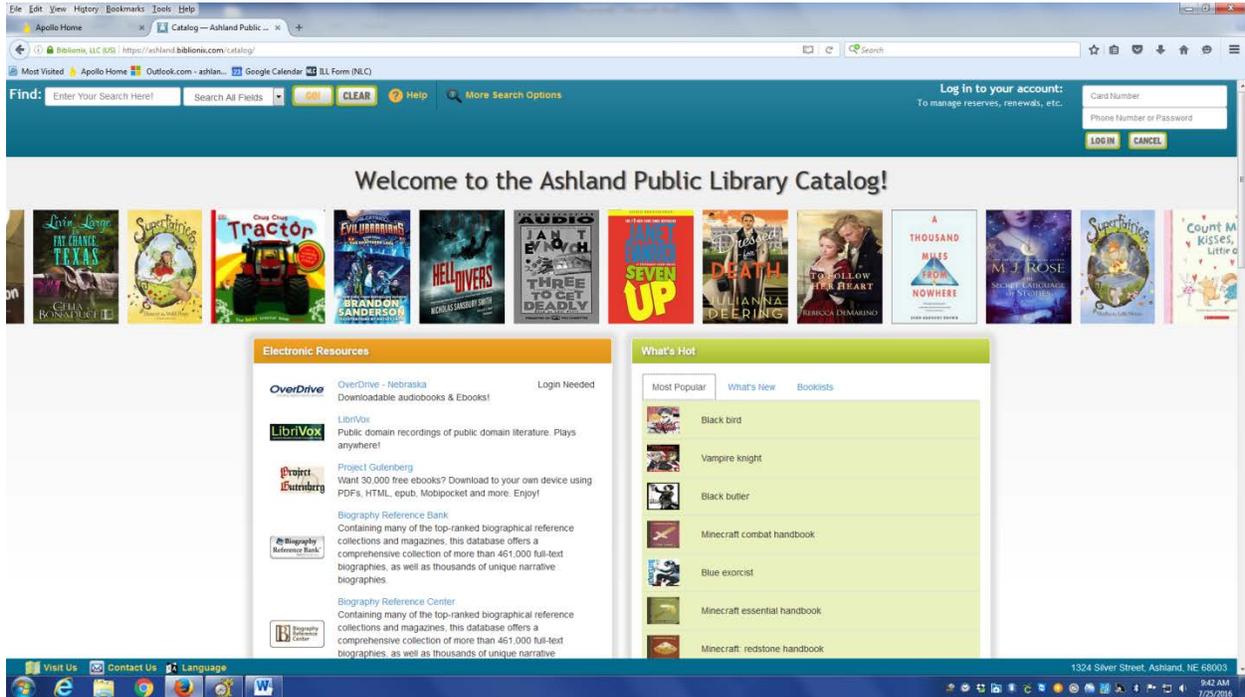
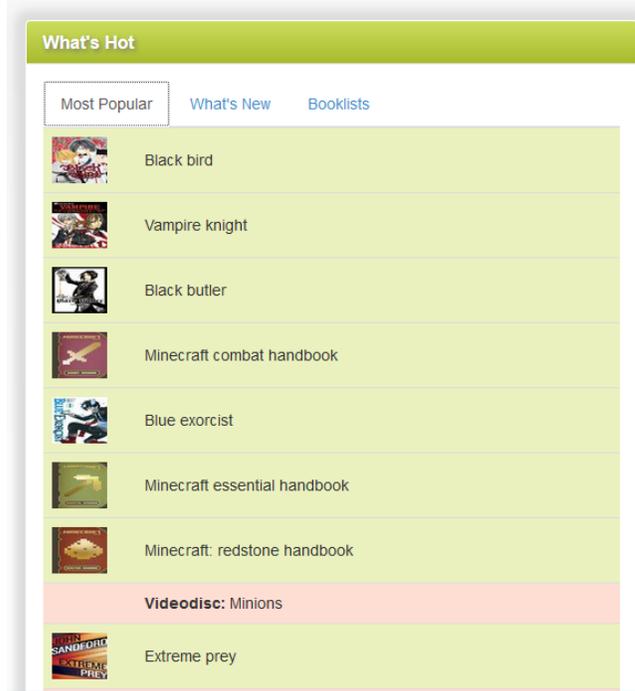


Finding Book Lists



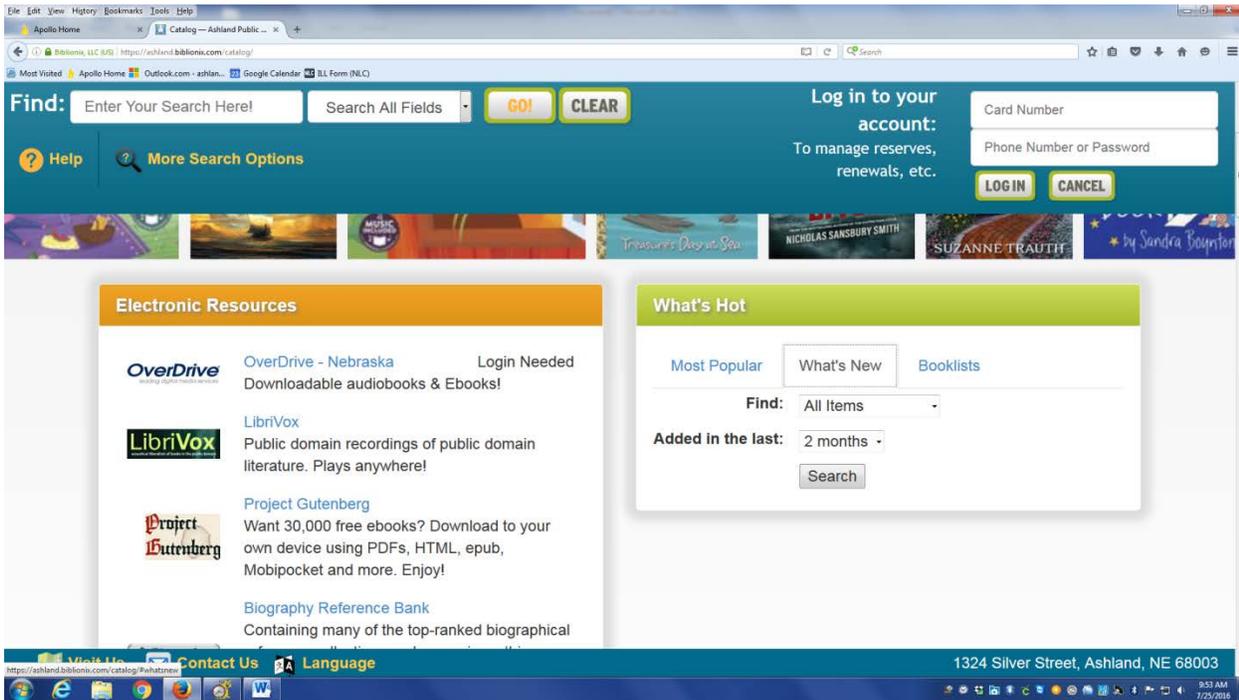
On the catalog homepage there is a green tab with the title “What’s Hot”.



Within that box are three smaller tabs titled “Most Popular”, “What’s New”, and “Booklists”.

The “Most Popular” tab will show our most frequent checkouts.

The “What’s New” tab has a drop down menu to search for all items, books, audiobooks, overdrive books, sound recordings, and kit items.



After selecting the items you want to search for, there is a second drop down menu where you can choose the amount of time—from 1 week up to 2 months.

