

HOW TO USE THE ONLINE CATALOG



These guilds have their collections in the library, so members may checkout materials from the Textile Center Pat O'Connor Library. One dollar of your membership dues pay for this privilege.

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|------------------------------------|------------------------------|---|
| 1. Ladyslipper Needle Arts Society | 2. Machine Knitters Guild MN | 3. Midwest Knitting Machine Collaborative |
| 4. MN Basket Weavers | 5. MN Contemporary Quilters | 6. Weavers Guild of Minnesota |
| 7. MN Knitters | 8. Textile Center | 9. Minnesota Quilters |
| 10. MN State Button Society | 11. South Mpls Quilters | 12. Upper Midwest Bead Society |

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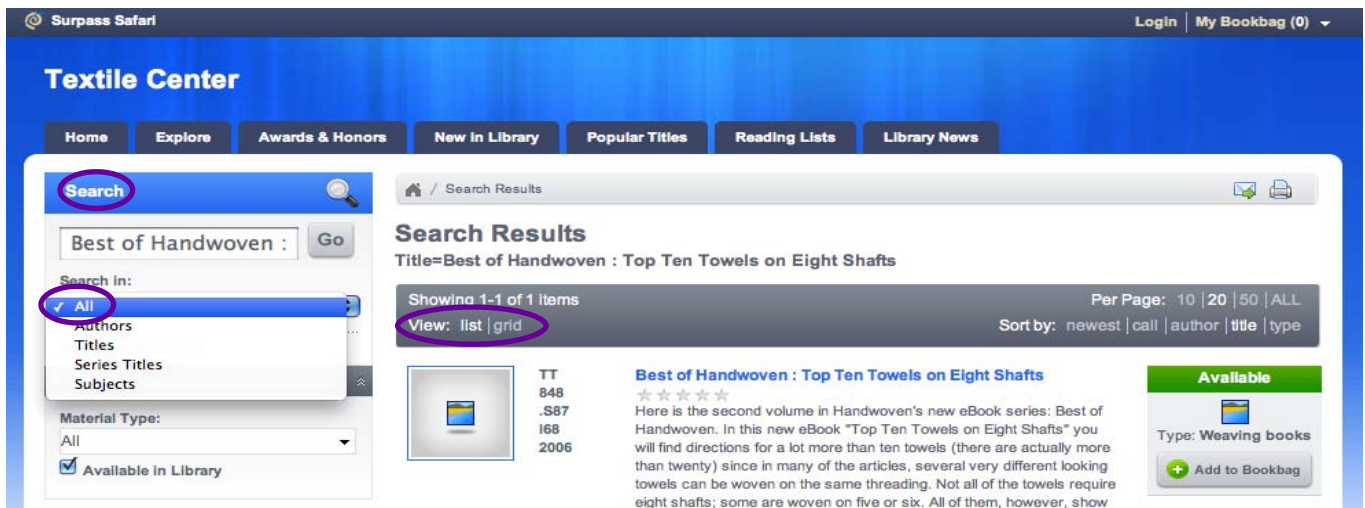
ONLINE SEARCH

You can search for library books and magazines online at <http://textilecenter.mysurpass.net/>

You can also find the Online Catalog page by clicking on the Library banner at the top of the Textile Center web page (www.textilecentermn.org) to go to the library page, and then clicking on the red bar "go to the online catalog." You do not have to log in to search for materials.



At the top of the On-line catalog page, on the left side, is the SEARCH bar. You can search by TITLE, AUTHOR (last name, first name), or KEYWORD if you keep the setting at ALL. When searching by title, the system will look for materials with any of the words you type in, unless you put quotation marks around the words or title to make the search more specific.



ONLINE SEARCH (CONTINUED)

You can view your searches in 2 modes, list or grid. When your search lists many titles, click on the word GRID, then the word ALL to make the list more compact so you can scan through all of the titles quickly.

The list view mode shows information on each book/material in 3 sections.

1. To the left is a cover shot of the book (shown as a gray box if there is no picture) and the call number. REF or WGR above the call number means the material is for reference use and cannot be checked out.
2. The middle section is a brief description of the book/material.
3. The box to the far right displays the type of material and availability. Reference in the book type means the material can only be used on-site and not checked out.

You can search for library materials and create a book bag without being logged in. You must be logged in, however, to reserve materials or to save and send your book bag contents.

LOG IN TO RESERVE/REQUEST/RENEW MATERIALS

Login is at the top right hand corner of the On-line catalog by My Bookbag. Click once on the word Login to bring up the Login box.



Enter in your Patron ID and Password in the box and click the Login button.

