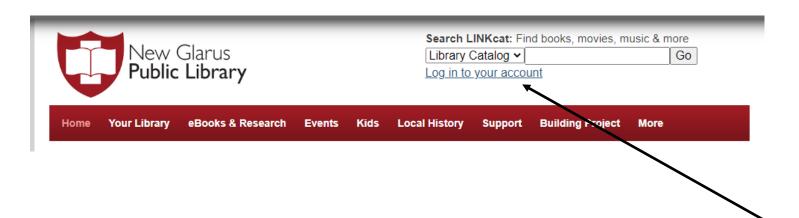
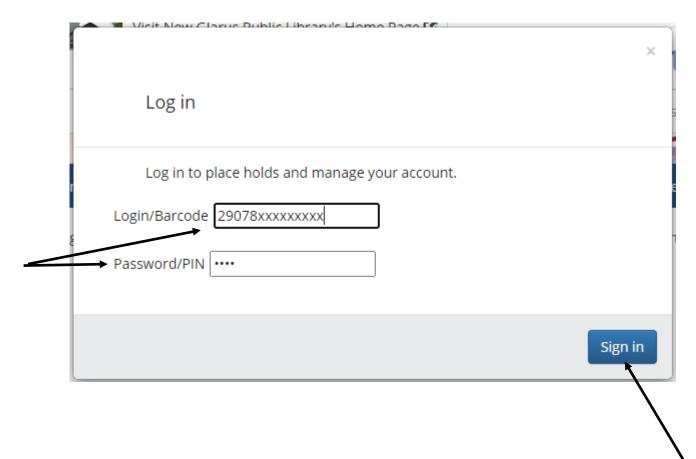
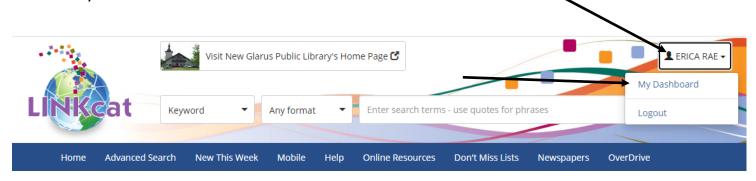
Visit the library's webpage at www.newglaruspubliclibrary.org. The link to log in to your account is in the upper right-hand corner.



At the log in screen, enter your complete library card number (no spaces) and your 4-digit PIN. (f you don't know what your PIN is, call the library and we can re-set it for you.)

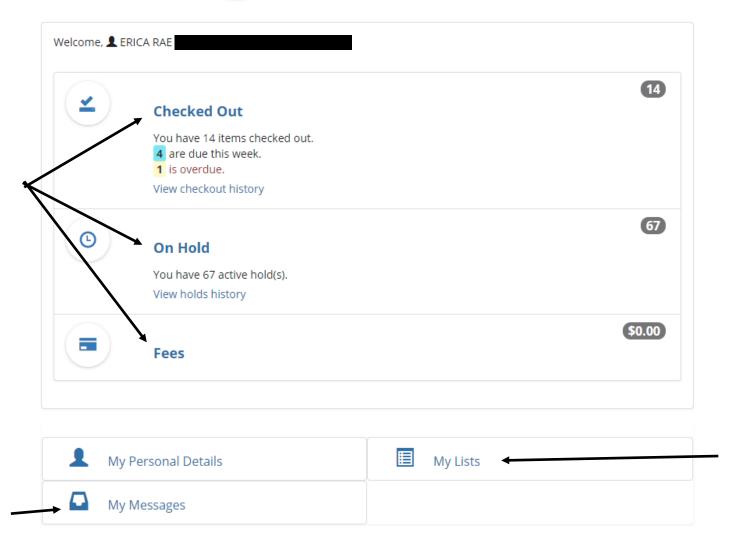


Once you are logged in, you should see your name in the upper right hand corner. Click on it to access your dashboard.