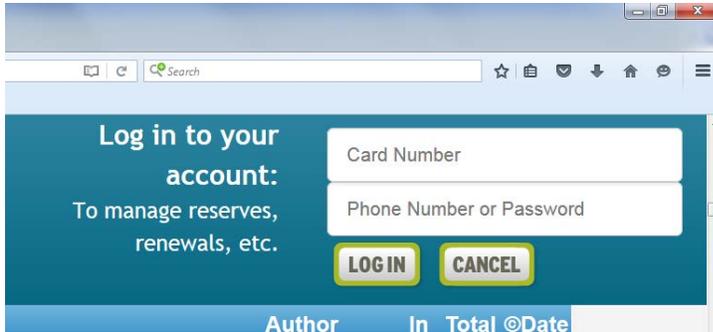
After selecting your preferred options, click search and the items matching your search field will appear.

The green entries are available for checkout and the pink entries are unavailable for checkout at this time.



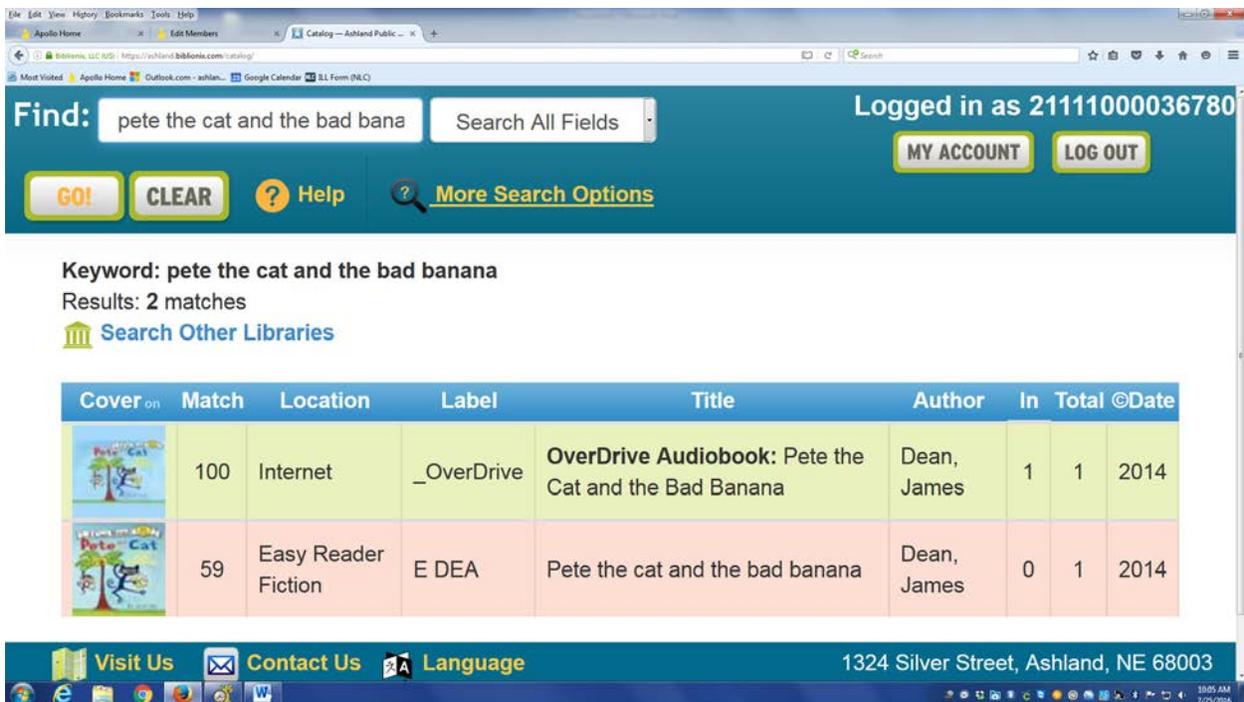
Reserving an Item

To reserve a pink title you must log in using your card number and phone number or password in the field at the upper right of the page.



The screenshot shows a login form with the heading "Log in to your account: To manage reserves, renewals, etc." There are two input fields: "Card Number" and "Phone Number or Password". Below the fields are "LOGIN" and "CANCEL" buttons. At the bottom of the form, the text "Author In Total @Date" is partially visible.

Once logged in, you can search for the title you wish to check out, for example, "Pete the Cat and the Bad Banana" in the field to the upper left.



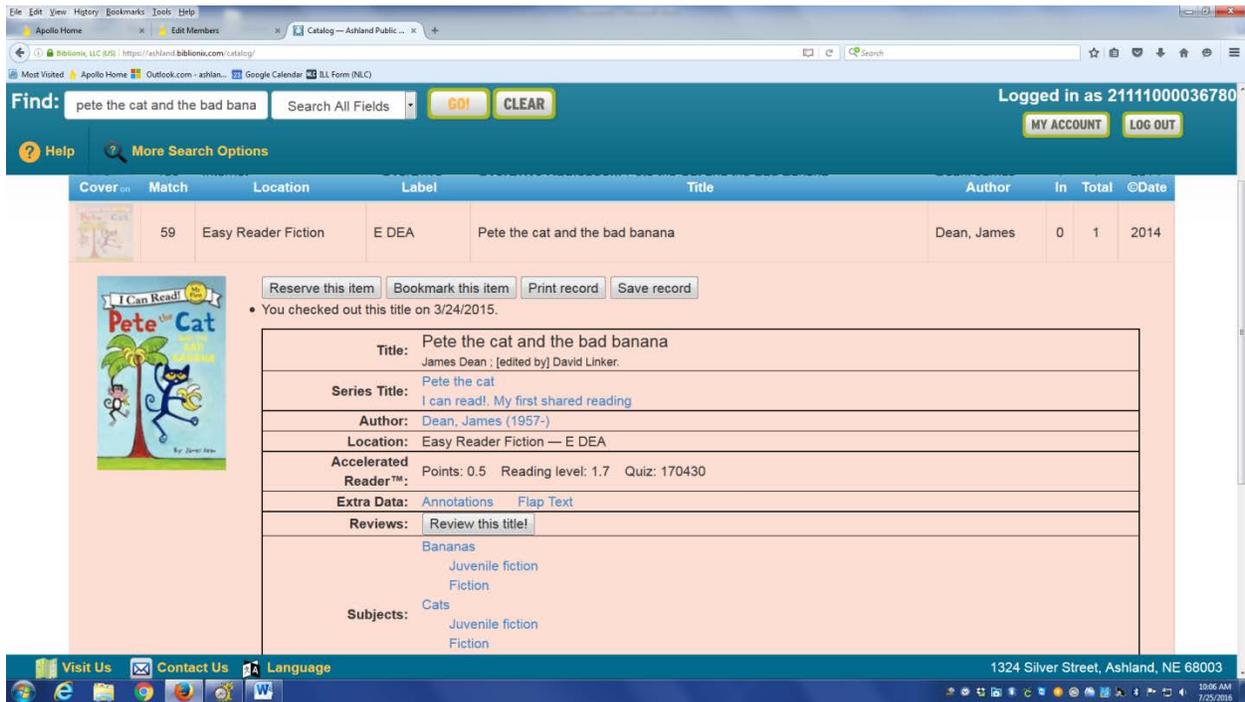
The screenshot shows the search results page for "pete the cat and the bad bana". The search bar contains the text "pete the cat and the bad bana" and "Search All Fields". The results show 2 matches. The first match is an OverDrive audiobook, and the second is a physical book. The table below summarizes the search results.

Cover on	Match	Location	Label	Title	Author	In	Total	@Date
	100	Internet	_OverDrive	OverDrive Audiobook: Pete the Cat and the Bad Banana	Dean, James	1	1	2014
	59	Easy Reader Fiction	E DEA	Pete the cat and the bad banana	Dean, James	0	1	2014

At the bottom of the page, there are links for "Visit Us", "Contact Us", and "Language", along with the address "1324 Silver Street, Ashland, NE 68003".

