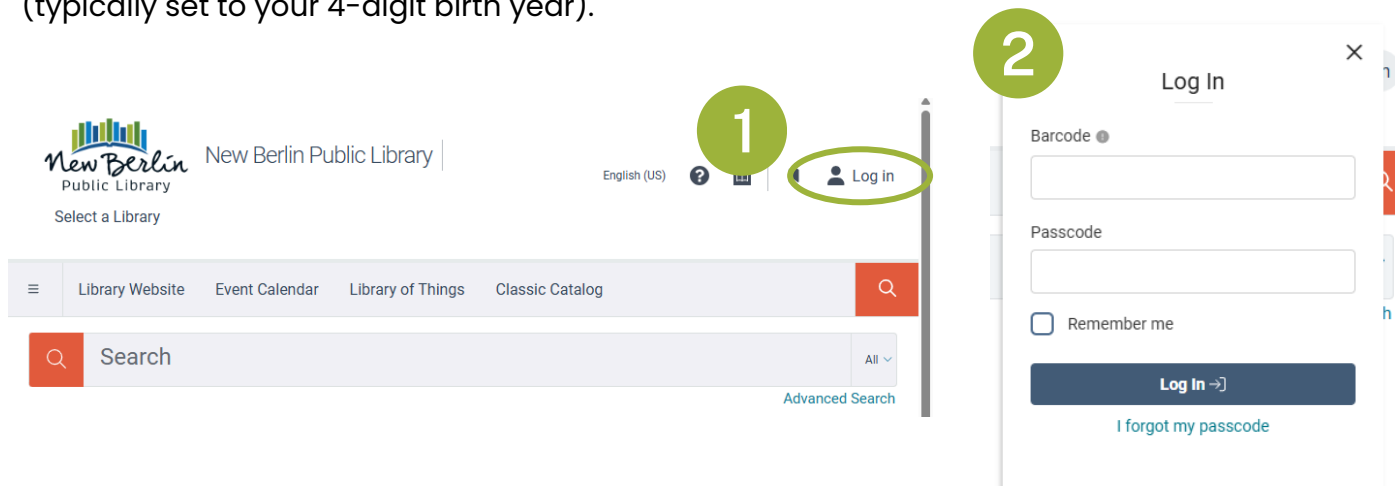


How to Use the Online Library Catalog

Our online library catalog allows you to search for any item in our collection at New Berlin Public Library, as well as across our entire library consortium, Bridges Library System, which covers Waukesha and Jefferson counties.

ACCESS YOUR LIBRARY ACCOUNT

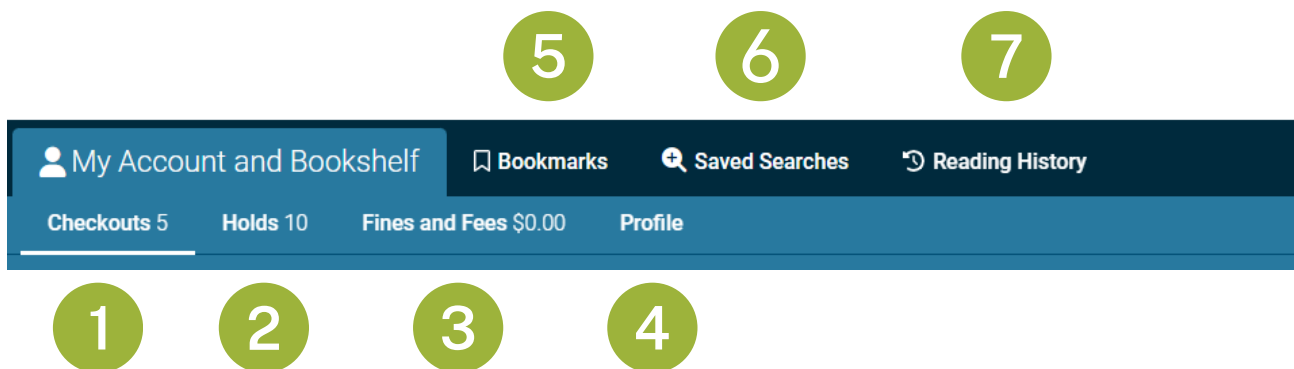
1. Go to **newberlinlibrary.org/catalog**. This will take you to the catalog where you will see “Log In” in the top right corner.
2. Log in with your library card barcode (all letters and numbers, no spaces) and passcode (typically set to your 4-digit birth year).



MY ACCOUNT AND BOOKSHELF

At the bottom of the page, click on “My Account and Bookshelf” to see all your checkouts, holds, fees, and other account information.

