



**Bibliothèque publique de  
WESTMOUNT  
Public Library**

## NEW Online Catalogue Users' Guide User Activities

The User Activities page allows you to view your personal information, change your *pincode*, view your saved lists, verify and renew the items you have out, view your reserves list and view any money owing.

To access your account, click on the **User activities** button on the left-hand side of the screen.

Enter the barcode number on your library card.

Enter your PIN number. You can request your *pincode* from the Circulation Desk or receive it by e-mail (see below).

Click on **Sign In** and you're ready to go.

### New or forgotten *pincode*

If you should forget your *pincode*, or if you do not yet have one, enter your barcode and click on **Forgot pincode?** The following box will appear:

**Type your barcode, then we will send you your pincode by email:**

As long as you have informed us of your e-mail address, the response will be as follows:

**Your pincode is successfully sent by email.**

*If we do not have your e-mail address on record, you will receive a message to this effect.*

The response is immediate, therefore, you can open your e-mail right away to find the new *pincode* that has been assigned to you.

This brings you to your *User Activities* page:

Home	<b>USER ACTIVITIES</b>	
New search		
Log off		
General information		
	<b>My File</b>	
	<a href="#">My personal information</a>	
	<a href="#">Change my pincode</a>	
	<a href="#">My personal interest profile</a>	
	<a href="#">My save list with bibliographical descriptions</a>	
	<b>Loan Information</b>	
	<a href="#">My loans, with possibility of renewal</a>	
	<a href="#">My account</a>	
	<a href="#">My reservations</a>	
	<b>Suggestions/Order</b>	
	<a href="#">Feedback</a>	

Each of these options is discussed in more detail below.

### My File

#### [My personal information](#)

This section includes your address, telephone number, etc. It also contains a section where you can enter or change your *e-mail address*. There are features of our new system that allow us to advise you of available materials by e-mail so we would urge you to enter your e-mail address here, if you have one. For any other changes to your personal information, please contact the circulation desk.

#### [Change my pincode](#)

You will be assigned a computer-generated pincode. You can change this code to one that is easier for you to remember. Your pincode must contain digits only, with a maximum of 8 and a minimum of 4. The instructions on the screen are very easy to follow.

#### [My personal interest profile](#)

*This feature will be added to your User Activities section in the coming months.*

#### [My save list with bibliographical descriptions](#)

This is a very powerful tool that allows you to save catalogue items for future reference (for example, if you don't have time to read the item now) or even to create complete bibliographies for school assignments.

Let's say you have a group assignment to do on the McCarthy Era in American history. You would first do the following search (using only *keywords* as the fields in order to cover as much information as possible):

HomePage

New Search

History

Page >

Page <

Level up

Select all on this page

View selected items

Save selected items

Save all

Save list

User activities

Log off

SDI

Simple search

Expert search

Browse Search

Enter a search term here:  Keywords ▾ Search

or ▾  Keywords ▾

and ▾  Keywords ▾

Language: No preference ▾

Location in the Library: No preference ▾

Type of material: No preference ▾

Publication date:  -

Page 1 / 1 (10 items)

