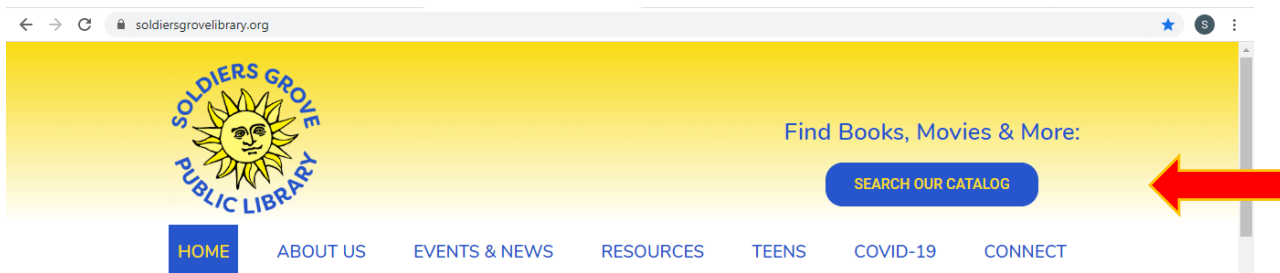


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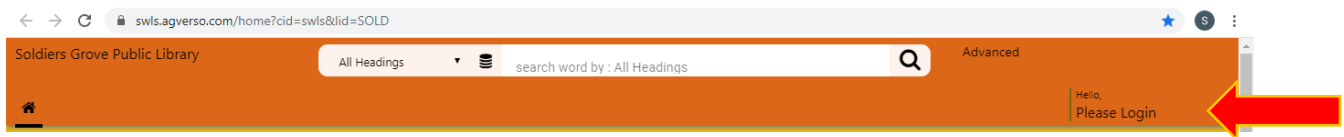
How to search for Books, DVDs, Audio Books, and Magazines

The inter-library loan van deliveries are being suspended during this time. To assist you in navigating our items, this tutorial will help you find what's available at the Soldiers Grove Public Library, and will show you how to place something on hold so you can come pick it up. Follow the red arrows on the screen shots below.

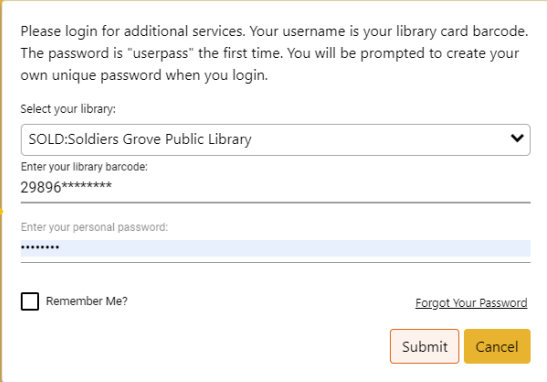
To get into the catalog, click on "SEARCH OUR CATALOG":



Next you will see the "Please Login" prompt to the top right side of the screen:



Next, you will enter the 14-digit barcode number and the personal password. The barcode number is on the back of your library card. The first time you log onto your account you will be asked to enter 'usperpass' (all lowercase) as your password, and then you will create your own password. Once you're logged on you can start searching and place holds on items. Please email sglibrarystaff@swls.org if you have forgotten your bar code or password.



Please login for additional services. Your username is your library card barcode. The password is "userpass" the first time. You will be prompted to create your own unique password when you login.

Select your library:
SOLD:Soldiers Grove Public Library

Enter your library barcode:
29896*****

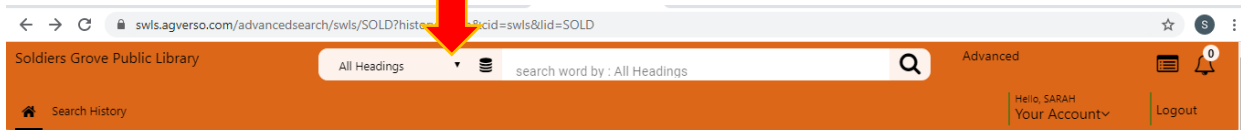
Enter your personal password:

☐ Remember Me? [Forgot Your Password](#)

A red arrow points to the library selection dropdown, and another red arrow points to the Submit button.

