Do a Quick Search

Follow these steps to do a quick search of your library's catalog from the Polaris PowerPAC portal page.

1. Type a word or words in the **Quick Library Search** box.

2. If you want to limit the search to a specific format, select the material type in the **Limit by** box. For example, if you want to find only DVDs, select **DVD** in the **Limit by** box.

3. Click **Go**.

Do a Keyword Search

Follow these steps to find titles containing specific words.

1. Click **Search** on the menu bar, and click **Keyword** in the Search menu.

2. Type the text to search for in the **Keyword search for** box.

3. If you want to limit the search to a specific format, select a material type in the **Limit by** box. For example, if you want to find only DVDs, select **DVD** in the **Limit by** box.

4. If you want to search for your text in a specific field, select the field in the **Search by** box. For example, if you know the title contains the word *Yankee*, you enter **Yankee** in the **Keyword Search for** box, and select **Title** in the **Search by** box.

5. Click **Go**.

Do a Browse Search

Follow these steps to browse the title, author, subject, or series index.

1. Select **Search** on the menu bar, and select **Browse** in the Search menu.

2. Select **Title**, **Author**, **Subject**, or **Series** from the **Search for** list.

3. Type the first few letters of the title, the author's name, the subject, or the series name in the **that begins with** box.

4. Click **Go**.

   The search results list displays the browse listings and the number of titles associated with each listing.

5. Click **<<Previous 10 Listings** or **Next 10 Listings >>** to see previous or subsequent sections of the index.

6. Click a listing to see a list of associated titles.

Work with Search Results

You can do the following actions from the search results list:

- Click a Sort option at the top or bottom of the page to sort your 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 availability information.

- Click **Full Display** to see detailed information.

- Click **Add to My List** to add the title to a list that you can save, print, or send by e-mail.

- Click **Place Request** to request that the library obtain and hold the title for you to check out.

Request a Title

Follow these steps to request any copy of a title listed in your search results.

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 (library account number) or user name and password in the appropriate boxes, and click **Log in**.

   The request form appears.

4. Select the name of the library where you want to pick up the item in the **Pickup Library** box.

5. If you want to activate your request at a future time, type the date in the **Activation Date** box. The request will be activated immediately if you do not change the activation date.

6. Click **Submit Request**.

7. Click **Return to search results.**

Check and Update Your Account

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

1. Click **My Account** on the menu bar, and click **My Record** on the My Account menu.

2. Log in if necessary.

   The **My Record** page appears, and the side of the page displays a summary of your account information.

3. Click **Contact Information** to display your personal information.

4. Type or select the new information in the appropriate boxes.

5. Click **Submit Change Request** to submit the new information to the library.

6. Click **Log Out** at the side of the page or on the My Account menu to log out of your account.

View and Manage Your Requests

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

1. Click **My Account** on the menu bar, and click **Requests** on the My Account menu.

2. Log in if necessary.

   The list of your current requests is displayed.

3. Select the check box by the title for each request that you want to suspend or reactivate.

4. Click **Suspend/Reactivate Selected Requests**, or click **Suspend/Reactivate All Requests** to suspend or reactivate all your requests.

5. The **Suspend/Reactivate Hold Requests** dialog box appears.

6. Type the date when suspended requests should be reactivated or type today's date to reactivate an inactive request.

7. Click **Submit**.

8. To cancel one or more requests, do one of the following actions:

   • 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 **Log Out** at the side of the page or on the My Account menu to log out of your account.

Renew Items Out

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

10. Click **My Account** on the menu bar, and click **Items Out** on the My Account menu.

11. Log in if necessary.

    The Items Out list displays information about the items you have currently checked out.

12. To renew one or more items do the following actions:

    • Select the check box by the title for each item that you want to renew, and click **Renew selected items**. (If an item cannot be renewed, there is no check box for the item.)

    • Click **Renew all items** to renew all the items.

    A message tells you which items have been renewed, and whether any renewals have been blocked.

13. Click **Log Out** at the side of the page or on the My Account menu to log out of your account.

Patron Guide to the SHARE OPAC

Go to **jerp.illshareit.com** to search the Jerseyville Public Library online catalog!

JERSEYVILLE PUBLIC LIBRARY
**105 N. Liberty St.
Jerseyville, IL 62052**

**618.498.9514
jpl@jerseyvillelibrary.org
http://jerseyvillelibrary.org**