

RPL's Library Catalogue User Guide

Checklist

START

In the Fall of 2014, Richmond Public Library (RPL) switched to a brand new Library Catalogue search system. This guide will explain how RPL members can create user accounts and perform library transactions like finding items, placing holds, borrowing and checking account details via the new library catalogue. Many new features of the catalogue, like integrated ebook checkout and downloading, will also be highlighted in this guide.

To begin using the new library catalogue, a member will need to have a **valid RPL library card**, **Internet connection**, and the page yourlibrary.bibliocommons.ca open in a browser window.

Don't have a RPL library card? Visit <http://www.yourlibrary.ca/account/cardregistration.cfm> for details.

STEP 1: Account Creation

The very first time you log onto RPL's new Catalogue, the system will connect you to your library account. To start, click the **Log In** link at the top right of the screen.



Enter your library card number and your PIN (usually the last 4 digits of your phone number). Once you've done that, the Catalogue will confirm the first name, last name, email address, and date of birth on your library account. If you don't see an email address, you can enter one. Click **Next**.

Now you'll need to create a **username**. This is what will display if you use any of the social features on the Catalogue.

You have to create a username, but you don't have to use it. You can always log in with your library card # as you normally would.

Read the Terms of Use, and then **check the box** at the bottom to accept them. When you're ready, click **Register**.

Continue to next page ...

Checklist

□ STEP 1: Account Creation

The next page that opens will offer some optional settings. If you want the Catalogue to keep a list of items you've borrowed, click the **"Enable Recently Returned"** button. You can also use this page to set your preferred library branch. For this tutorial, we'll be using the Brighthouse (Main) branch.

When you're done with your account settings, click the grey **All Done** button!

Welcome to your New Catalog!

The following additional optional settings will help us personalize your account before you get started.

Recently Returned

This will display your borrowing history in your user account. This is private and can be turned off at any time.



Enable Recently Returned

use this button to keep a list of all the items you borrow!

All Done? Explore Your New Catalog »

Additional Settings

Select your preferred library locations:

When you check book availability and other information, we'll show you these libraries first

First:

Brighthouse

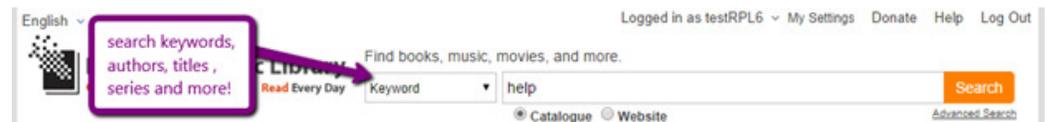
+ Add Another

Save

□ STEP 2: Finding Items (Browsing & Searching)

Use the Catalogue's **Explore** tab (located on the navigation menu) to browse items that RPL members and staff have recently reviewed and find new item lists in a wide variety of subjects and genres! You can also use the **Explore** tab to see **New Titles**, **Award Winners**, and **Bestsellers**.

To start searching, use the search bar at the top of the screen to search for specific titles, authors, series, or subjects:



The search results page sort the items by **Relevance**. You can change the sorting to published date if you want to view the newest items. You can also print or save your search results from here (your saved searches results will appear in your Settings).

Continue to next page ...

Checklist

STEP 2: Finding Items (Browsing & Searching)

Available now...

- At any location (822)
- Brighthouse (565)

[More locations...](#)

Format

- Books
- Book (778)
- eBook (182)
- Large Print (4)
- Audiobooks
- Movies & TV
- Music & Sound
- Games & Software
- Accessible Formats
- Other

You can also narrow down your search results to see items in a specific **Format** (e.g. Books, eBooks, DVDs, etc.), for a specific **Audience** (e.g. children), in a specific Language, and many other options using the **Filters** at the left side of the page.

Use the **Grey Arrow** icon on the right to open that filter's options.

Use the **Blue Arrows** next to each option to view any sub-options.

Use the check boxes next to each sub-option to narrow your search results down to just the option you've selected. You can also select multiple checkboxes if you want.

Uncheck a box if you want to remove a filter.