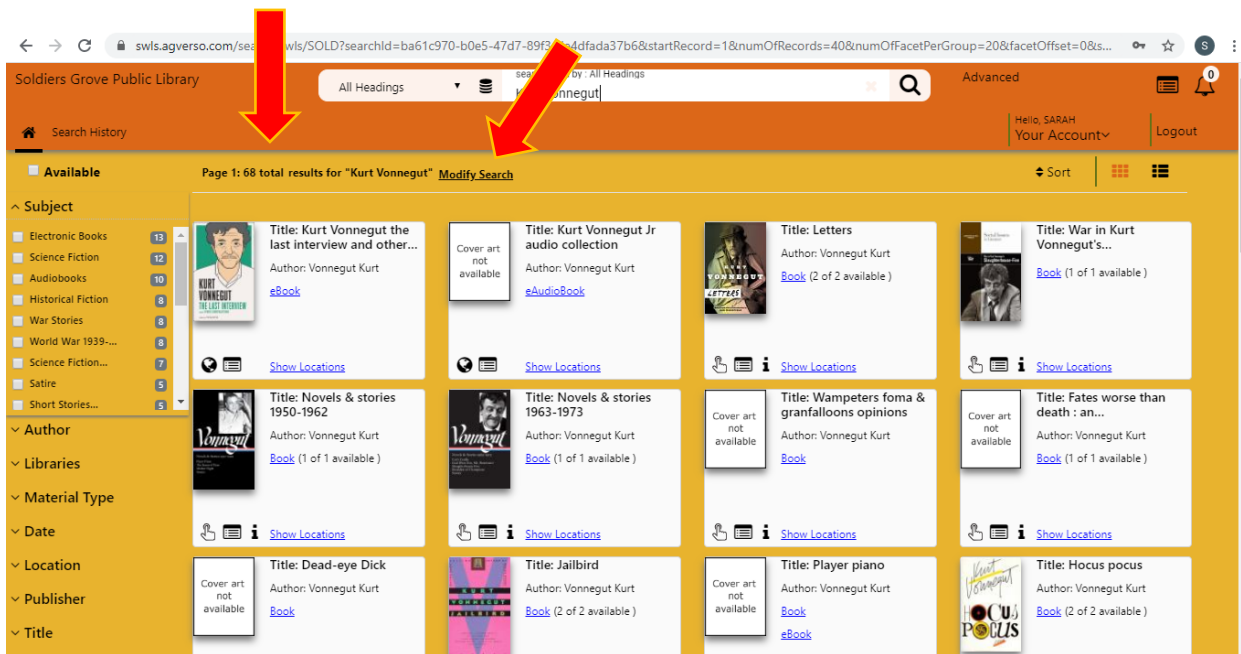
The following instructions will help you find what's available at the Soldiers Grove Public Library. Since we aren't offering inter-library loans at this time, the holds you place should only be for items owned by us. First we'll show you how to look for specific titles, authors and subjects. Secondly, we'll show you how to browse through different collections and sort the results.

1. To search by title, author or subject: Enter the name of book or DVD, an author's name (e.g., Vonnegut, Kurt) or a subject in the search field at the top of the page:



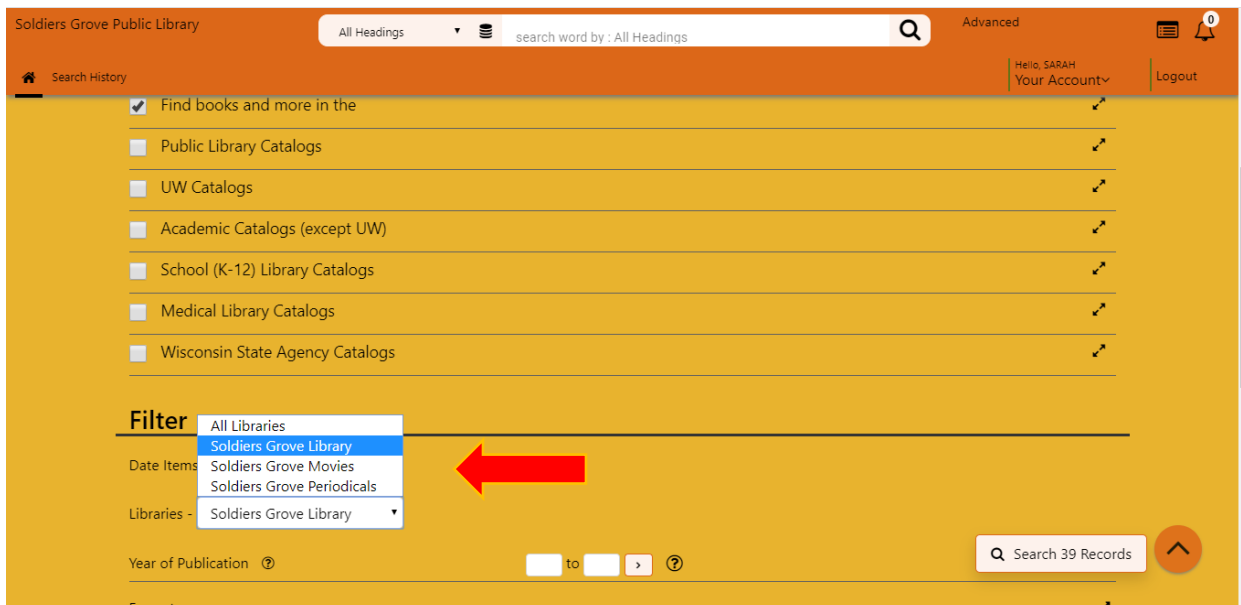
A screenshot of the library's search interface. A red arrow points to the search field. The interface includes a search bar with a dropdown menu set to "All Headings", a search button, and a "search word by : All Headings" label. The page header shows "Soldiers Grove Public Library" and "Advanced" search options. The footer includes "Search History", "Hello, SARAH Your Account", and "Logout".