Click the title you wish to reserve. Note: overdrive books will be different so make sure to check that the item you want is in the library. In order to tell, check the location heading. For this example, we can see that there is one copy located on the internet (Overdrive) and the other is in the easy reader fiction.

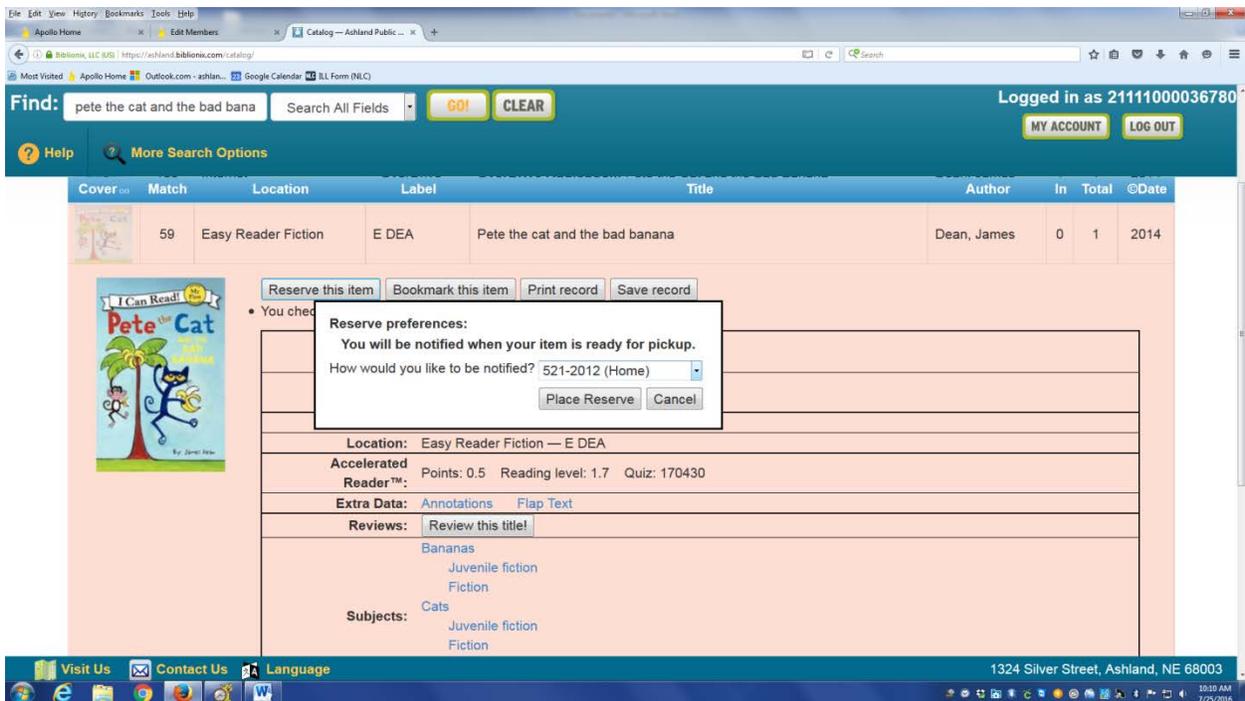
After clicking, you will see four buttons: “Reserve this item”, “Bookmark this item”, “Print Record” and “Save record”.



Patrons will most often be using either the “Reserve” button or the “Bookmark” button.

The “Bookmark” button will enable you to put this book on a list that can be viewed under the “My Account” tab shown in the Something tutorial.

The “Reserve” button will enable you to check out this item as soon as it is returned.



After clicking “Reserve” a pop up will appear asking how you would like to be notified when the item is returned—patrons can choose phone, text, or email depending on what they have specified as appropriate contacts for their account.

After choosing notification type, click place reserve.

The reserve information will be shown next to the book above the four buttons. It includes how the library will contact you, when the reserve was placed, and how many reserves are on that particular item.

The screenshot shows a web browser window displaying a library catalog page. The search bar contains "pete the cat and the bad bana". The page is logged in as user 21111000036780. A table lists the book with columns: Cover, Match, Location, Label, Title, Author, In, Total, and Date. The book "Pete the cat and the bad banana" by James Dean is listed with 0 in and 1 total copy, dated 2014. Below the table, a reservation status is shown: "1 person is waiting for this title." with a list of details: "Reserve request placed on 7-25-2016.", "Currently #1 in line.", and "The item is not yet waiting for you. You will be contacted at 521-2012 (Home) when it is available." There are buttons for "Cancel Reserve", "Bookmark this item", "Print record", and "Save record". A detailed metadata section includes: Title: Pete the cat and the bad banana; Series Title: Pete the cat; Author: Dean, James (1957-); Location: Easy Reader Fiction — E DEA; Accelerated Reader™: Points: 0.5 Reading level: 1.7 Quiz: 170430; Extra Data: Annotations, Flap Text; Reviews: Review this title! Bananas. The Windows taskbar at the bottom shows the date 1/25/2016 and time 10:12 AM.

Cover	Match	Location	Label	Title	Author	In	Total	Date
	59	Easy Reader Fiction	E DEA	Pete the cat and the bad banana	Dean, James	0	1	2014

1 person is waiting for this title.

- Reserve request placed on 7-25-2016.
- Currently #1 in line.
- The item is not yet waiting for you. You will be contacted at 521-2012 (Home) when it is available.

[Cancel Reserve](#) [Bookmark this item](#) [Print record](#) [Save record](#)

You checked out this title on 3/24/2015.

Title:	Pete the cat and the bad banana James Dean ; [edited by] David Linker.
Series Title:	Pete the cat I can read! My first shared reading
Author:	Dean, James (1957-)
Location:	Easy Reader Fiction — E DEA
Accelerated Reader™:	Points: 0.5 Reading level: 1.7 Quiz: 170430
Extra Data:	Annotations Flap Text
Reviews:	Review this title! Bananas

If you want to cancel a reserve, simply click cancel reserve—the reserve information will disappear and you will not be contacted when the item is returned.

Reserving Overdrive Items

To reserve an overdrive item you will have to place a hold using your Overdrive account.

Find the item you are looking for, for example, "Pete the Cat and the New Guy".

The screenshot shows a web browser window displaying a library catalog search results page. The search term "pete the cat" is entered in the search bar. The results table lists several items, including audiobooks and picture books. The third item, "OverDrive Audiobook: Pete the Cat and the New Guy" by Dean, James, is highlighted in pink. The table has columns for Cover, Match, Location, Label, Title, Author, In, Total, and Date.

Cover	Match	Location	Label	Title	Author	In	Total	Date
	94	Internet	_OverDrive	OverDrive Audiobook: Pete the Cat and the Bad Banana	Dean, James	1	1	2014
	94	Picture Books	P DEA	Pete the Cat and the new guy	Dean, Kim,	1	1	2014
	94	Internet	_OverDrive	OverDrive Audiobook: Pete the Cat and the New Guy	Dean, James	0	1	2014
	94	Internet	_OverDrive	OverDrive Audiobook: Pete the Cat Saves Christmas	Litwin, Eric	1	1	2013
	87	Internet	_OverDrive	OverDrive Audiobook: A Pet for Pete	Dean, James	1	1	2014
	83	Picture Books	P DEA	Pete the cat: old MacDonald had a farm	Dean, James	1	1	2014
	83	Picture Books	P DEAN,J PETE BIG	Volume, sheet: Pete the cat: big Easter adventure	Dean, Kim,	1	1	2014

Click the item you wish to reserve and more information will be given about that item.

Within that information there will be a bold blue option: "Download this item". Click it.

The screenshot shows the detailed view page for the selected audiobook. The title is "OverDrive Audiobook: Pete the Cat and the New Guy" by Dean, James. The page includes a cover image, a "Download this item" link, and various metadata fields such as Author, ISBN, and Publication information.

