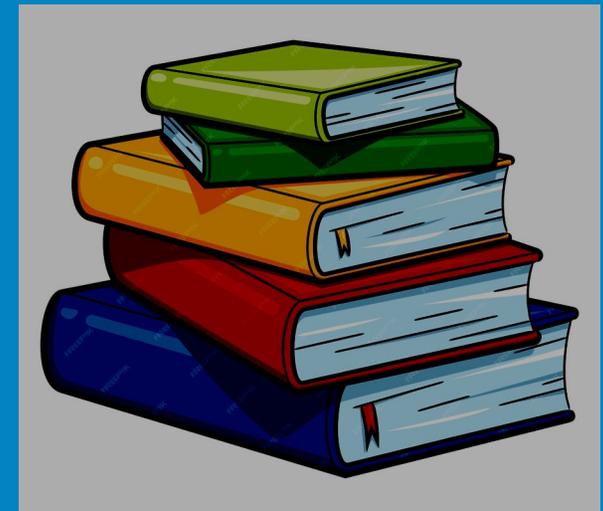


## Using Your Account

## Searching the Catalog



## Patron User Guide



**Logging in:** Use your library barcode and password to log in.

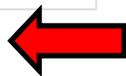
A login form with a title "Log in to your account" and a red 'x' icon. It has two input fields: "Login:" and "Password:". Below the fields is a blue "LOG IN" button. At the bottom, there are links for "Forgot your password?" and "Create an account".

Then, set your preferences by going to 'personal details' on the left side of screen. You can also select your privacy settings which will allow you to choose whether or not to maintain your reading history.

A privacy settings form with a title "Privacy" and a note: "Please also note that the library staff can't update these values for you: it's your privacy!". It has a section for "Purchase suggestions" with a dropdown menu set to "Default" and a "SAVE" button. A blue arrow points to the dropdown menu.

**Purchase suggestions:** You can make purchase suggestions from your account page. Fill out the form, choose your library and submit your request. Look for the purchase suggestions tab on the left side of the screen. Then click on "New Purchase Suggestion."

Purchase suggestions



### Your purchase suggestions

You have no pending purchase suggestions.

+ NEW PURCHASE SUGGESTION

**Searching:** Type your item or keyword into the search bar. If you are only wanting items from *your* library, make sure you select your library from the drop-down menu on the right. Otherwise, you will see results from all libraries in the consortium.

A search bar with the text "What would you like to find?". Below it is a search input field with the placeholder "Search everything: catalog, websites, articles...". To the right is a dropdown menu set to "All libraries" and a search button. A blue arrow points to the dropdown menu. Below the search bar are links for "HOME" and "ADVANCED SEARCH".

Make sure that you check your spelling if nothing comes up. You can also narrow down your search if too many titles appear. This can be done after your results appear by clicking on the drop-down menu above your results. By default, it will say 'Relevance' but you can change it to whatever you need.

A dropdown menu showing "Relevance" and a "Results per page: 20" dropdown menu. A red box highlights the "Relevance" dropdown menu.

**Placing holds:** After your search, you can select your item, place a hold from the button below the title, and then confirm your pickup location from your pickup location from your dropdown menu.

