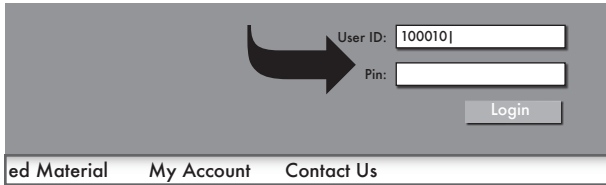


## Review My Account

We recommend logging in using the fields in the upper right hand portion of the screen.



ed Material   My Account   Contact Us

Enter your library card number and PIN to log into your account. **Your initial PIN is the last four digits of your telephone number.**

The [My Account](#) screen has links to

- [Review My Account](#)
- [Renew My Materials](#)
- [User PIN Change](#)

**Caution:** If you use a library computer to access your account, you must log off to protect your privacy and any unauthorized use of your account.

## Renew Items

Select [Renew My Materials](#) from the [My Account](#) screen.

- Choose [Renewed Selected Items](#) or [Renew All](#).

3 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Selected Items    Renew All

<input checked="" type="checkbox"/> South of Broad {sound recording (CD)}	Due: 2/21
<input type="checkbox"/> The Last Emperor {video recording (DVD)}	Due: 2/23
<input checked="" type="checkbox"/> The Valley of Horses: a novel	Due: 3/9

[Renew Selected Items](#)   [Clear Selections](#)

- When renewing selected items, click the individual titles to be renewed.
- Click [Renew Selected Items](#) to complete the renewal process.
- Wait for a message that confirms renewed items and new due dates.
- Click [OK](#).

## Search Unsuccessful?

Kids' Library | [I Need Material](#) | [My Account](#)

If your search is unsuccessful, click on [I Need Material](#) for these additional resources:

### Interlibrary Loan

You may request that we search other library systems for any item published prior to the current year that is not in the catalog. Postal and lending charges apply depending on the item and are due on its arrival. For more information, see [Frequently Asked Questions on the Interlibrary Loan Logon](#) page.

### Recommend To Order

You may suggest that an item be purchased by the library system by completing this form. The status of your request can be tracked on your "My Account" page. You may submit up to three items at a time. Please limit your requests to items that have already been published. Purchasing decisions will be made according to the *Collection Development and Maintenance Policy* listed on our website. 3/10 TB



**? QUESTIONS? ?**

Call 864.527.9258

for the Reference Desk

[www.greenvillelibrary.org](http://www.greenvillelibrary.org)



# LIBRARY CATALOG ONLINE

[www.greenvillelibrary.org](http://www.greenvillelibrary.org)

Click "CATALOG" to:

- Search for materials in the Greenville County Library System
- Browse popular items
- View sample content of materials
- Check due dates of items you have checked out
- Renew materials
- Change your account password



# Search the Catalog

Type in a topic, title, author or phrase and select a search option.

- **Words and phrases:** This default search provides the broadest range of returns. Search for keywords anywhere in the record.
- **Author:** Enter the name of an author, actor, director, artist, musical group, etc.
- **Title:** Search using any word or phrase in a title.
- **Subject:** Enter any word or phrase that describes what the item is about.
- **Series:** Search for titles in a series.
- **Periodical Title:** Search by any word or phrase in the title of a magazine, journal, etc.

# Your Search Results

Your search results will appear in an overview list:

Select [Details](#) for more information on an individual item.

# Item Details

Hughes Main Library	Copies	Material	Location
332.024 DIBIASIO	1	Book	Material has been checked out

Here you can:

- View a physical description of the item, e.g. number of pages or parts.
- Determine if the item is available.
- Select the tab [A Look Inside](#) for an item summary.
- View the status of copies listed by location.
- Determine the item's location within the library.
- Select the tab [Catalog Record](#) for item subject terms.

# Place a Hold

Locate the item you want by searching the Catalog. Place a hold by clicking [Details](#):

- Click [Place Hold](#).
- If prompted, enter your library card number in the User ID field and your four digit pin.
- Select a pickup location.
- Click [Place Hold](#) then **OK** when the confirmation screen displays.
- You will be notified via email or mail when the item is available for checkout.

**IMPORTANT!**- To navigate to previous screens, use the [Go Back](#) selection at the top of the page.

[Go Back](#) [Help](#) [Logout](#)

# Advanced Search Options

Use the [Advanced Search Option](#) to limit the search by more criteria or combinations of criteria.

- By ISBN
- In a specific language
- Of a certain type such as DVD, CD-ROM, Music CD, etc.
- In a particular collection such as large print, easy reader, biography, young adult, etc
- Published in a specific year

You can also sort results by new to old or relevance.

Visit [Find It Fast!](#) or [Kid's Library](#) to look up materials by popular topics.