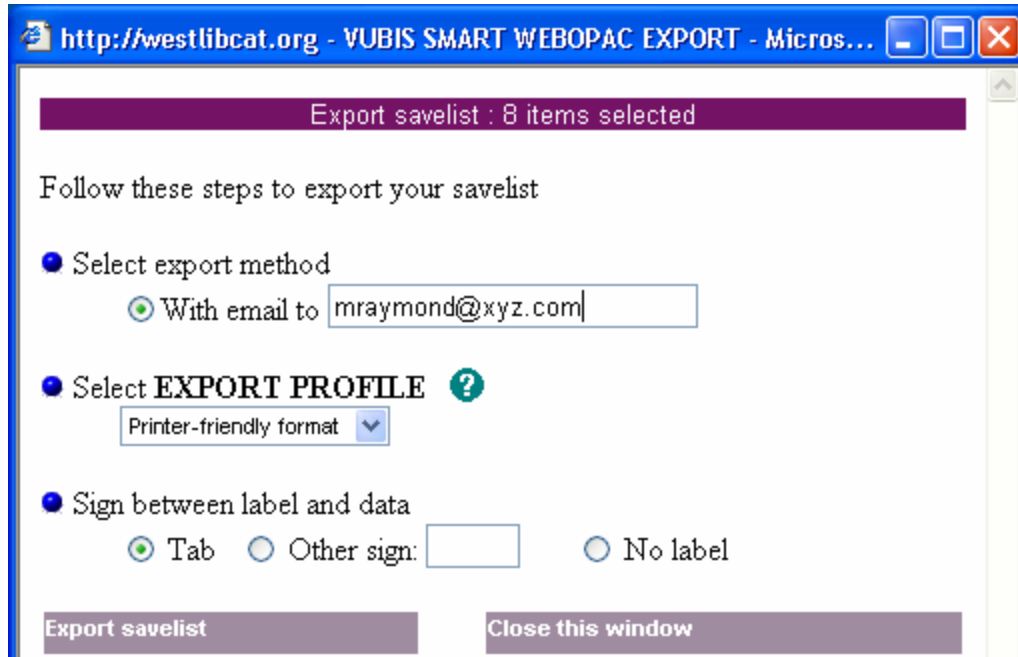
	Format	Author	Title	Publication Year	Availability	Info
<input checked="" type="checkbox"/>			Good night, and good luck [videorecording (DVD)] / directed by George Clooney.	2005.	✗	
<input checked="" type="checkbox"/>		Laxer, James, 1941-	Red diaper baby : a boyhood in the Age of McCarthyism / James Laxer.	c2004.	✓	
<input checked="" type="checkbox"/>		Morgan, Ted, 1932-	Reds : McCarthyism in twentieth-century America / Ted Morgan.	c2003.	✓	
<input checked="" type="checkbox"/>		Theoharis, Athan G.	Chasing spies : how the FBI failed in counterintelligence but promoted the politics of McCarthyism in the Cold War years / Athan Theoharis.	c2002.	✓	
<input checked="" type="checkbox"/>		Klingaman, William K.	Encyclopedia of the McCarthy era / William K. Klingaman.	c1996.	Library use only	
<input checked="" type="checkbox"/>		McCarthy, Joseph Weston, 1945-	Days and nights at Costello's / Joseph P. McCarthy. \$ Joseph Weston McCarthy.	c1980.	✓	
<input checked="" type="checkbox"/>		Halsey, Margaret, 1910-	No laughing matter : the autobiography of a WASP / Margaret Halsey.	c1977.	✓	
<input checked="" type="checkbox"/>		Belfrage, Cedric, 1904-	The American inquisition, 1945-1960. -	[1973]	✓	
<input type="checkbox"/>		McCarthy, Justin, 1830-1912.	British political portraits / by Justin McCarthy.	1903.	✓	
<input type="checkbox"/>		Tierney, Harry.	Rio Rita : a romantic musical comedy / music by Harry Tierney ; words by Joseph McCarthy ; book by Guy Bolton and Fred Thompson.	[n.d.].	✓	

Of the ten items, the first eight are exactly on your topic, including a recent film, a biography and a reference book.

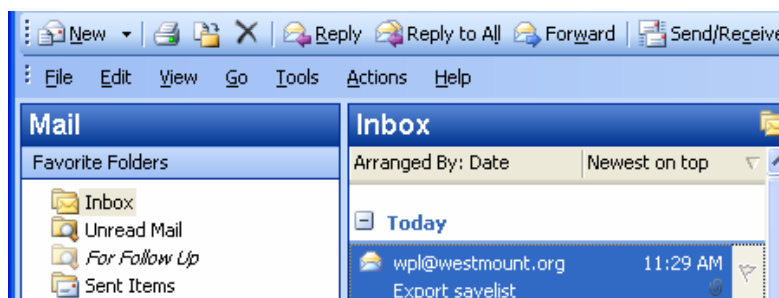
Place a  in the box to the left of these items and then, on the left-hand side of the screen, click on Save selected items. If you want to review your list of saved items, just click on Save list (8 items). At any time you can select an item (by clicking the left-hand box) and choose to see more about it: View selected items or delete it if it no longer interests you: Delete selected items.