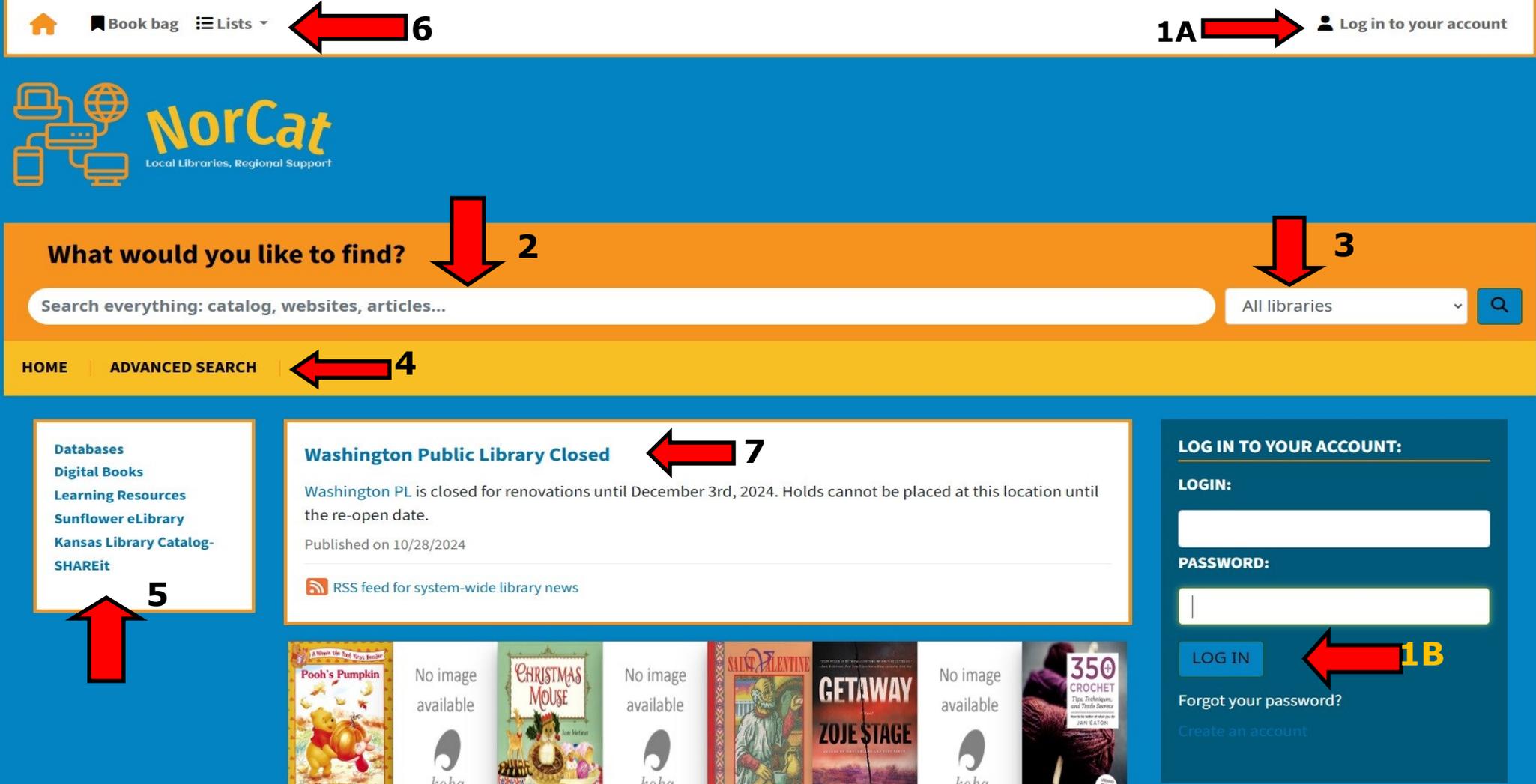
A series of buttons and a dropdown menu. From top to bottom: a blue "PLACE HOLD" button with a red arrow pointing left; a "Pick up location:" dropdown menu set to "North Central Kansas Library System"; a "Show more options" button with a red arrow pointing up; and a blue "CONFIRM HOLD" button with a red arrow pointing left.

North Central Kansas Library System

Manhattan, KS

nckls.bywatersolutions.com

1-800-432-2796



1A: Login

1B: Another Login option (once you log in, this box will disappear from the home screen)

2: Search bar: Where you type in items you are looking for.

3: Drop-down menu to choose your library if you want a library-specific search

4: Advanced search will take you to a new screen with more options

5: This box contains links to State Library resources, as well as Sunflower eLibrary & ILL/SHAREit

6: Book bag is a place to add the books you are interested in. Lists allows you to create personalized book lists for yourself. There may also be books lists created by librarians in this section.

7: News section, where relevant library information is, also has RSS option for updates on library news.