

# Lincolnwood Library's Online Catalog

## Basic Search:

1. Type a search phrase in the empty box,  
*Example: Pizza, or traveling Europe*
2. Select one of the following options from the drop-down menu to the left of the search box:
  - Words or phrase
  - Author
  - Title
  - Subject
  - Series
  - Periodical title
3. To search all the libraries in our consortium simultaneously, or to search a library other than Lincolnwood, click the arrow on the drop-down menu labeled "library" and select a option.
4. To search a specific reading level, select "Adult", "Teen" or "Juvenile" by clicking in the corresponding circle above the search box.

## To find a specific title:

1. Type some major words from the title.
2. Type the word "and" (without the quotation marks).
3. Enter the last name of the author, performer or composer.  
*Example: da vinci code and brown*
4. Leave the default "words and phrase."
5. Click on "Search" button.

## To find a format other than print:

Follow the steps above, but instead of author name, type the desired format: audiobook, CD, DVD or VHS.  
*Example: da vinci code and dvd*

## Search tips:

- Enclose your phrase in quotation marks to search the words in the exact same order and proximity to each other. This will keep small words such as "the" and "and" from being ignored.  
*Example: "And then there were none".*
- If you are unsure of the spelling or if the term is singular or plural, the symbols ? and \$ can be substituted. ? stands for one letter. \$ stands for several letters.  
*Examples: Wom?n warrior, Smith\$*

## Power Search (*advanced search that limits by year and language*):

1. Click "Power Search".
2. Fill in as many boxes as you choose.
3. Select a word (Boolean operator) from the right drop down menu.  
AND – both terms must appear within the record. This limits your search.  
OR – either one or both terms should appear within the record. This expands your search.

NOT – searches for the first term but not the second. Good if you want to exclude a category. *Example: China not porcelain.*

XOR – will search for either term but not both terms. *Example: banjo XOR guitar.*

4. Scroll down to the lower part of the screen and select a language and/or fill in the year(s).
5. If searching a range of years, use hyphen between the years.  
*Example: 1960-1970*

**Call number search (to find a specific title or browse a chosen subject according to its Dewey Decimal number):**

1. Click on "Power Search".
2. Select "Call Number" from "Catalog Searches" on the right of the screen.
3. Type the call number.
4. Select reading level from the "Reading Level" box.

**To browse (best method of searching if unsure of spelling or name of an item):**

1. Click on "Power Search".
2. Select "Browse" from "Catalog Searches" on the right of the screen.
3. Type the author, title, subject, series, or periodical title you wish to find and click the corresponding search button.
4. The browse list contains catalog records in the alphabetic vicinity of your search word.
5. Once the browse list displays, click any item to see your search results.

**Checking location or availability:**

1. Conduct a search.
2. Select a title from the list of search results by clicking on "Details" to the left of the title.
3. Call number and availability will appear underneath the title at the lower part of the screen.

**Placing holds:**

- iBistro allows **Lincolnwood Library Card Holders** to place holds on items that they wish to reserve.
- **The "holds" process is designed to be used for items that are not currently on the shelf at our library**, (i.e. when the item is checked out or is held by another library in our consortium).
- If you wish to reserve an item that is on shelf at Lincolnwood, please phone the library. We'll be happy to pull the item and hold it for you.

**How to place a hold:**

1. Conduct a search.
2. Select a title from the result list by clicking on "Details" to the left of that title.
3. Click the "Place Hold" icon on the left side of the screen.
5. Type your library card number (omit the spaces) in the barcode box on the new screen.
6. Type the word **patron** in the password box.
6. If more than one volume is shown, select the desired one.
7. Suspension dates: Use these dates to temporarily pause your hold. For example, you maybe going on a trip, and unable to pick up any holds for 2 weeks. On the "Suspension enddate" you will go back in to the hold list in your proper place.
8. Click the "Place Hold" button.

9. Confirm your choice by clicking the "OK" button on the next screen.
10. **Do not forget to exit your account** — click on "**Logout**" on the menu bar.

**To renew materials:**

1. Select "My Account" from the menu bar.
2. Then select "Renew My Materials".
3. Type your library card number (omit spaces) in the barcode box.
4. Type the word **patron** in the password box.
5. If renewing materials, checkmark the box for the items you wish to renew or select "Renew All".
6. **Remember to exit your account** by selecting "**Logout**" on the menu bar.

**To cancel a hold:**

1. Select "My Account" from the menu bar.
2. Then select "Review My Account".
3. Check the box for the items you wish to cancel or select "Cancel All Holds".

**To edit suspension dates for pick up:**

1. Follow steps one and two above.
2. To edit a specific item, click "Edit Hold" to the right of the title.
3. To edit all, click "Edit All Holds" at the bottom of the screen.
4. Change dates by using the calendars.

**To print or email search results:**

1. Click in the "Keep" box on the search result screen if you would like to print or email the record(s) of a item.
2. Once you are ready to print or email, click on "Kept" on the menu bar.
3. On the next screen change "Library" from "All" to "Lincolnwood".
4. Select "Print Formatted" or fill in the email address if you wish to send the information.

**Please Note:**

"Kept" items will not be saved when you log out.

**What do the symbols/icons mean?**



URL link to bibliographic record provided by publisher.



Review is available.



Biography of the author is available.



Table of contents is available.



Summary is available.



Chapter excerpt is available to read online.