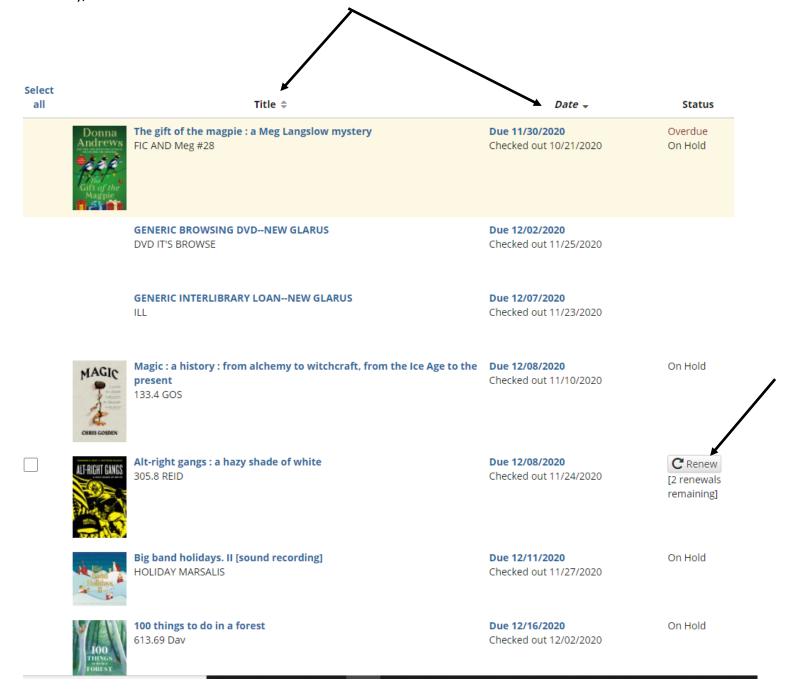


Your dashboard will give you a quick overview of your account. There are links to your checkouts, your holds, any fees on your account, as well as links to access your lists and messages.



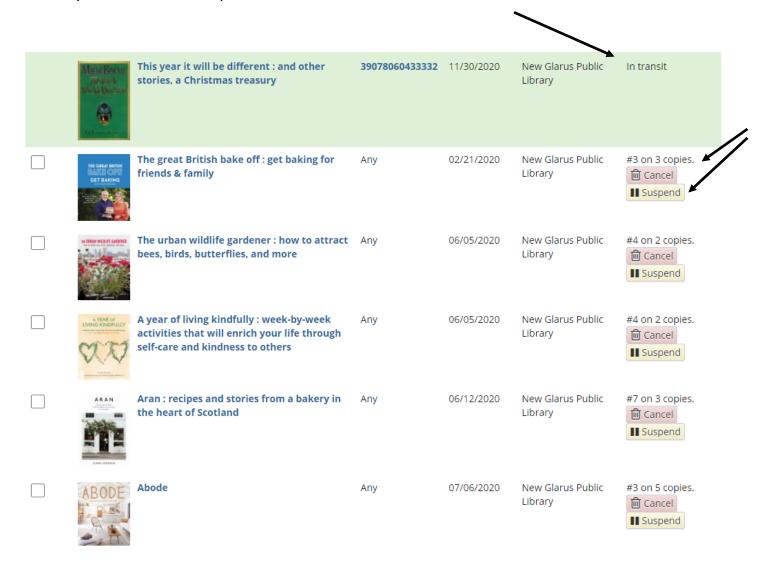


To manage your checkouts, click on the "checked out" link on your dashboard. Now you can see everything you have currently checked out, the date it is due (and the date it was checked out on), and whether or not the book is able to be renewed.



To manage your holds, click on the "on hold" link on your dashboard. You will be able to see all of the holds you have placed, and your status in the holds queue. Books that are on their way will be highlighted in green and will say "in transit." Books that are waiting will be highlighted in blue and say "hold waiting."