Once you've found the item you want, you can **Place a Hold** on it directly from the catalogue (or **Request Download** if it's a downloadable eBook). If you want more information on the item – for example, descriptions, comments, and what Branches have it – click on the item's name:

The Help
By Stockett, Kathryn
(Book - 2011)
F STO
All copies in use. [Availability details](#)
Average Rating:
★★★★★

[Place a Hold](#)
[Add to My Shelves](#)

The Help
By Stockett, Kathryn
(eBook - 2009)
[Check availability»](#)
Average Rating:
★★★★★

[Request this Download](#)
[Add to My Shelves](#)

Tip: the item's **Call Number** will help you locate it on the shelves! Anything that starts with an "F" is Fiction, and anything that starts with **numbers** is non-fiction. If it starts with a **J** or a **Y**, that means it's for kids (**J**) or teens (**Y**).

The Help
By Stockett, Kathryn
(Book - 2009)
F STO
[Available in some location](#)
Average Rating:
★★★★★

[Place a Hold](#)

This call number means it'll be found in the fiction (F) section

Continue to next page ...

Checklist



STEP 3: Item Record Details

An item's record details will give you information on the book itself, as well as where to find it. The **Find it at RPL** menu on the left will tell you how many copies RPL has, how many are available, and how many holds are waiting. Press **Place a Hold** to have a copy put aside for you.

The screenshot shows the library website interface for the book 'The Help' by Kathryn Stockett. The 'Find it at RPL' section is highlighted with a purple box and contains the following information: Total Copies: 7, Available: 2, Holds: 0, and a 'Place a Hold' button. Below this, it shows 'On the shelves now at' with a dropdown menu set to 'Cambie'. A callout box points to the 'View Availability Details' link.

If you click **View Availability Details** you can see all the copies that RPL owns, including what branch they're at and whether they're available:

Total Copies: 7			
Available (2)			
Location	Call Number	Status	Due
Cambie	F STO	Available	
Ironwood	F STO	Available	
^Top			
Not available at this time (5)			
Location	Call Number	Status	Due
Brighthouse	F STO	Checked Out	Oct 09, 2014

Continue to next page ...

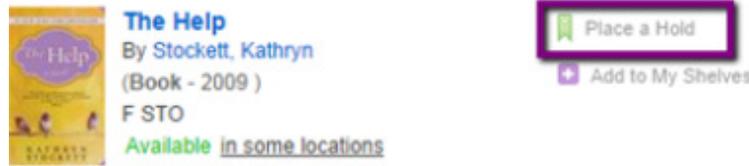
Checklist



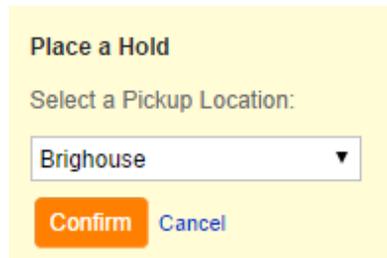
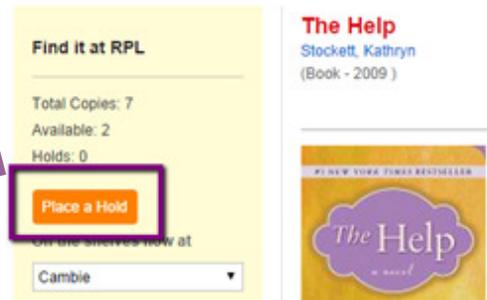
STEP 4: Placing Holds

You can place a hold on an item from 2 different places.

When you're in a search results list, you can use the **Place a Hold** button to the right of the book.

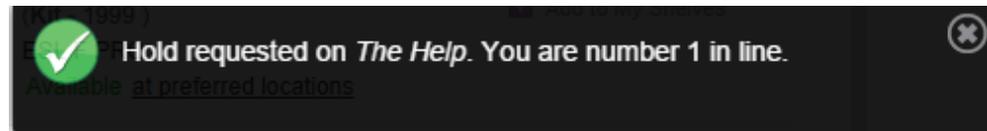


Or, when you click on the item title and open an item's record details, use the **Place a Hold** button at the left side of the screen.



Once you click on the Place a Hold button, select the branch where you want to pick up your hold, and click **Confirm**.