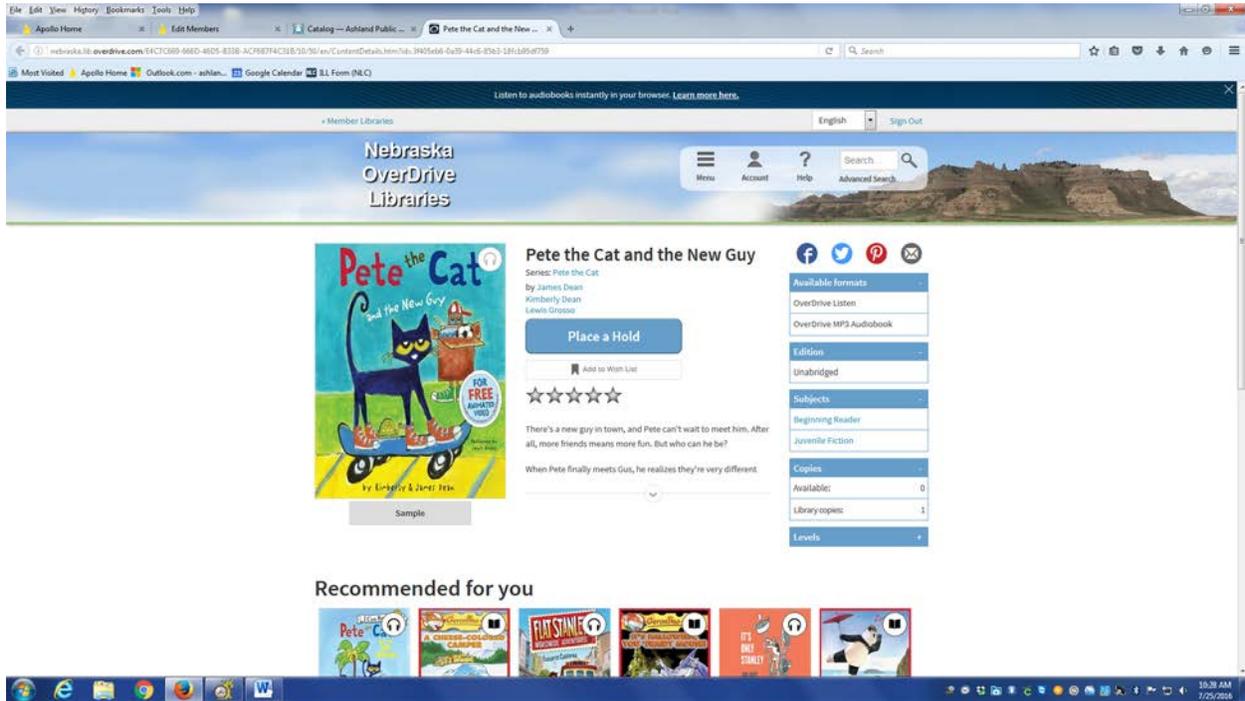
Cover	Match	Location	Label	Title	Author	In	Total	Date
	94	Picture Books	P DEA	Pete the Cat and the new guy	Dean, Kim,	1	1	2014
	94	Internet	_OverDrive	OverDrive Audiobook: Pete the Cat and the New Guy	Dean, James	0	1	2014

Download this item

URL: [Excerpt \(OverDrive MP3 Audiobook\)](#)
[Excerpt \(OverDrive MP3 Audiobook\)](#)
[Excerpt \(OverDrive MP3 Audiobook\)](#)

Author: Dean, James (1957-)
Extra Data: Annotations
Reviews: [Review this title!](#)
Add'l Author: Grosso, Lewis
Number: ISBN: 978-0-06-234573-8
Publication: HarperCollins, 2014
General: Format: OverDrive OverDrive MP3 Audiobook, Filesize: 2504kB.
General: Format: OverDrive OverDrive Listen, Filesize: 2504kB.
Summary: Subject: Juvenile Fiction

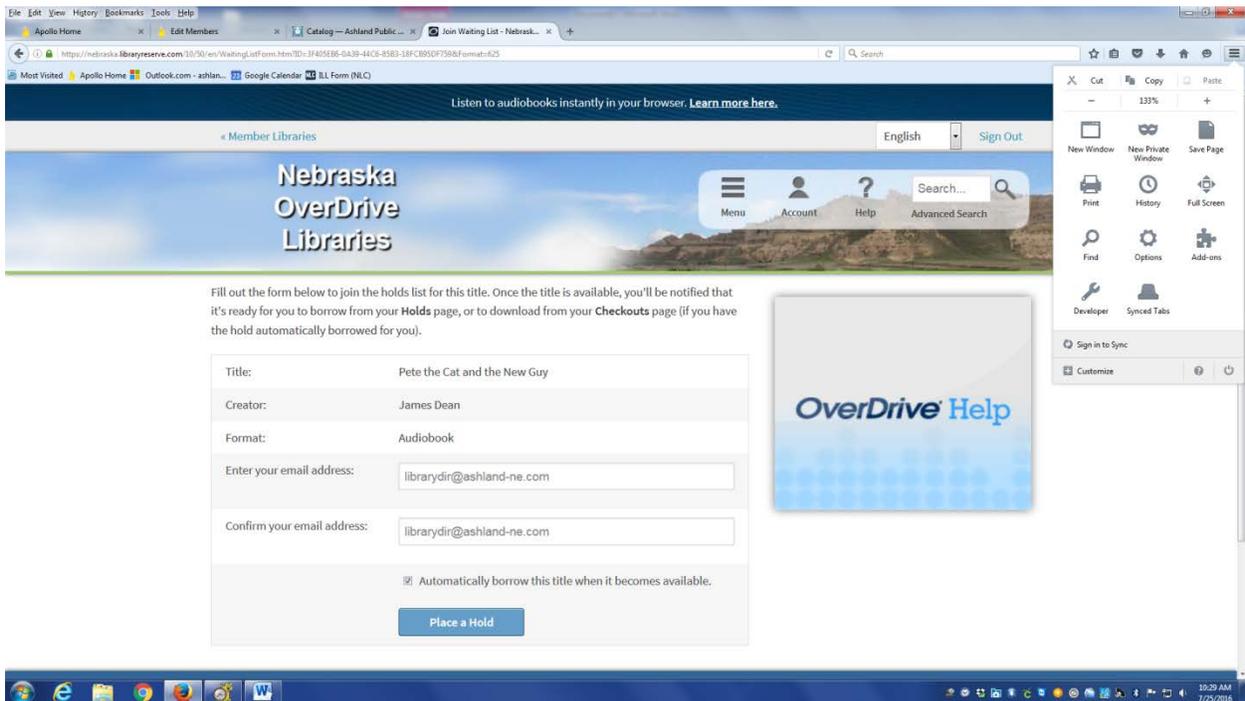
You will be taken to the Overdrive website. If you are not signed into the catalog when you click, you will have to sign in to Overdrive using your overdrive account at this time.



Click the “Place a Hold” button.