1. **CHECKOUTS:** View items currently checked out and due dates. This is also where you can renew items you have checked out.
2. **HOLDS:** View items you have on hold, if they are available for pickup, how many patrons are waiting, and your pickup location. You can also cancel or freeze holds.
3. **FINES and FEES:** View money owed and pay online.
4. **PROFILE:** View your info such as address, library card expiration date, etc.
5. **BOOKMARKS:** Edit and organize your Bookmarked items into lists to save and share.
6. **SAVED SEARCHES:** Save search queries for later use.
7. **READING HISTORY:** Retains information on the titles you have checked out and returned. You may sort by checkout date, title, or author. This is opt-in only; your history will only begin saving once you have opted in. You will not see any history from before you opted in.



SEARCH THE CATALOG

1. Click in the gray box labeled "Search" near the top of the page.
2. Type in the title you are looking for and hit enter (including the author's name after the title can help yield better results).
3. To the left of the search results, you can filter by various facets, including publishing date, format, age group, author, and owning library. Be sure to hit "Apply" at the bottom of the column to apply the filters to your search results.
4. Each result will display all the formats available for that title. These formats include book, large print, audio book on CD, non CD audio (Playaway, Wonderbook, Tonie, etc.), as well as ebook and eaudiobook (titles available on Libby).
5. A green check means that the item is available at one or more libraries in our system. A red "No copies available" means that all copies are currently checked out.

The screenshot shows the search results for "Harry Potter and the Sorcerer's Stone" by J.K. Rowling. The interface includes a search bar at the top with the text "harry potter and the sorcerer's stone" and a magnifying glass icon. To the left is a sidebar with "Refine Results" and various filters like Availability, Date, Format, Collections, Age Group, Literary Form, Authors/People, Subjects/Topics, Language, Owning Library, and New materials. The main results area shows 72 results found. The first result is "Harry Potter and the Sorcerer's Stone" by Rowling, J. K., published 1998-2020. It lists various formats: Book (Available), Large Print (Checked Out), Audio Book on CD (Available), Non CD Audio (Available), Eaudiobook (Checked Out), and Ebook (Checked Out). A green checkmark indicates it is "On shelf at one or more locations". Below this, it lists "New Berlin Public Library" and a "Find a copy" link. A "Find specific edition" link is also present. The bottom of the page has a navigation bar with "My Account and Bookshelf" and "Bookmarks".

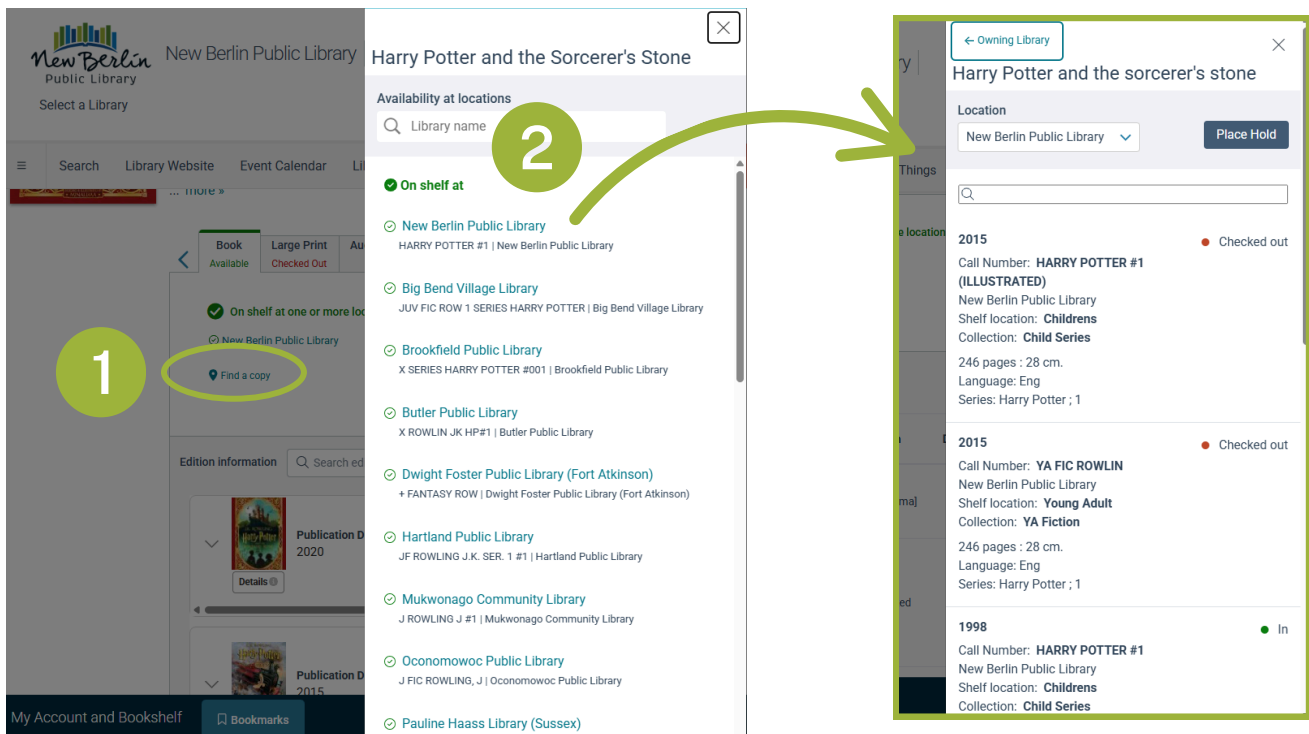
VIEW AN ITEM IN THE CATALOG

Click on a listing's title to see more information about the listing, including full description, formats, locations, and even similar authors and titles.