If your hold went through ok, you'll get a message that looks similar to this:



STEP 5: Account Features & Functions

Click **My RPL** on the library catalogue website's navigation menu to view your account.



The first thing you'll see is a snapshot of your account, including your checked out items – both physical and digital (eBook) titles, your holds, and your fines.

Continue to next page ...

STEP 5: Account Features & Functions

In the **Checked Out** items, you'll see colour-coded indicators. Red means overdue, and yellow means due dates are coming up.

In the **Holds** section, green means you have a hold ready for pickup!

The **Other** section shows you your recently returned items (your borrowing history), and your total Fines.

My RPL borrowing.

CHECKED OUT (RENEW)

Next Due: Sep 17 (callout: your next due date!)

Digital: 1/10 (callout: eBook checkouts)

Total Items: 3 (callout: Total checked out items (including eBooks))

HOLDS

Available Now: 1 (callout: Hold ready for pickup!)

All Holds: 10

OTHER

Recently Returned: 0 (callout: Your borrowing history (if turned on))

Fines: \$1.00

i Checking Due Dates & Renewing

My RPL Explore

MY BORROWING

Checked Out

Holds

Fines

Recently Returned

To check your borrowed items or to renew something, mouse over My RPL, and click **Checked Out**.

Your Checked Out items will show you the barcode, due date, and number of times you've renewed.

To renew an item, check the box next to it, and click **Renew Selection**.

If you get an error that says "item cannot be renewed" there could be several reasons:

- It was requested by another user
- You've already renewed the item twice
- You have too many fines.
- The item you want to renew is a rapid read, so it cannot be renewed.

If you don't think any of these reasons apply to your item, please contact the library at 604-231-6404!

ii Holds

My RPL Explore

MY BORROWING

Checked Out

Holds

Fines

Recently Returned

To view and edit your holds, mouse over My RPL, and click **Holds**.

The Holds page will tell you when you placed the hold, what its status is, what branch you want to pick it up at, and when the holds.

Continue to next page ...

STEP 5: Account Features & Functions

Cancelling a Hold

To cancel a hold, click on the checkbox next to it, and click **Cancel**.



View:

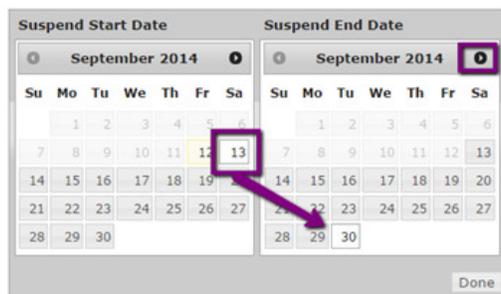
location:

Status: **Not ready for pickup**

Expires: Jun 16, 2015

Suspending a Hold

If you're going on vacation and you don't want to miss your hold, you can suspend it. Just click the checkbox next to the item, and click **Suspend**. Next, select the date you want the suspension to start on (you can go as early as tomorrow), and the day you want it to end on. Once you've selected your dates, click **Done**.



Change Pickup Location

If you want to pick your hold up at a different branch than displayed, just click the drop down menu and select the branch you want. It will automatically change your pickup location to the selected branch.



location:

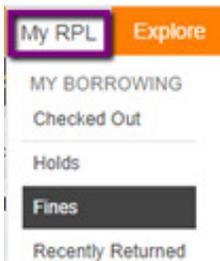
Status: **Not ready for pickup**

Expires: Sep 12, 2015

Note: you can't cancel, change a pickup location, or suspend a hold once it's ready for pickup – if you still wish to make those changes, you'll need to contact the library at 604-231-6404

iii

Fines



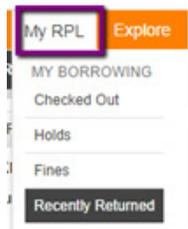
You can check your fines and pay them online from your account in the new catalogue. To start, mouse over **My RPL**, and click **Fines** in the drop-down menu. You will be able to view all of your fines by date, amount or reason. You can pay your fines in person at any branch, or you can pay them online via Paypal – just click **Pay Fines** to get started.

Continue to next page ...

