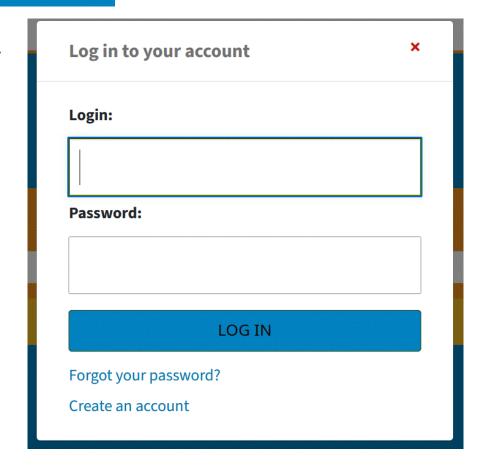
#### **Log in URL:** https://nckls.bywatersolutions.com/

Log in to your account

**Upper Right Corner** 

- User names are created by library staff at the time of registration for a library account.
- Users can recover their password with the Forgot your password? Link as long as they know their email and user name.



- Passwords can not be retrieved but library staff can edit and update passwords and user names.
- As a security measure, multiple failed login attempts will lock the account and the password must be reset by the **forgot your password?** option or by library staff.
- Hanover and Marysville allow temporary cards. **Self– registration**These cards will need to be updated by library staff to have full checkout privileges, but patrons can access digital materials in the meanwhile.

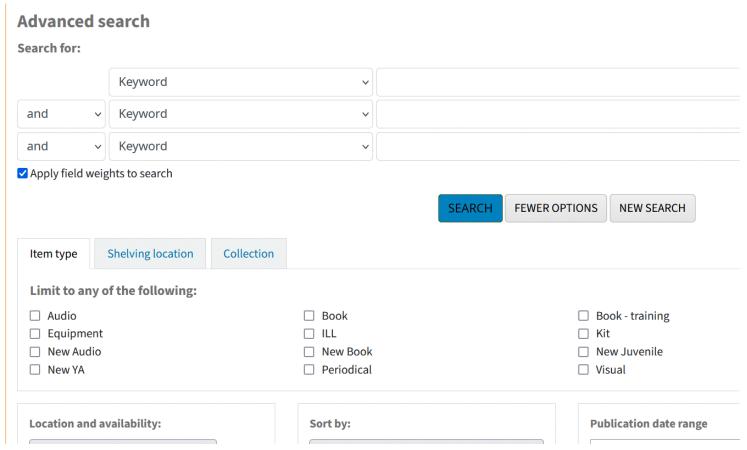


#### **Basic Search**

Limit library if you want something in the local collection. All Libraries will bring up more options to choose from.



## Use Advanced search for more filters and browsing options



- You can check collection, location, and item type boxes without adding search terms to browse entire sections.
- **Don't use too many words:** leave out some on a really long title. Words like 'A" and 'I", along with numbers, can slow down the search.
- **Don't use too few words**: include all the words in a short title. For single word titles, try adding author's last name or actor's last name.

#### OPAC: Place a hold



How to speak cat! // by Sarah Whitehead.

by Whitehead, Sarah

Edition: A Marshall ed.

Publication details: New York: Scholastic, 2008

Availability: Items available for loan: Chapman Public Library (1) [Call number: J 63

**PLACE HOLD** 

ADD TO CART

- Search for item. Double check this is what you want.
  Title, Author, Publication details
- 2. Click Place Hold

You must be logged in to place holds.

Double check pick up location.

# Placing a hold

Confirm holds for: Sandy J Wilkerson (6502wilkerson)



✓ Place a hold on

How to speak cat! /

, by Whitehead, Sarah.



Pick up location:

North Central Kansas Library System 🗸

**Show more options** 

CONFIRM HOLD

Confirm Hold to place the request.

### **OPAC: Patron menu**

**Summary** 

Charges

Personal details

Change password

**Checkout history** 

Privacy

Holds history

**Purchase suggestions** 

Messaging

Lists

**Summary:** List of Check outs and holds

**Charges**: Fines and Fees

Personal Details: contact information, can be up-

dated by patron, needs library staff approval

Change password: assign a new password

**Checkout history**: view past checkouts; depends

on privacy settings

**Privacy**: adjust whether history is kept. Library staff can not update this setting...it's your privacy.

Holds history: past holds; depends on privacy

settings.

Purchase suggestions: keeps track of your sug-

gestions

**Messaging:** Current settings and ability to update

**Lists**: patron created content.