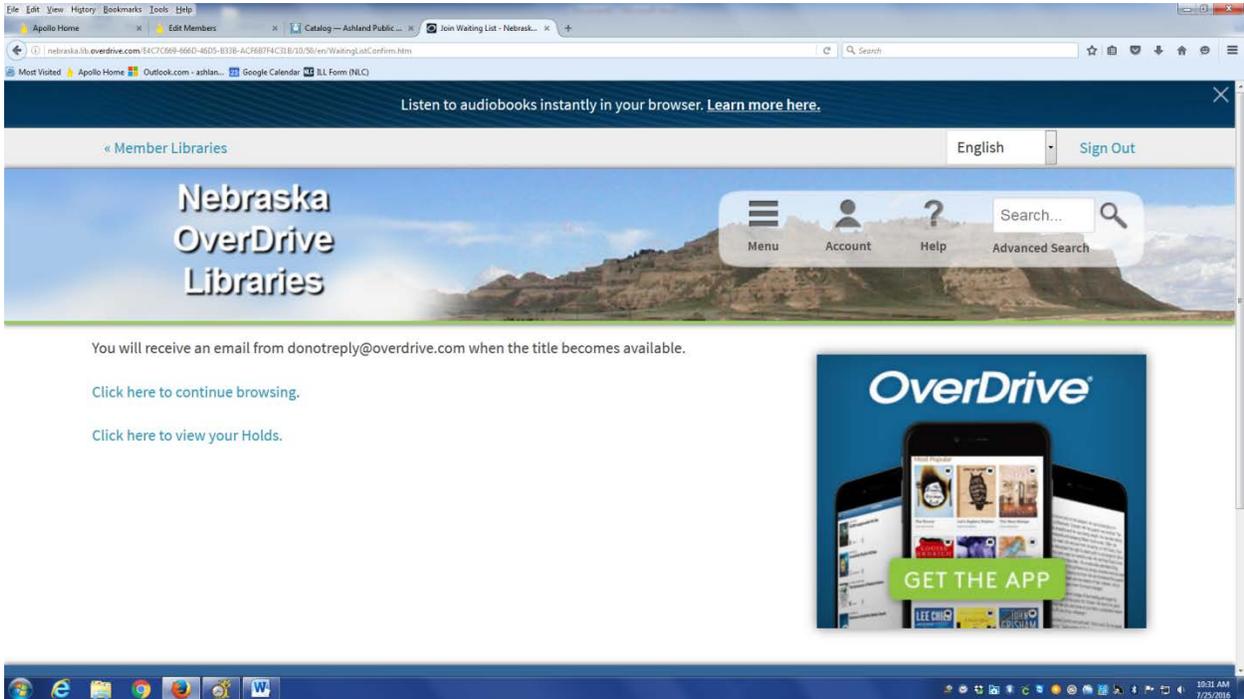
This screen will appear. Check or uncheck the “automatically check out this title when it becomes available” box.

If checked it will automatically check out the item to you when it is returned by the previous patron, if not you will have to manually search for the item again and check it out when you receive the email notification.

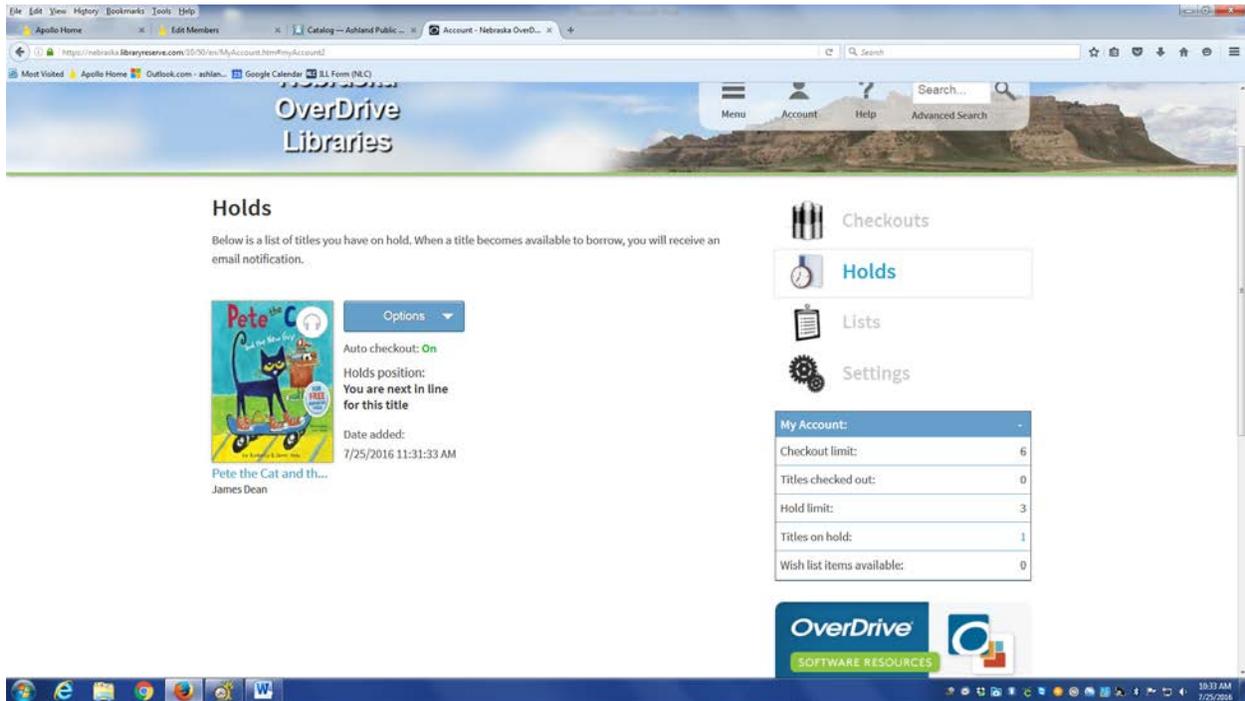


Click "Place a Hold".

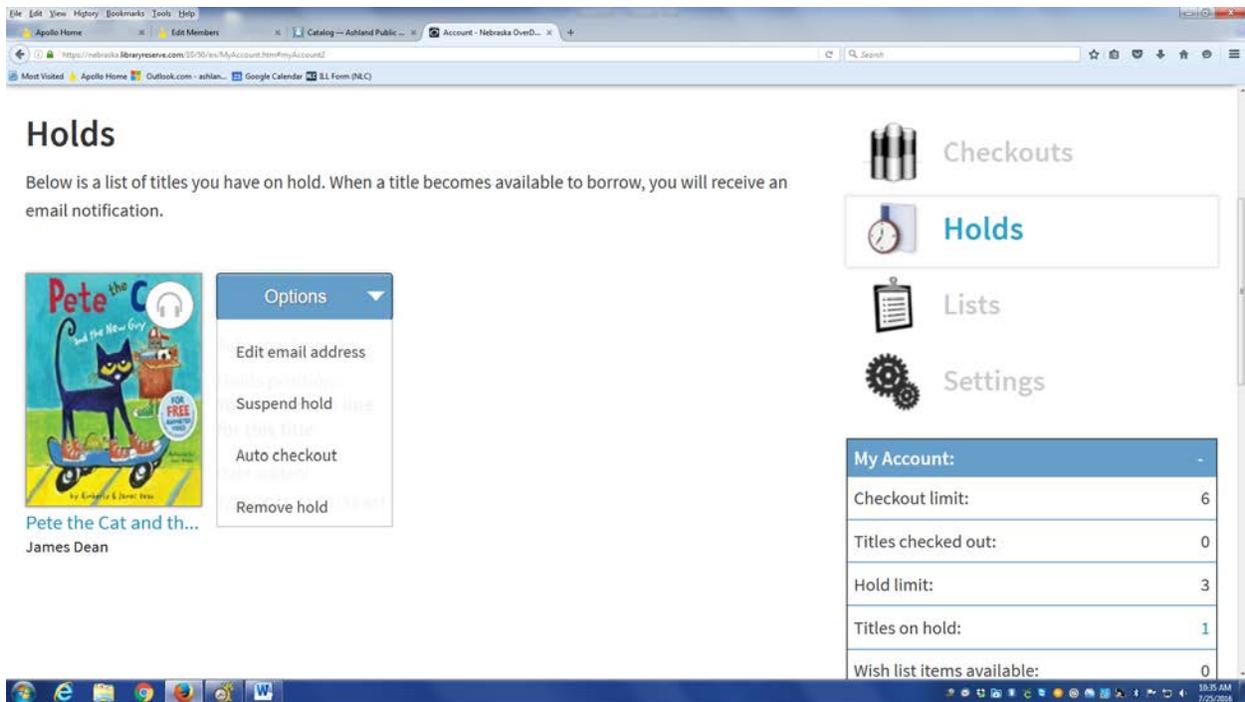
Choose either "continue browsing" to search for more titles on overdrive or "view your holds".