 A screenshot of the login form. At the top left is a logo of three yellow ribbons. The title is 'Login'. Below the title is a paragraph: 'You can search for library materials without being logged in, but you must be logged in to view your account information, reserve materials or to save your bookbag contents.' There are two input fields: 'Patron ID:' and 'Password:'. Both labels are circled in purple. Below the fields are two buttons: 'Login' and 'Cancel'. A purple arrow points from the left towards the 'Login' button. At the bottom, there is a note: 'If you do not know your patron ID or password, please contact the library staff.'

Once logged in, you can look at your account, or reserve, review or renew materials or create a book bag.

RESERVE MATERIALS BY SENDING THE LIBRARIAN A BOOK BAG



Sending a book bag is the easiest way for the Library to reserve materials for you. You can create your own book bag using these instructions.

1. Log in with your Patron ID and Password.
2. Find the books/materials you want.
3. In the box to the right of the title, click on ADD TO BOOKBAG.
4. Go to the top right corner by the words LOGIN|MY BOOKBAG.
5. Hover your pointer over the words MY BOOKBAG and pick SHOW BOOKBAG in the dropdown list.
6. On the left side of the light gray strip, you will see a house icon and the words, MY BOOKBAG. At the other end of the same light gray bar, you will see an icon of an envelope and a printer. Click on the icon of the envelope.
7. A new form will come up with the subject, MY BOOKBAG. Enter or change the email address in the form to librarian@textilecentermn.org, click on SEND to email your book bag to the librarian.
8. When the librarian receives your book bag email, she will look up your books/materials and send a return email to you about their status.
9. Available materials will be held for one week, then returned to the shelf if not picked up. Send a note or call if you need a longer time to come and get it. You will be notified when materials that are currently checked out have been returned.

My Bookbag

Showing 1-2 of 2 Items Per Page: 10 | 20 | 50 | ALL

View: list | grid Sort by: newest | call | author | title | type

	<p>TT 848 .S87 168 2010</p>	<p>Best of handwoven.: A baker's dozen: Top projects in overshoot</p> <p>☆☆☆☆☆</p> <p>Thirteen Projects in Overshot. From tiny pincushions to a full-sized coverlet, you'll find fabulous overshoot fabrics - all of them on only four shafts!</p>	<p>Available</p>  <p>Type: Weaving books</p> <p>Remove from Bookbag</p>
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IS THIS BOOK/MATERIAL AVAILABLE NOW?

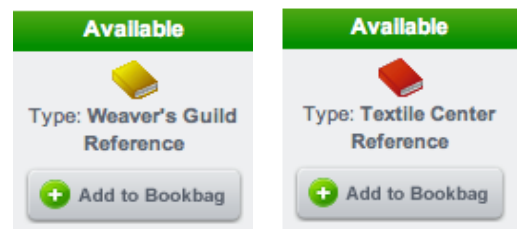
To the right are examples of the availability box found to the right of the book/material description. The green bar means it is available for use. A gray DUE DATE or OVERDUE bar instead of a green AVAILABLE bar means the book is currently checked out.



CAN I CHECK IT OUT OR IS IT ONLY FOR USE ON SITE?

There are 2 ways to see if a book is only for reference use on site, the availability box to right of the summary or the call number to the left of the summary.

If the TYPE in the AVAILABILITY box says REFERENCE, it can only be used on site, not checked out.



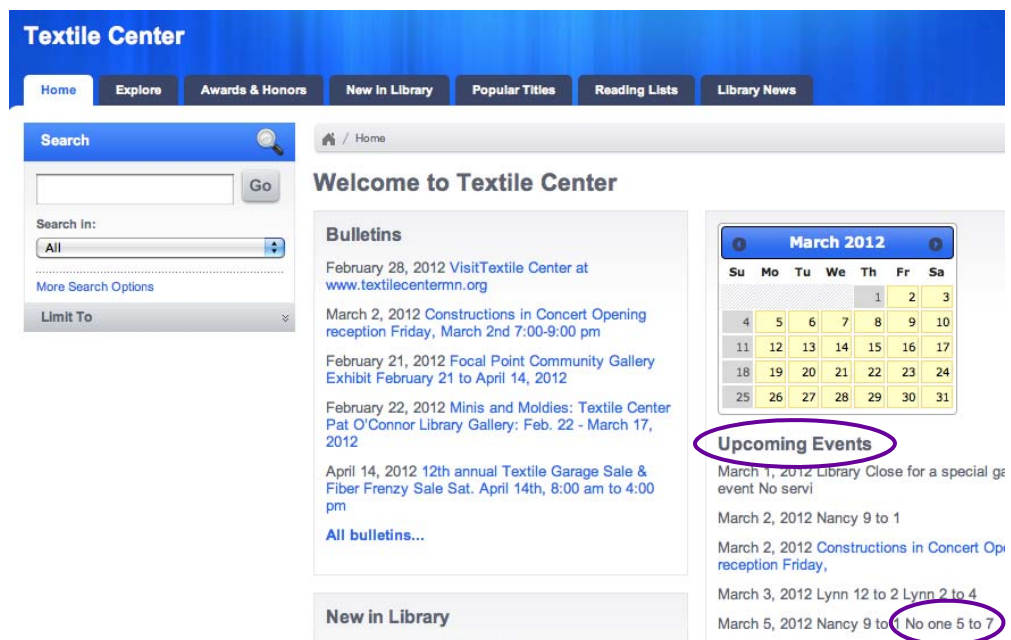
Books/materials that have REF or WGR at the top of the call number are for reference only. Call numbers without the letter R at the top can be checked out of the library.