The screenshot shows the detailed view of "Harry Potter and the Sorcerer's Stone" by J.K. Rowling. The top section includes the book cover, title, author, and publication information. Below this is a description: "Jim Dale's Grammy Award-winning performance of J.K. Rowling's iconic stories is a listening adventure. Turning the envelope over, his hand trembling, Harry saw a purple wax seal bearing a coat of arms; a..." followed by a "more" link. The format section shows: Book (Available), Large Print (Checked Out), Audio Book on CD (Available), and Non CD Audio (Available). A green checkmark indicates it is "On shelf at one or more locations". Below this, it lists "New Berlin Public Library" and a "Find a copy" link. The bottom section features "Similar Series" with a grid of book covers for other titles like "The Golden Compass", "The Dark Materials", "The Inheritance Cycle", and "The Eragon".

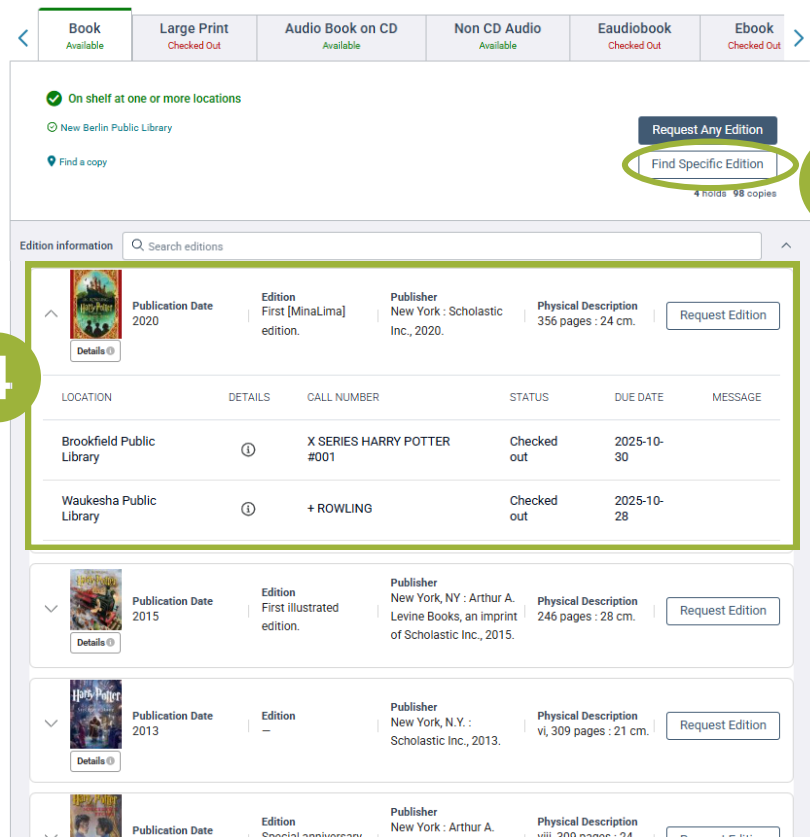
FIND A COPY AT A LIBRARY

1. Click on "Find a copy" to see where this item is available across the entire Bridges Library System.
2. Click on a specific library's name to see all the copies that library has available and where they are on the shelf.



3. **Find Specific Edition:** View different versions of each title (such as paperback or hardcover, Playaway or Wonderbook, illustrated editions, board book or picture book, etc.).

4. Toggle each edition down to see all the individual copies of that edition and where they are located.



PLACE AN ITEM ON HOLD

1. If you don't have a preference on the edition of the item, when viewing the search results, select the correct format of the item you'd like then click on **"Request Any Edition"**.
2. If you'd like to see what editions are available and have a preference (such as paperback or hardcover, Playaway or Wonderbook, illustrated editions, board book or picture book, etc.), then click on **"Find Specific Edition"** instead to see all the edition information. When you found the edition you'd like, click the "Request Edition" button next to that edition.
3. Choose which library you'd like to pick the item up from and if you'd like your hold to be frozen by checking "I don't need this item before" and choosing the date you'd like your hold to become active.
4. Hit "Confirm Location" and you will be notified when your hold is ready for pick up!