"View Your Holds" will take you to your account and show which titles you have on hold or reserved.

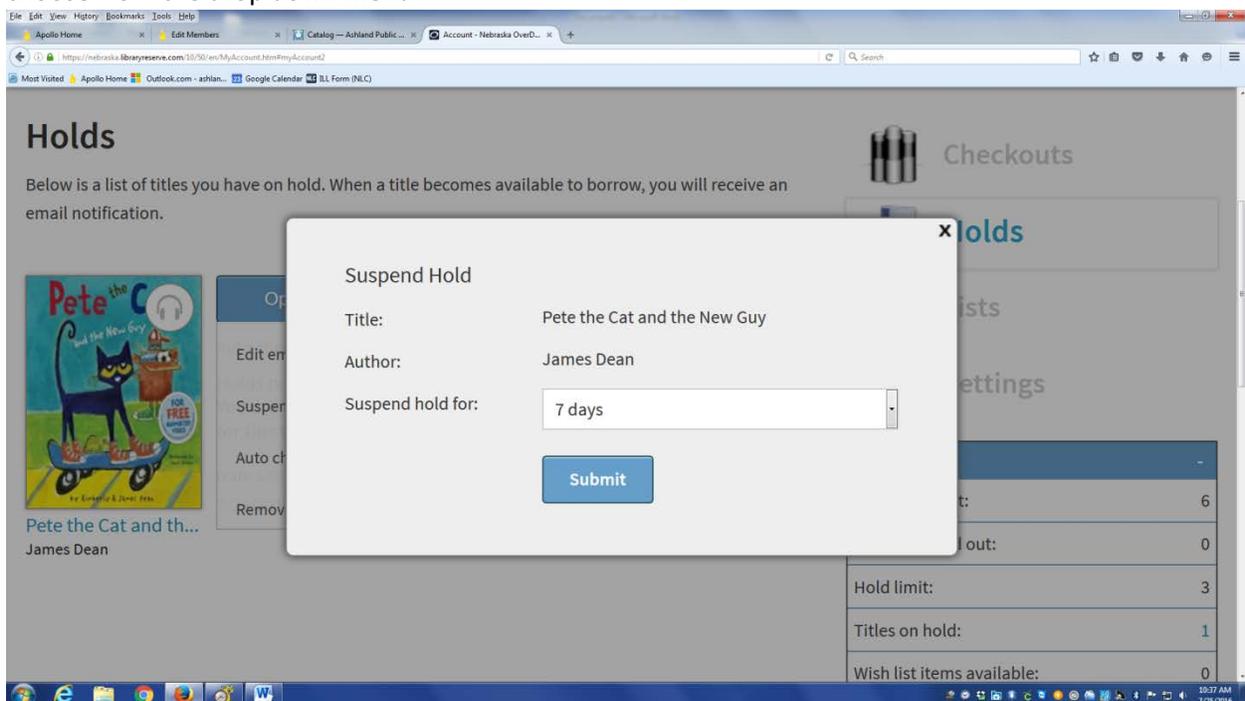


There is also a drop down menu of options for actions to take after placing a hold.



Selecting “Edit email address” will allow you to change the address at which you are notified of the item’s availability.

The Suspend Hold button will enable you to delay your hold on the item for a number of days that you choose from the drop down menu.

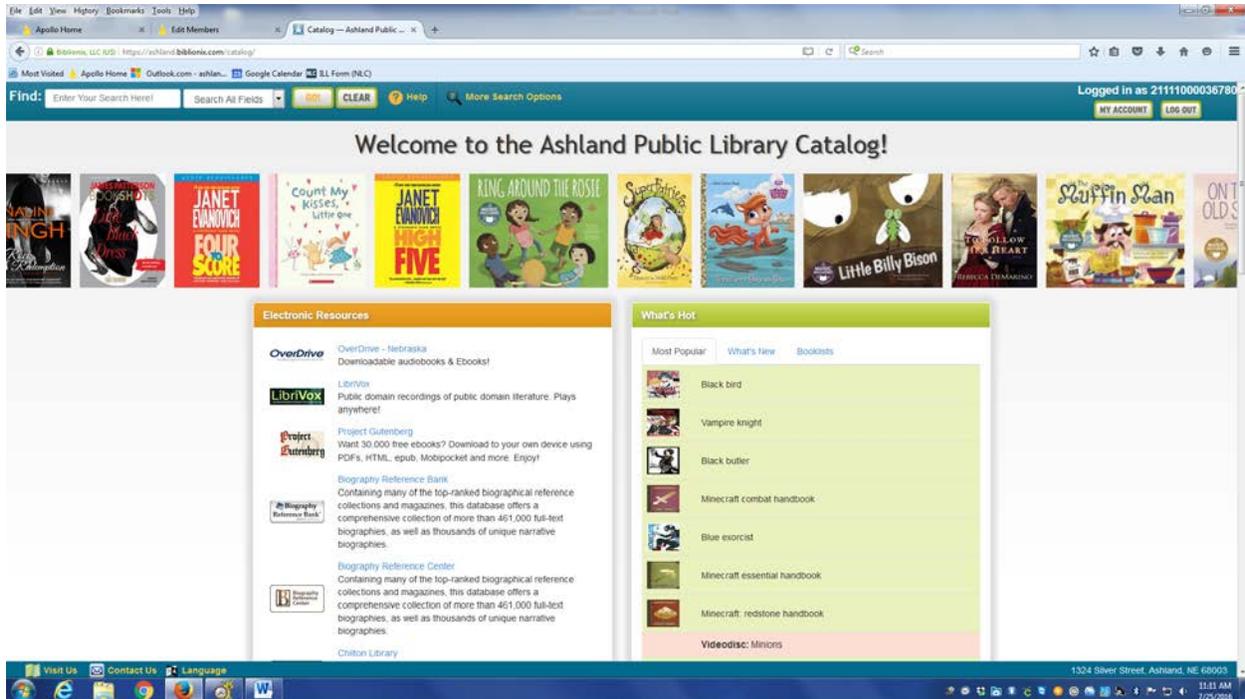


The auto checkout button will allow you to change your settings if you change your mind about having the item automatically checked out to you (it's the box mentioned earlier—did you check the box or not).