DOUBLE CHECK WHEN THE LIBRARY WILL BE OPEN

Since the library staffing hours can vary, please double check that someone is on duty before you stop by. Each day's staff and hours are posted under the calendar icon on the right side of the online catalog home page.

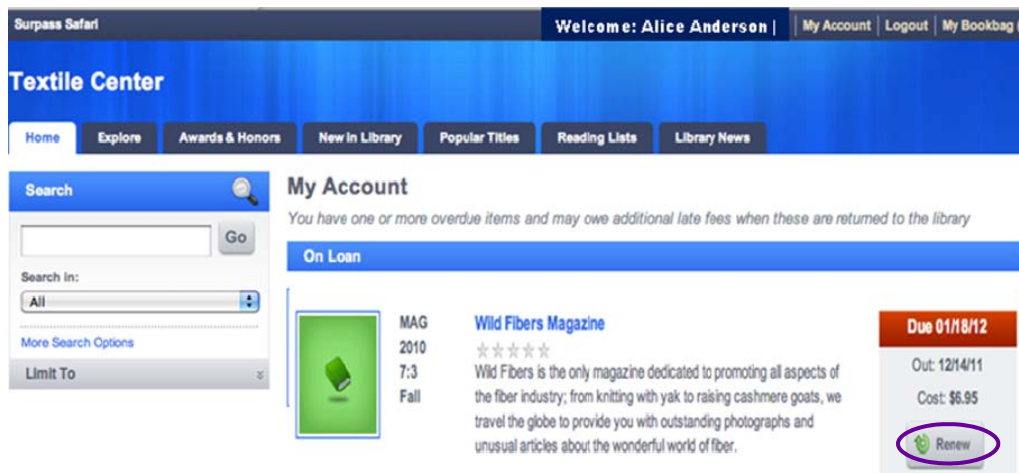
When the date or time says NO ONE, the library will be closed. Mondays, Tuesdays, and Thursday from 5-7pm and Saturdays from 12-4pm are especially likely to vary.



RENEWING MATERIALS

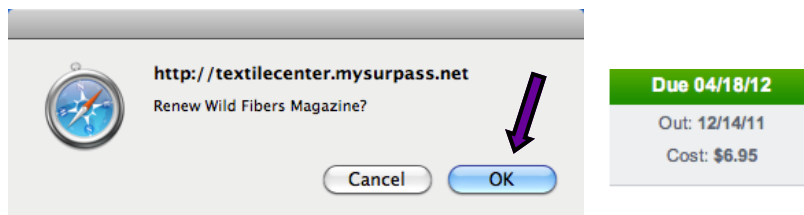
1. After you have logged in, the top blue bar will say WELCOME: YOUR NAME | MY ACCOUNT
2. Hover your pointer over the word MY ACCOUNT until you see 2 drop down choices below it.

3. Click on the drop down choice ACCOUNT STATUS to bring up a list of materials you have checked out of the library and their due dates. Each item will show a picture of the cover to the right, a summary in the center and an availability box to the right.



4. The due date will be highlighted at the top of the availability box. Click on the RENEW button at the bottom of the box.

5. A popup box will appear asking if you want to renew the material. Clicking OK will renew the material for 35 days with the new due date appearing in the green bar.



6. If you have difficulties or are unable to renew online, call the library at 612-436-0464 to ask for assistance.

HOW CAN I WRITE MY OWN REVIEW OF A BOOK I LIKE?

Follow these steps in order to write a review sharing your thoughts and opinions.

1. Do a title search for a book you have read and like.
2. Click once on the blue letters of the title.
3. Right under the title information it states: RATE THIS TITLE OR WRITE A REVIEW
4. Click once WRITE A REVIEW
5. Log in (If you don't know your Patron ID number and password call 612-436-0464 and ask for the librarian, or email librarian@textilecentermn.org.)
6. Your name should appear (no review will be accepted without a name).
7. Click on the stars to rate the book.
8. Type your review in the box.
9. Pick a category by clicking on a box.
10. Submit your review.
11. Nancy Mambi, the librarian, will enter it into the online catalog for you.