Checklist

STEP 5: Account Features & Functions

iv Recently Returned & Borrowing History

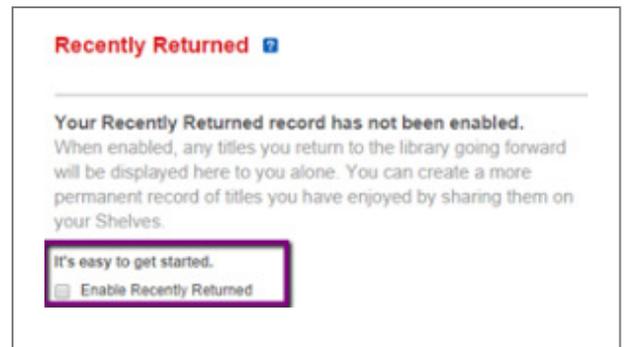


If you choose to, the catalogue can keep track of your borrowing history . To turn on your borrowing history, start by mousing over **My RPL**, and clicking **Recently Returned**.

If the feature is not enabled, you will get a message indicating that this feature has not been enabled on your account. Just click the checkbox next to **Enable Recently Returned** and wait.

If you already had your history enabled in our old Catalogue, the new Catalogue will automatically import your list.

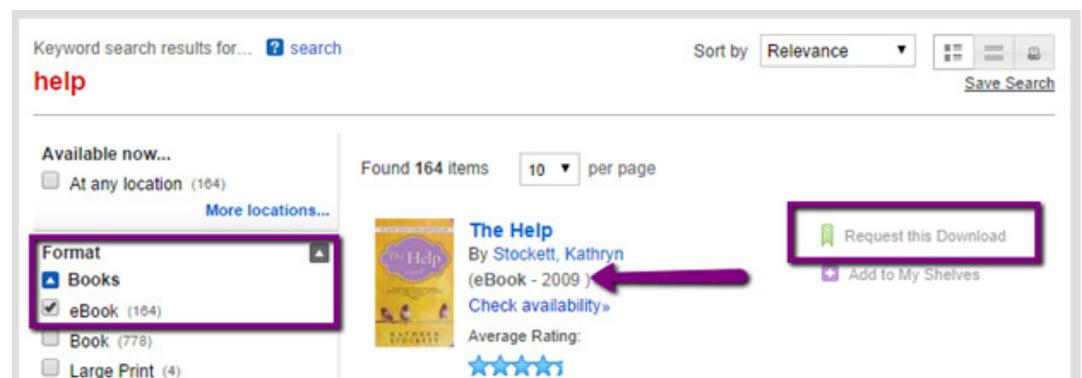
If you did not have your history enabled in our old catalogue, you won't see any items in your history yet - our system will now start tracking the items you return from this point on.



STEP 6: eBook Checkout & Downloading

One of the great features in our new Catalogue is integrated eBook checkout and download! Additionally, your eBook account (checkouts and holds) will also be integrated with your regular library account!

You can find an eBook in our catalogue by searching for a title or author, then use the **Books** filter to narrow down your search results to just the **eBook** format. Once you've found the eBook you want, click the **Request this Download** link to the right of it:

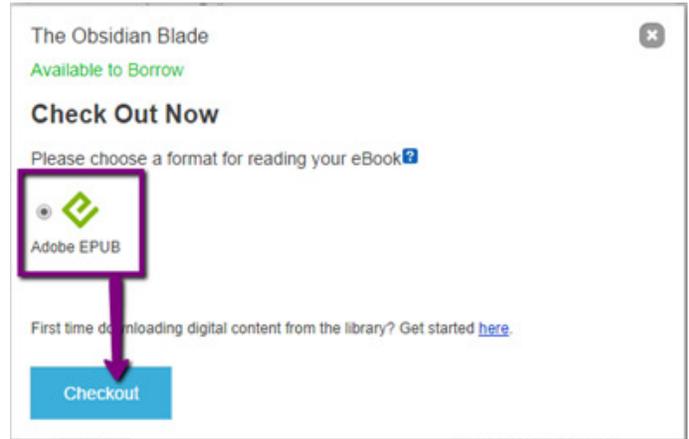


Continue to next page ...

