

USING THE ONLINE LIBRARY CATALOG

You can access the library catalog by visiting the library's website: www.jclib.org. The catalog will allow you to search for library materials, including books, audio books, magazines, and DVDs. Items are searchable by title, author, and subject.



The screenshot shows the top navigation bar of the Dorothy Bramlage Public Library website. It includes a language selection dropdown, a search bar with a magnifying glass icon, and buttons for 'All Headings' and 'Resources'. Below the search bar are 'ADVANCED' and 'BROWSE' buttons. The footer contains copyright information for 2014 and the version number v4.0.276.

LOGGING IN

It is only necessary to log in to the computer if you are accessing your personal account. Searches for items in the library may be made without logging in.

To log in to your library account, you will need your library card number (located on the back of your library card). The card number is your **username**. Be sure to enter your complete library card number, including all digits **and** characters (such as periods, letters, etc.). Examples: 72888 or 219830014615\$ or 2198300114390

Your initial **password** is USERPASS (all caps). Once you log in for the first time, you will be prompted to change your password to one of your choosing.

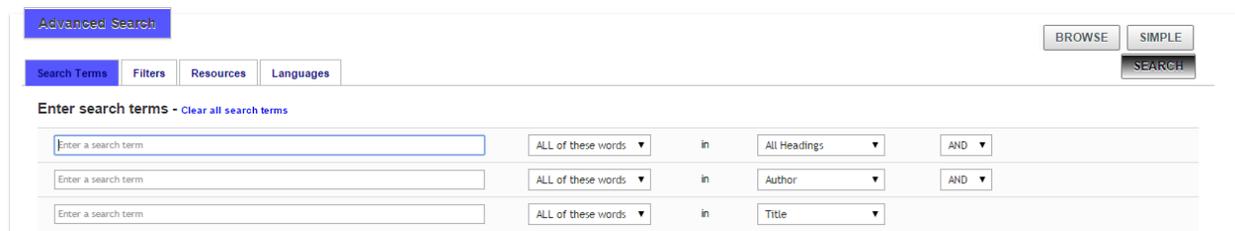
You may then click Login to access your account.

If you need assistance accessing your account, please contact the library Reference Desk: 785-238-4311.

SEARCHING FOR AN ITEM

Basic Search allows you to search for items based on the keywords you enter. You can use one or more keywords in your search. When you enter two or more words as a search term, the system searches for items that contain *all* those words.

Advanced Search allows you to create complex searches. Click on the Advanced Search tab button on the right side of the screen. The Advanced Search page will come up:



The screenshot shows the 'Advanced Search' page. It features a 'Search Terms' tab, 'Filters', 'Resources', and 'Languages' buttons. There are 'BROWSE', 'SIMPLE', and 'SEARCH' buttons. The main area is titled 'Enter search terms - Clear all search terms' and contains three search rows. Each row has an input field for a search term, a dropdown for 'ALL of these words', a dropdown for 'in', a dropdown for the search field (All Headings, Author, Title), and a dropdown for 'AND'.

You can use up to three search terms and modify the search by **And**, **Or**, or **Not**.

- **And** finds items that contain the first search term **And** the second/third term.
- **Or** finds items that contain the first term **Or** the second/third term.
- **Not** finds items that contain the first term but **Not** the second/third term.

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