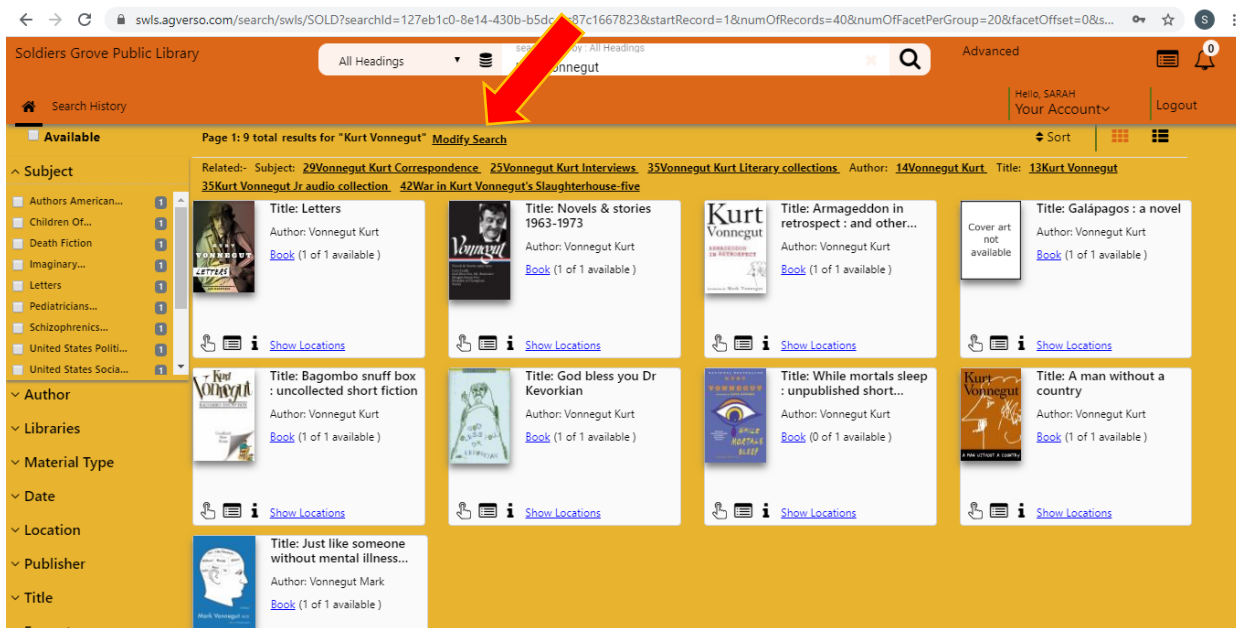
If you were to search for books by Kurt Vonnegut, you would get a list of all books within the Southwest Library System. To narrow your search to just what is located at Soldiers Grove Library, click Modify Search.