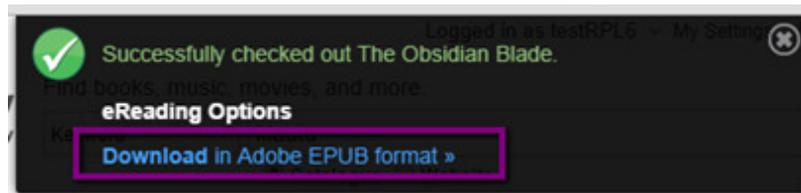
STEP 6: eBook Checkout & Downloading

If the eBook is available, you'll be asked to choose your format. We recommend Adobe EPUB. Click the circle next to the Adobe icon, and click **Checkout**:

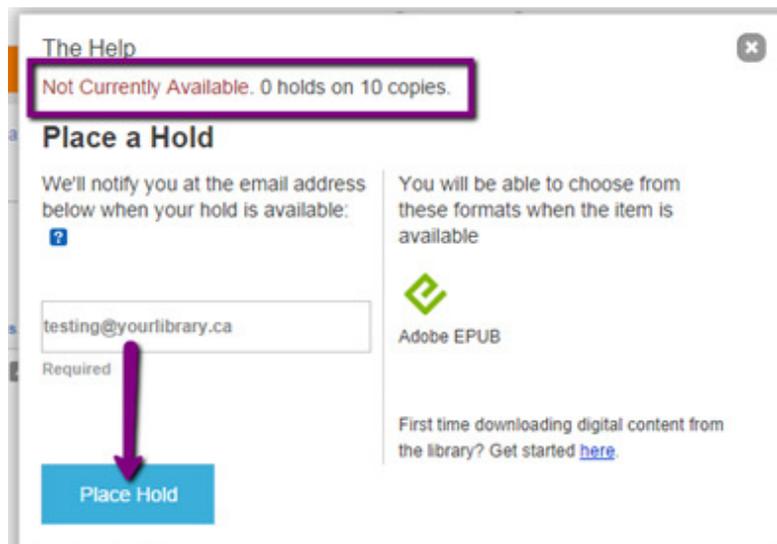
If you haven't checked out eBooks before, there's a **Get Started Here** link to help you get your device set up to download and read eBooks.



Next you'll get a message that your eBook has checked out successfully.



Use the **Download in _____ format** to download the eBook to your device, but make sure your device is set up with the right software/accounts first! If you haven't used eBooks before, check out our step-by-step guides to help you get started: www.yourlibrary.ca/ebooks#guides.



If all the copies of the eBook are checked out, you'll get a message that tells you it's not currently available, and how many holds are already waiting. To place a hold, just enter your email address, and click **Place Hold**.

When the eBook is available for you, you'll get an email with a link to check out and download it.

Continue to next page ...

Checklist

STEP 7: Your Shelves & Lists

The new Catalogue provides a number of ways to keep track of the books you like, and share them with others! To get started, click **My RPL**.

Use **My Shelves** to keep track of your reading activity – items you've finished, those you're in the middle of, and those you want to remember to read later!

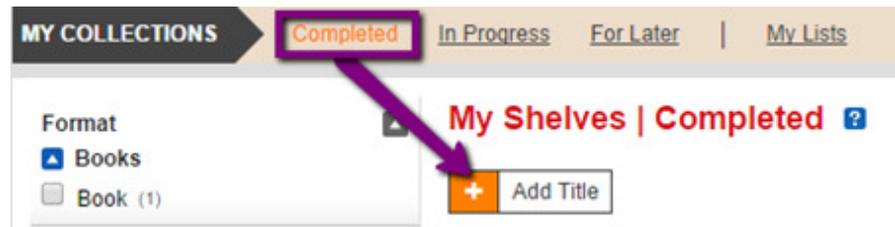
Use **My Lists** to create lists of different subjects, genres, authors, etc. – for example, your all-time favourite Mysteries or favourite Movies!