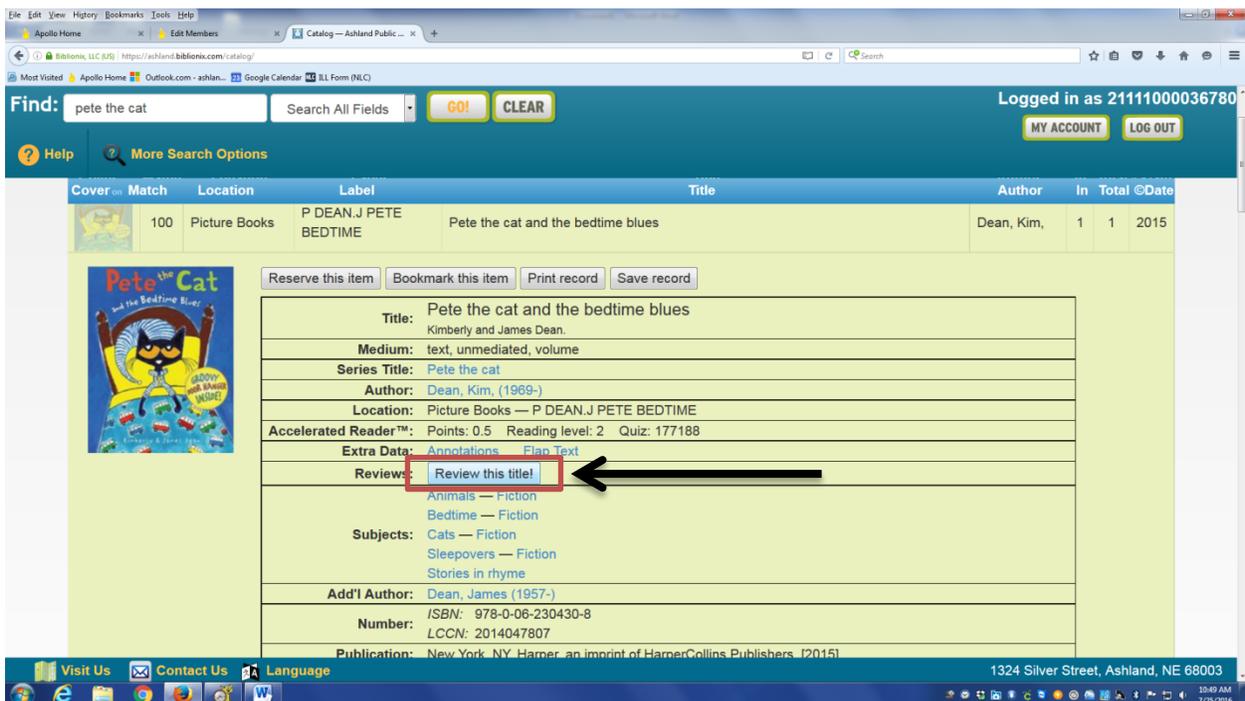
The “Remove Hold” button will remove the hold and undo the reserve you put on the item.

Book Reviews

Go to the Catalog and log in using your account number and phone number or password.



Find the title you wish to review and click it (the title can be either pink or green—it can be reviewed either way). Within the extended information there is a “Review this title” button. Click it.



Find: Search All Fields

Logged in as 21111000036780

Help More Search Options

Cover on	Location	Label	Title	Author	In	Total	©Date
		Accelerated Reader™	Points: 0.5 Reading level: 2 Quiz: 177188				
Extra Data: Annotations Flap Text							
Name or handle (optional): <input type="text"/> Rating (optional): 10 - it's great! Reviews: Review (optional): <input type="text"/> <input type="button" value="Submit (subject to approval)"/> <input type="button" value="Cancel"/>							
Subjects: Animals — Fiction Bedtime — Fiction Cats — Fiction Sleepovers — Fiction Stories in rhyme							
Add'l Author: Dean, James (1957-) Number: ISBN: 978-0-06-230430-8							

Visit Us Contact Us Language 1324 Silver Street, Ashland, NE 68003 10:54 AM 7/25/2016

If you want your name attached to the review for everyone to see, enter it in the first field. If not, that's okay too. Give the book a rating on a scale of 1-10. In the largest white box type your review of the item. Click the "Submit" button when finished. All reviews are subject to library approval and will appear after librarian review.

All titles with a review will have a small star next to the title in the catalog and a "Show Reviews" button.

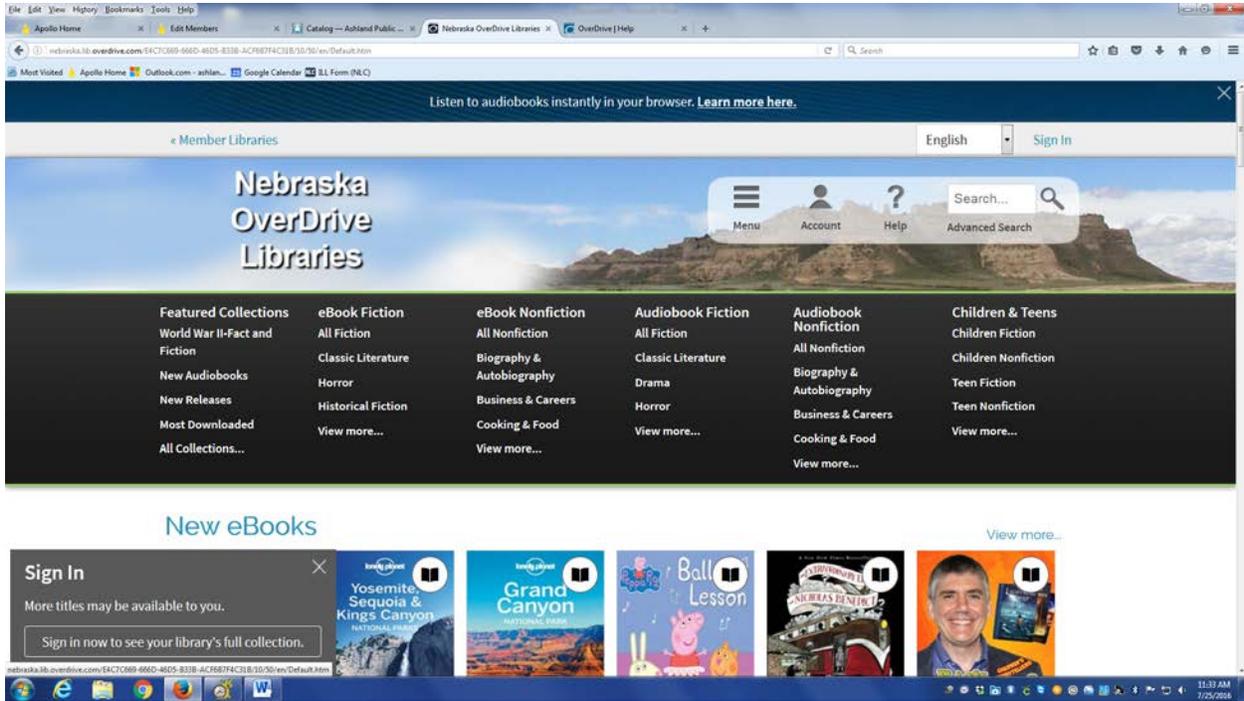
Cover on	Location	Label	Title	Author	In	Total	©Date
	New Adult Books	355 ROA	☆Grunt: the curious science of humans at war	Roach, Mary	1	1	2016

Reserve this item Bookmark this item Print record Save record

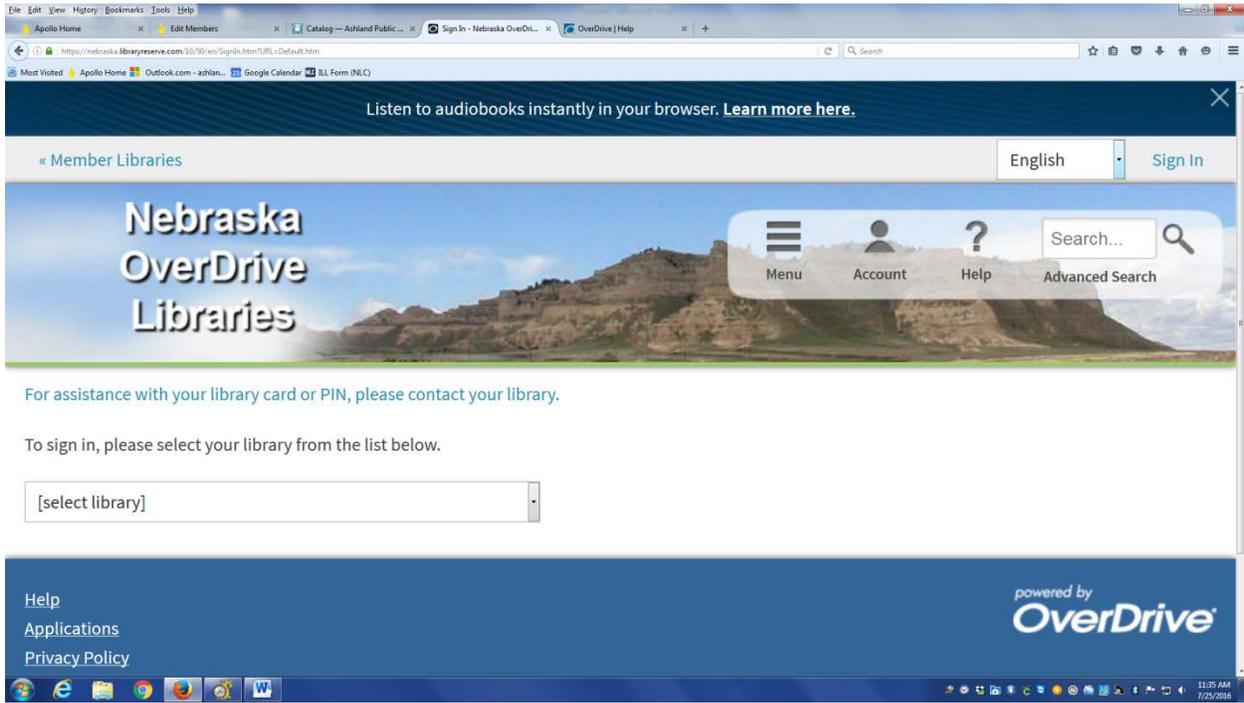
Title:	Grunt: the curious science of humans at war Mary Roach.
Author:	Roach, Mary
Location:	New Adult Books — 355 ROA
Extra Data:	Annotations Table of Contents
Reviews:	Readers have posted 1 review of this title. <input type="button" value="Show Reviews"/>
	Military art and science United States — Technological innovations