### Creating and e-mailing bibliographies

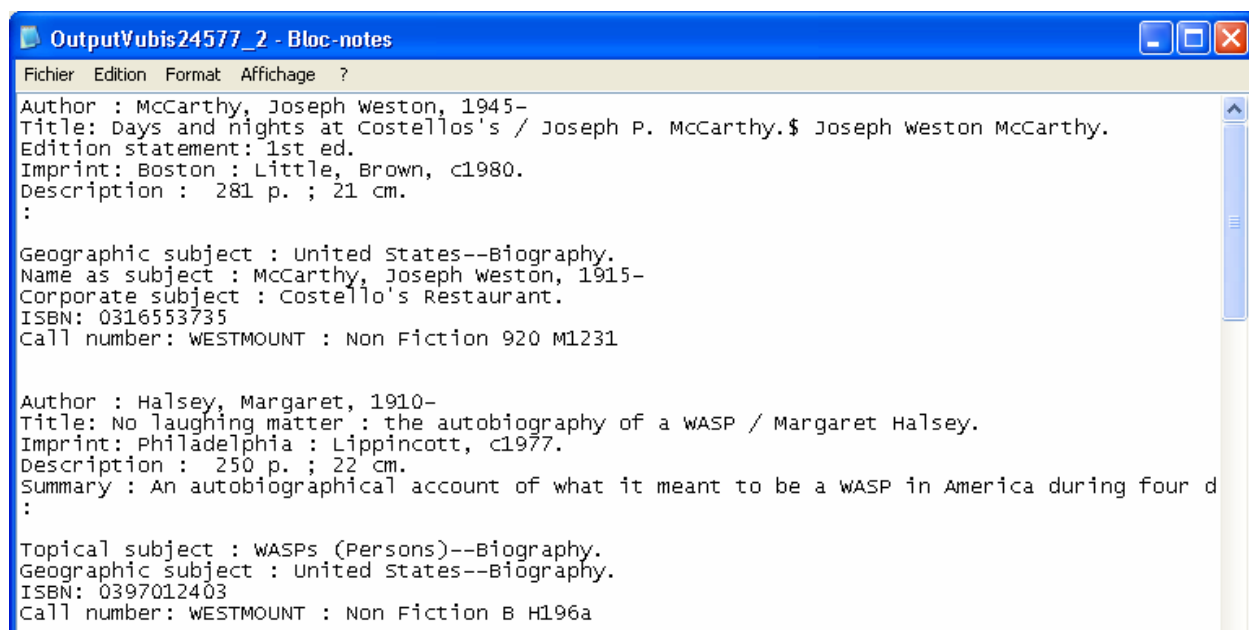
You can also use this list to create a bibliography and send it by e-mail to yourself or to a friend or colleague. First, click on **Output** on the left-hand side of the screen. The following box will appear at the top left of your screen:



Your e-mail address will automatically appear, however, you can change the e-mail address if you wish to send the list to someone else. Click on **Export savelist** to send the list, and then on **Close this window** when you are finished. The e-mail you receive will look like this:



When you open the file attachment, it will be in notebook format and looks like this:



You can now copy and paste this file into another kind of file, such as Word, and refine your bibliography to meet your needs.

## Loan Information

[My loans, with possibility of renewal](#)

When you click on this heading, the screen will show the books that you presently have on loan. For example:

New search		Current loans			
General information	<b>Renewal</b>	<b>Title</b>	<b>Check out date</b>	<b>Due date</b>	<b>Overdue fine</b>
	<input type="checkbox"/> Last time	Simisola /	24-07-2006	28-07-2006	0.75
Amounts due	<input type="checkbox"/>	The babes in the wood /	02-08-2006	23-08-2006	0.00
	<input type="checkbox"/>	Paperbacks, adult library	12-07-2006	02-08-2006	0.00
Pay history	<input type="checkbox"/> Last time	Osman's dream :	20-07-2006	15-08-2006	0.00
Deposits	<input type="checkbox"/>	Death of an expert witness /	02-08-2006	23-08-2006	0.00
	Maximum no. of renewals reached	Edmund Wilson :	03-07-2006	11-08-2006	0.00
Loan/Renewal					<input type="button" value="Renew selection"/> <input type="button" value="Renew all"/>
Loan history					

You cannot renew an item in the following instances:


If it has already been renewed twice:

Maximum no. of renewals reached	Edmund Wilson :	03-07-2006	11-08-2006	0.00
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or if the item has been reserved by another library user:

Reserved for another borrower	Playing with fire /	14-07-2006	21-07-2006	0.00
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In these cases, there is no box  to the left of the item for you to click on.