Remember: By default, your shelves and lists are public, so anyone can see them! If you want to make your shelves private, go to your Settings at the top right of the screen, then find your Privacy Settings. Read the Help section (link: <http://help.bibliocommons.com/020shelves/000my-shelves/>) for more information.

i Using Your Shelves

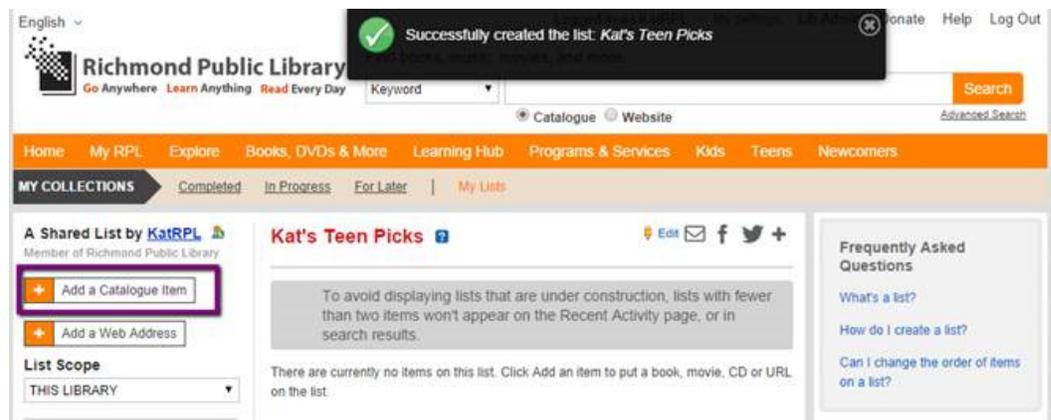
To add an item to one of your shelves, select the one you want (e.g. Completed or For Later) and then click **+ Add Title**



ii Creating Lists

To create a list, go to **My Lists**, and click **+ Create a New List**. You'll need to choose a list type and give it a name. Then you can start adding items to it!

To add items to a list you've made, open your list, and then click **Add a Catalogue Item**



Continue to next page ...

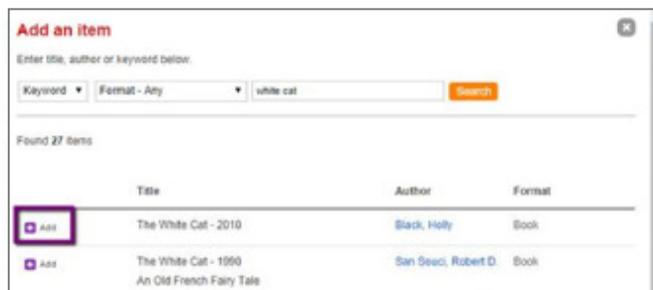
Checklist

STEP 7: Your Shelves & Lists

iii Adding Items to Your Shelves & Lists

When your list or shelf is open, go to **Add Title / Catalogue Item**, and do a search for the item you want.

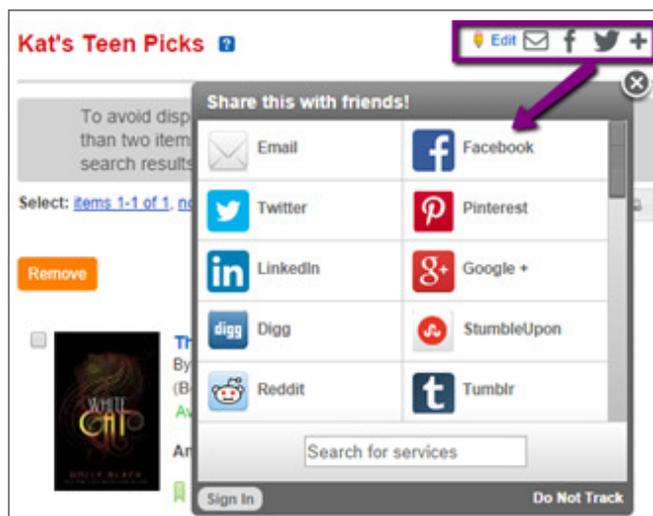
Then, use the little purple **+ Add** button to add the item to your list. Just keep using the search bar at the top of the window to find and add additional items to your list!



iV Sharing Your Lists & Shelves

To share your list or shelf with others, use the social icons at the top of the screen next to the name of your list; you can email your lists, post them to facebook, twitter, and more!

You can also just copy and paste the URL in your browser to send someone a link to your list.



RPL's new Catalogue also has an App version for Apple & Android devices! To get it, go to your Google Play or Apple App store and search for **RPL yourlibrary!**

End