



Do a Keyword Search

Follow these steps to find titles containing specific words.

1. Type the word(s) to search for in the **Keyword** search box .
2. If you want to limit the search to a specific format, select a materials type in the **Limit by** box. For example, if you want to find only DVDs, select **DVD** in the **Limit by** box.
3. If you want to search for your keyword in a specific field, select the field in the **Search by** box. For example, if you know the title contains the word *Yankee*, enter **Yankee** in the **Keyword Search for** box, and select **Title** in the **Search by** box.
4. Click **Go**.

Work with Search Results

- Click a page number or the arrow at the top or bottom of the page to move through the list.
- Click **Availability** to see which libraries own the item and if the status is **In** or **Out** at any location.
- Click **Place Request** to request that the library obtain and hold the title for you to check out.
- Click **Add to My List** to add the title to a list that you can save, print or send by email.

Request a Title

1. Search for the title you want to request.
2. Select the title in the search results, and click **Place Request**. The **Log In** form appears.
3. Type your barcode number (Flenniken's is a 6-digit number beneath the library card barcode) and password* in the appropriate boxes and click **Log In**. The request form appears.
4. Flenniken Library will appear as the **Pickup Library**. If you prefer to pick up the item at Citizens Library or Tener Library, select the name from the drop down list.
5. Today's date will appear in the **Activation Date** box. If you want to delay your request, type the date you want your request to begin in the **Activation Date** box.
6. Click **Submit Request**.
7. Select **Return to Search Results, Go to Your List of Hold Requests, or Log Out**.

***Your temporary password is the last four digits of the phone number listed on your library account.**

Flenniken Public Library receives deliveries from Citizens Library in Washington and John K. Tener Library in Charleroi twice weekly.

The library staff will notify you when your item is ready to be picked up.

Renew Items

Follow these steps to renew the items you have checked out.

1. Click **Patron Account** on the menu bar and log in.
2. Click **Items Out** on the **Account submenu** to display the list of items you currently have checked out. The **Items Out** page displays the format, call number, library, due date and number of renewals left for each item checked out.
3. Do one of the following to renew your items:
 - Check the box by the title for each item that you want to renew and click **Renew selected items**.
 - Click **Renew all items**.
A message tells you which items have been renewed and whether any renewals have been blocked.
4. Click **My Record** to return to your account or click **Log Out** to log out of your account.





Check and update Your Account

Follow these steps to check your account and update your personal information.

1. Click **Patron Account** on the menu bar and log in. The **My Record** page appears.
2. Click **Contact Information and Preferences** to display the change request form.
3. Type or select the new information in the appropriate boxes.
4. Under **Preferences**, check the **Maintain Reading List** box if you want to keep a list of the items you have checked out since setting up your account.
5. Use the **Change Logon** feature to change your password. *We strongly recommend that you change your temporary password to something more secure.*
6. Click **Log Out** to leave your online account. This is especially important if you are using a computer that is shared with the public. Your session will time out if there is no activity.

Need more help?

Call us, or click the **Help** link on the top of the Polaris screen.

View and Manage Your Requests

Follow these steps to view, suspend or reactivate your requests.

1. Click **Patron Account** on the menu bar and log in.
2. Click **Requests** on the submenu to display the list of your current requests.
3. Select the check box by the title for each request that you want to suspend or reactivate.
4. Click **Suspend/Reactivate Selected** or click **Suspend/Reactivate All** to pause or restart your requests.
5. The **Suspend/Reactivate Hold Requests** dialog box appears.
6. Type the date when suspended requests should be restarted or type today's date to restart an inactive request.
7. Click **Submit**.
8. To cancel one or more requests, do one of the following:
 - Select the check box by the title for each request that you want to cancel, and click **Cancel Selected**.
 - Click **Cancel All** to cancel all your requests.
9. Click **My Record** to return to your account or **Log Out** to exit.

Quick Start Guide



For Our
New Library Catalog

www.flenniken.org

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