Now you're on the Advanced Search page. Scroll down to 'Filters.' The second drop-down menu under Filters is 'Libraries.' Click the arrow to show the options:

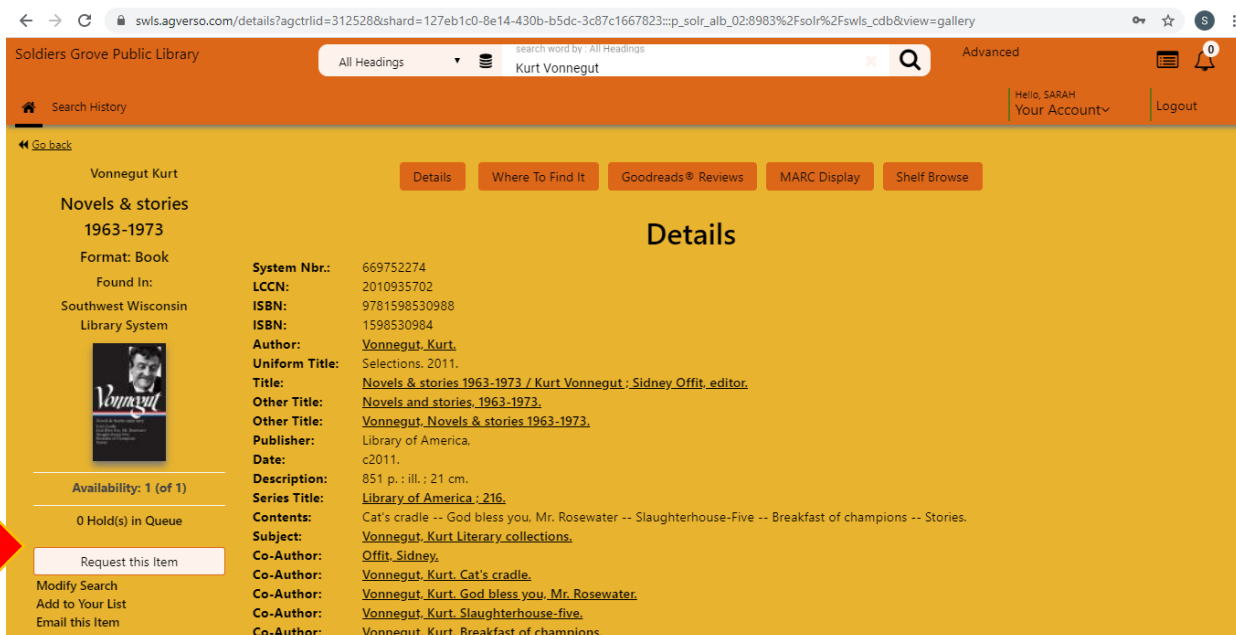
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The new results will show only what we have at the Soldiers Grove Library. If a record says '(1 of 1 available)' it is available to be checked out; if it says '(0 of 1 available)' it is checked out already and you may have to wait longer to check it out yourself.

When you find something you'd like to reserve, click on the image of the book or DVD or click the blue text reading 'Book', 'DVD', or 'Audio Book' :



On the left side of the screen click 'Request this Item.' Make sure the Pickup location is Soldiers Grove Public Library and click 'Place Hold' in the lower RH corner. Give us a call at (608) 624-5815 and we'll schedule a time for you to pick them up.

Novels & stories 1963-1973 / Vonnegut, Kurt.

Pickup Location: **Soldiers Grove Public Library Pickup**

Not Needed Before Date:

Cancel if Not Filled by:

Notes:

☒ Reserve Any Items

Specific Item	Location	Call Number	Barcode	Status
	Soldiers Grove Public Library	Von	39896013006925	Available

Place Hold **Cancel** **Clear**

2. To browse different sections of the Soldiers Grove Public Library:

At the top of the screen select 'Advanced':

Soldiers Grove Public Library

All Headings search word by : All Headings

Advanced

Search History

Hello, SARAH
Your Account Logout

Now you're on the Advance Search page. Scroll down to 'Filters' and click the drop-down menu next to 'Libraries'

