Q&A: Using the New Catalog
http://search.midhudsonlibraries.org

Q. How do I **login**?

A. Login links are available in the upper right hand corner of each page and in the footer of each page. If you enjoy the convenience of having your barcode and PIN saved make sure that function is enabled in your browser settings and say yes when prompted.

Q. How do I access **My Account**?

A. Once you're logged in, click on your name in the top right hand corner. This will take you to your account which includes all the functionality, as before, as well as the ability to view, download and return e-books. As before, once you download an eContent title to a device or computer, you will need to use the appropriate software/device to return the title.

Q. How has **search** changed?

A. In the past you may have searched specifically by author, title, or subject. With the new catalog you can search by those fields simply by typing them into the search box (even ISBN!). To fine tune your search, you can combine search terms in the one main box, (ex, Dr Seuss Green Eggs and Ham) New: the search results page includes "facets" on the left-hand side to limit your search by format, location and fields such as title, subject, author, and more.

Q. How do I **check out eBooks and eAudiobooks** in the catalog?

A. When searching the catalog you will find links in all eContent records to checkout or place holds. After the item is checked out, you are prompted to download. Depending on the device being used and the format, the item is automatically loaded. You will need to use the appropriate software/device to return the title as usual.

Q. Why does an item **show as available** (or not available) at my library in the brief display and sometimes does not?

A. Logging into your account allows you to see what is on the shelf in real time at your library.

Q. How does the **advanced search** work?

A. Searching is improved so you may not need the advanced search as often. Click on advanced search (beneath the search box) to get access to a menu where you can specify format, collection, language, etc. *Tip:* if you want all of something use the * as a wildcard. For example title *, format DVD to find all DVDs in the system. You can also limit by library to get HPL DVDs.

Q. How does **my cart** work?

A. While you are browsing you can add items to your cart by clicking on , these items will be saved in your cart during your session. Then you can request multiple items at once, save them to a list for browsing later, or share via email.