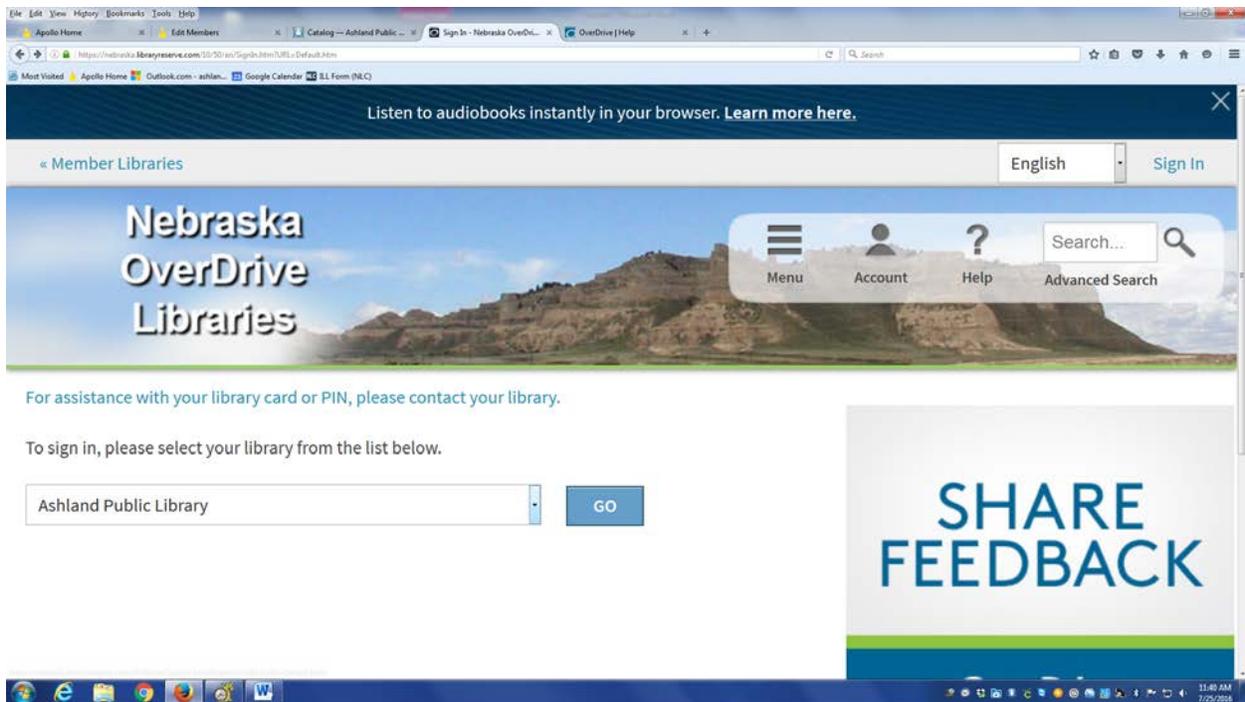
Overdrive Tutorials

Click “Sign in” on the upper right corner of the Overdrive homepage or the gray pop up at the bottom left corner.



Select “Ashland Public Library” in the drop down menu.



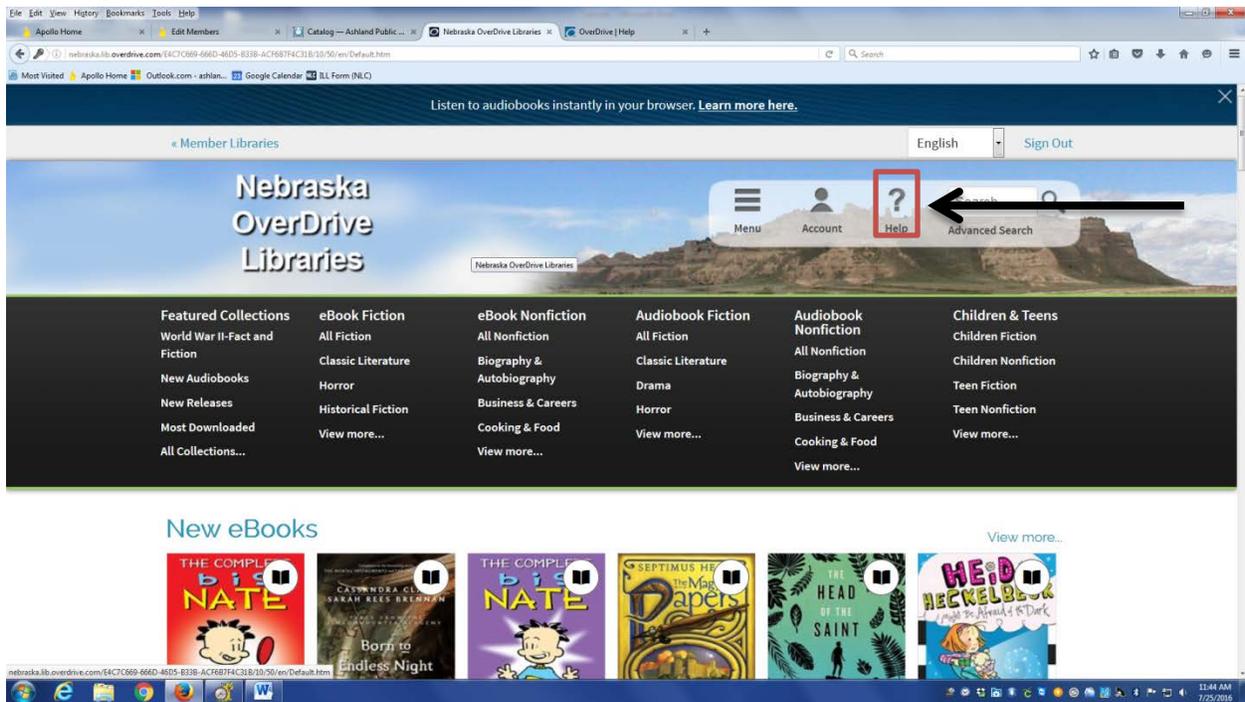


Click "Go".

Enter your card number and phone number or password. Remember to check or uncheck the "Remember my login information on this device" button.



Click "Sign In".



From the homepage, click the "Help" tab.