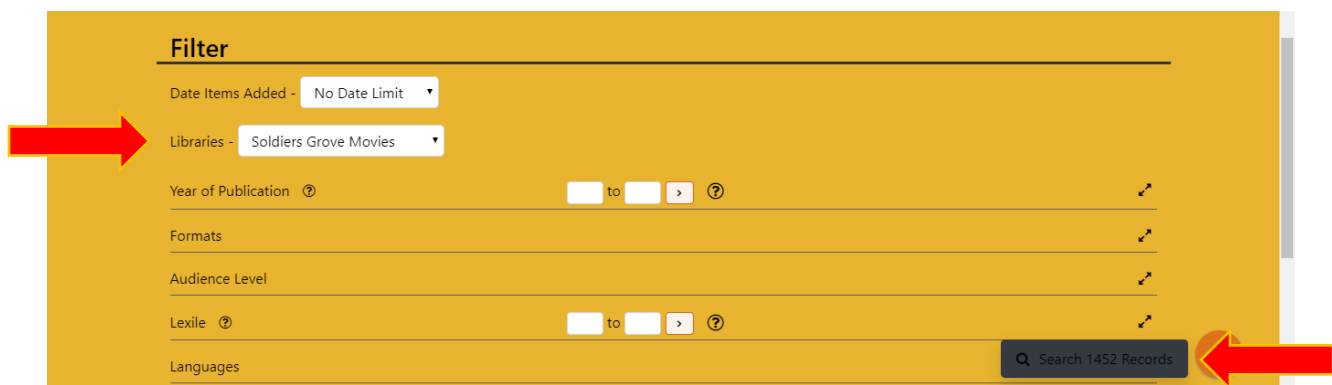
Filter

Date Items Added - **No Date Limit**

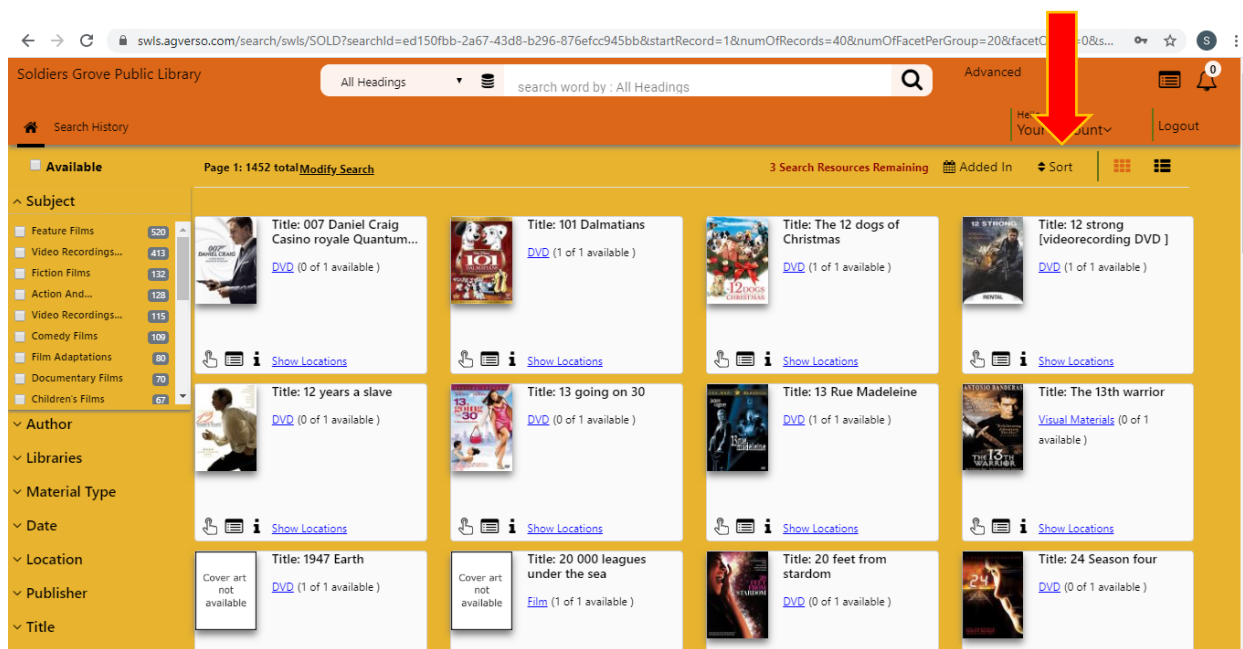
Libraries - **Soldiers Grove Library**

Year of Pub **Soldiers Grove Library** to

Formats **Soldiers Grove Periodicals**



Click on Soldiers Grove Movies. Now you have a list of all DVDs in our collection. You can sort them any way you wish by using the Sort button in the upper RH corner of the screen:



Follow the above instructions to place a hold on your selected items, and arrange a time to come pick them up.

If you want to cancel the items you have put on hold, simply call the library at (608) 624-5815.