When an item has been renewed once, you are warned that you can only renew it one more time. Put a  in the box to renew it:

<input type="checkbox"/> Last time	Paperbacks, adult library	12-07-2006	10-08-2006	0.00
------------------------------------	---------------------------	------------	------------	------

One of the books on loan – *Osman's Dream* – is very interesting but pretty heavy going. If you want to finish it but need more time, click on the  next to it, on the left:

<input checked="" type="checkbox"/>	Osman's dream :	20-07-2006	10-08-2006	0.0
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and then click on **Renew selection**.

Then, like most computer systems, you are asked to confirm that's what you want to do:

**Confirm extension(s)**

Object	Title
36997004542838	Osman's dream :
<b>Amount of objects to extend</b>	1
<b>Renewal cost</b>	0.00

Click on **Renewal** to confirm the renewal, or on **Skip renewal** if you picked the wrong item or have changed your mind.

If there had not been constraints on some of the items on loan – already renewed twice, another borrower with a reservation – you could renew all your materials by clicking on **Renew all**.

You unfortunately forgot to renew one book that was due and, as is shown in the far right-hand column below, you have an overdue fine of seventy-five cents.

<input type="checkbox"/> Last time	Simisola /	24-07-2006	28-07-2006	0.75
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**My account**

This page shows money you owe the library:

**Open amounts**

**Open amounts : summary**

Sell	12.00
	12.00

	Title	Date due	Return date	Amount
<b>Sell</b>	1 Library bags Adult/Sac à livres Adultes	0	03-10-2006	12.00

In this case, you bought a library book bag on credit because you didn't have the \$12 with you at the time.

## My reservations


If you want to read a book, but find that it is already on loan, you can reserve it from home or from one of the library's computers. First locate the book, in this case, Margaret Atwood's *The Tent*:

[HomePage](#)  
[New Search](#)  
[History](#)  
  
[Page >](#)  
[Page <](#)  
[Level up](#)  
  
[Save list \(7 items\)](#)  
[User activities](#)  
  
[Log off](#)  
[Save item](#)  
[Reserve](#)  
[Cards](#)  
[Help](#)

### Full description Page 1 / 14

**Author** [Atwood, Margaret, 1939-](#)

**Title** The tent / Margaret Atwood.

**Synetics** 

**Imprint** Toronto : McClelland & Stewart, 2006.

**Description** 155 p.

**ISBN** 0771008732 :

**Format** 

**Call number** WESTMOUNT : Fiction ATW No items currently available for loan  
WESTMOUNT : Fiction FAST ATW No items currently available for loan

### Holdings - details

Call number	Reservations	Barcode	Availability	Last return date
1 Westmount Fiction ATW	0	36997004544776	13/09/2006	
2 Westmount Fiction FAST ATW	0	36997004550625	31/08/2006	

At the left-hand side of the screen, click on **Reserve**. The following box appears:

Reservations : The tent /

Receive an e-mail message when your book is available

Make reservation

Cancel

*Note that the feature to alert you by e-mail is not yet available.*

Now click on **Make reservation** and your reservation will be confirmed with the following message:

Reservations : The tent /

**Your reservation has been accepted !**

OK

Click on **OK** to close the window. We will advise you by telephone when the book becomes available.

When you go back to the User Activities page and click on [My reservations](#) you will find that *The Tent* is in your list:

Current reservations					
	Title	Type wording	Reserved since	Position in list	Available until
<input type="checkbox"/>	Dans les bois éternels /	Adult Fiction	22-08-2006	8	
<input type="checkbox"/>	The tent /	Adult Fiction	25-08-2006	1	

[Delete selected reservations](#)

Here you can find the titles of items you have reserved, the type of material, when you placed the reservation and where you are in the line-up of readers. If, in the meantime, someone lends you the book, you can remove the reservation by clicking on the box(es)  to the left of the title(s) and then clicking on [Delete selected reservations](#).

### Suggestions/Order

#### Feedback

Send us an e-mail! Your comments, suggestions and recommendations are always welcome.

For more information on using Westmount Public Library's Online Catalogue:

For the basics of catalogue searching, refer to our pamphlet on the [Simple Search](#).

For more advanced catalogue searching, refer to our pamphlet on the [Expert Search](#).