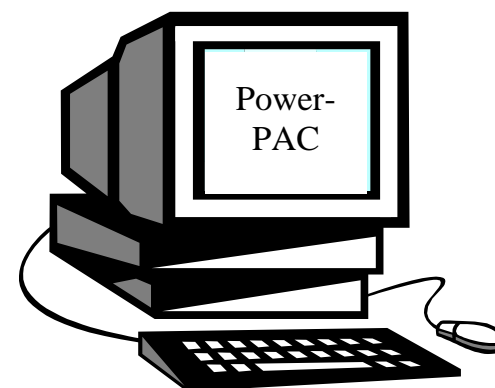
To Place a Hold Request on a Book

1. Click on the **Place Request** link under the title information.
2. Click in the Barcode Number window and type in your barcode number.
3. Click in the Password window and type in your password (last four digits of your Social Security number, unless you've changed it).
4. Click on the down arrow next to the Pickup window and select the library branch where you'd like to pick up the book.
5. Click on **Submit Request**.

Boone County Public Library's
Web address is:
www.bcpl.org

05-06-04

Using Polaris PowerPAC



Boone County
Public Library
www.bcpl.org

Accessing your Patron Account

Your library account shows your registration data, reserve requests, items you have checked out, and fines and fees you owe. You can change your registration information or password, place holds on books, and renew items.

To begin, log on to the BCPL Web page — **www.bcpl.org** and click on **Library Catalog**



To Log On To Your Account

1. Click on **Patron Account**.
2. Click in the Barcode Number window and type your library card number.
3. Click in the Password window and type your password. (Your password will be the last 4-digits of your Social Security number, until you change it).
4. Click on **Log On**.



Check Your Fines and Fees

1. Log on to your account.
2. Click on **Fines and Fees**.
3. Click on **Log Off** when finished.

Change Your Password

1. Log on to your account.
2. Click on **Change Password**
3. Type your current password in the Old Password window.
4. Type your new password in the New Password Window. You can use 4 to 16 characters (letters or numbers).
5. Type your new password again in the Verification window.
6. Click on **Submit**.
7. Click on **Log Off** when finished.



View and Renew Items Out

1. Log on to your account.
2. Click on **Items Out**.
3. To renew all items, click on **Renew All Items**.
To renew a single item, click in the box next to the item and click on **Renew Selected Items**.
DVDs, videos, software, and items that are on reserve cannot be renewed.
4. Click on **Log Off** when finished.

View or Cancel a Hold Request

1. Log on to your account.
2. Click on **Requests**. A list of your hold requests will appear.
3. To cancel a hold request, click on the box next to the item, and click on **Cancel Selected Holds**.
To cancel all requests, click on **Cancel All Holds**.
4. Click on **Log Off** when finished.



View or Change Registration

1. Log on to your account.
2. Click on **Change Account Information**.
3. Click in the appropriate windows and type in the new information.
4. Click on **Submit Change Request**.
5. Click on **Back** or **Log Off** when finished.