

# Card Catalog Basic Tutorial

## Basic Areas of Home Screen

You can access your Personal Account by clicking here. Login with your Library Card Number & Password. Password is last 4 digits of the phone number you used to register for library card.

This tells you what area of the catalog you are currently in.

If you want to search a specific branch library click here to select that branch.

The screenshot shows the Apache County Library District Polaris catalog home screen. The browser address bar shows "Apache County Library District". The page header includes "Welcome | Log In" and "Switch to another branch...". The main navigation bar features "Library Info", "Search", "Patron Account", and "Help". Below this is a search bar with "Keyword" selected, and options for "Browse", "Phrase", "Exact", "Advanced", "Boolean", "Dictionary", "Thesaurus", "E-Sources", and "My Lists". The search bar includes a "Go!" button and dropdown menus for "Search by:" (Any Field), "Limit by:" (All Formats - Apache County Library District), "Sort by:" (Title, then Author), and "Using:" (PAC). A "Select Databases | Open Search Options" link is also present.

The "Keyword Searching" section contains the following instructions:

1. Type a word or words in the **Keyword search for** box. A keyword search looks for matches to your word or words (in any order). You can use the wildcard character \* to represent other characters. For example, if you type **shake\***, you might find "shakespeare" and "shaker."
2. Select a field in the **Search by** box. To search all the fields in the catalog records, select **Any field**. To search a single field such as Author or Title, select the field.
3. Click **Go**. The search results show all the titles that matched your search. Click any title to see more information.

**Tip:** You can limit your search to certain branches, material types, or other options. Click **Open Search Options**. You can search sources beyond the library. Click **Select Databases**.

**More information:** Click **Help** on the menu bar.

At the bottom, the page includes "Copyright © 2008 Polaris Library Systems Version: 3.4.194" and the "POWERED BY: POLARIS LIBRARY SYSTEMS" logo.

These are links to Databases packed full of information & provided by the Arizona State Library – no login needed – just enter your Zipcode and you have a world of information opened up to you!!

This area here is where you enter your search criteria such as Title of Book, Subject, Author, etc. You can search many different ways using the different drop-down menus in this area.

We searched on the key word gerritsen; the results are listed/sorted by Title & then Author (who is Gerritsen).

Here we have switched to the Concho Branch.

The screenshot shows the Apache County - Concho Public Library website. At the top, there is a navigation bar with 'Library Info', 'Search', 'Patron Account', and 'Help'. Below this is a search bar with the text 'gerritsen' and a 'Go!' button. The search results are sorted by 'Title, then Author' and limited to 'All Formats - Concho Public Library'. The results list two books: 'The bone garden : a novel' by Tess Gerritsen (2007) and 'The keepsake : a novel' by Tess Gerritsen (2008). A callout box points to the 'Sort by:' dropdown menu, stating: 'The results of our search are displayed in this area. They will be sorted how we have chosen in the "Sort by:" field above. To sort the list/results in a different manner, just click the drop-down arrow & change the sort order.'