

Item Details

When you click a title, a pop-up window appears displaying information about the title, the libraries that have a copy of the item, and the item's call number. Check the Status column to see if it is checked in, checked out, in transit, or on hold for someone else.

My Lists

A list is an easy way to keep track of items you might want to check out in the future. Your "Temporary List" only lasts for your current session on the catalog. If you want to keep the list, you must create a permanent list.

Creating a permanent list

- Click "My Lists" at the top right of the page.
- Click the "Add List" button at the left.
- Give the list a name.
- Click the "Create" button.

Adding items to your lists

- Click the check box to the left of the item you want to add to your list or click the item's title.
- Click the "Select an Action" drop down at the top of the search results or item details.
- Select "Add to My Lists."
- Select the list to which you want to add the item.
- Click the "Add" button.

If you select "make this your default list" after you choose a list, all future items will be added to that list automatically.

For more information on using the library catalog, click the question mark icon at the upper right of any catalog page or visit new.swanlibraries.net.

Library staff is also available to help with any questions or concerns.



Logging into Your Account

View your checkouts, holds, and any fines you may have by clicking “My Account” in the upper-right corner of the catalog. Within your account page you may also view your personal information, change your PIN, and set up your preferences.

To access your library account you will need your library card barcode number and your Personal Identification Number (PIN).

Your default PIN is the last four digits of your primary phone number. Need help with determining your PIN? Please ask at any library service desk.

Changing Your PIN

Once you have logged in to your account, you may change your PIN if you desire.

- Click on the “Personal Identification” tab.
- Click “Change Pin.”
- Enter your current PIN (the last four digits of your primary phone number.)
- Enter your desired new PIN.
- Confirm your new PIN by entering it again.
- Click “Update.”

Your new PIN should now be saved.

Confirm Your Contact Info

Now that you are logged in, you may confirm that your address, phone number(s), and email address are correct and up-to-date.

- Click on the “Personal Identification” tab.
- Click your name.
- Report errors at any library service desk to be corrected.

Preferences

Set up your personal preferences in the “Preferences” section of your account page.

- “Default Language” lets you select which language you want the system to use.
- “Default My Account Tab” lets you select which tab opens when you access your account.
- “Default Checkouts View” lets you choose to view your digital checkouts or library checkouts when you first open the tab.
- Select “Show my checkout history” and “Record my checkout history” if you want the system to keep track of the items that you borrow.

Checkouts

The “Checkouts” tab has three sections: Library Checkouts, Digital Checkouts, and Checkout History. If you have any overdue items, an alert icon will appear in this tab.

The Library Checkout tab shows items that you currently have checked out. To renew items:

- Click the check box to the left of the item you’d like to renew.
- Click the “Renew” button.
- Confirm that you wish to renew the selected item.

The Digital Checkout tab shows eBooks and other digital materials that you currently have checked out.

If you have chosen to keep a record of your checkout history, you can view it under the My Checkout History section.

Navigating the Catalog

You can find navigation links in the upper right corner of the catalog page. You may log in or log out, view your account, view and create personal wish lists, find information about your library, select a language, and view the catalog help page. To return to the catalog home page, click the home icon at the left of the search bar.

Searching the Catalog

Search once to find physical or digital materials.

- Type your search term in the search box at the top of the page and click “Search.”
- Browseable results will appear in the middle of the page.
- Look to the left for ways to fine tune your results by format, author, language, and more.

You may also make more specific searches by using the two drop down boxes in the search bar. The first drop down allows you to limit results to only physical materials, only digital materials, or only materials owned at your home library. The second drop down allows you to search by title, author, subject, and more.

Results can be sorted by Relevance, Title, Author, or more with the drop down at the upper right.

Requesting a Title

- After finding an item click “Place Hold.”
- Click “Download” for downloadable materials.
- If you are not logged in, you will be asked to enter your card number and PIN.
- The item will appear on your account page under the “Holds” tab.