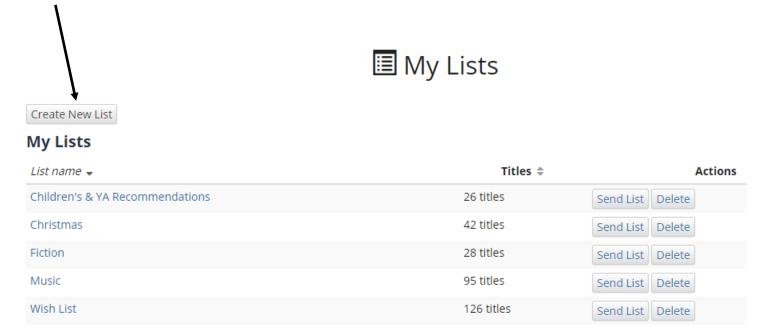
You may also cancel or suspend holds from this screen.



What does it mean to suspend a hold? I'm glad you asked. Suspending a hold means that you will continue to move up the holds queue, but the item won't be sent to you until you un -suspend the hold. This is a handy feature to use if you like to place holds on new fiction, but don't want all your books to come in at once. Or if you like to watch TV series in order, you can place a hold on a whole season, but activate the holds one at a time so that the discs arrive in order.

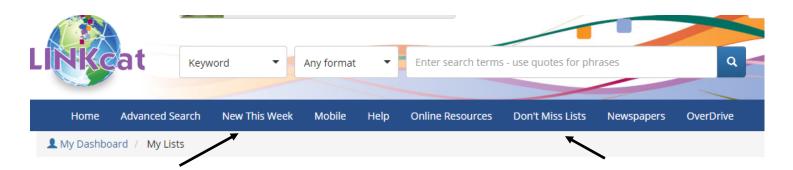
To take advantage of the lists feature in LINKcat, click on the "lists" link on your dashboard. You can create lists of titles you'd like to borrow some day, but aren't quite ready to place on hold yet.

For example, if you have friends who are constantly recommending books, you can create a list called "recommendations," and add titles to the list so you don't forget about them, and then place holds when you're ready.

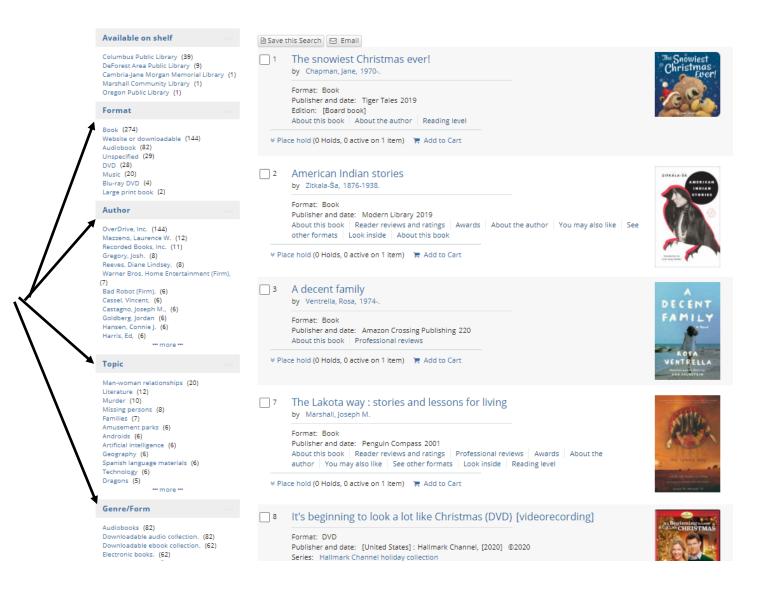


When you click on the list name, you'll get a pop-up window with all the titles in the list. From here you can place holds, or delete items if you no longer need them.

LINKcat has a lot of great features to help you find library materials! If you like staying on top of new releases, be sure to check out the "New This Week" and "Don't Miss Lists" features on the menu bar.



New This Week will show you all of the items that have been ordered by ALL LINKcat libraries. (Note that many items are ordered months ahead of their release date, so the list doesn't necessarily feature items that are currently available.) You can narrow down your search results by using the filters on the left side of the screen.



## Don't Miss Lists

#### **Archived lists**

Archived lists begin with January 2018

### Adult - December 2020

- Fiction Books
- Non-Fiction Books
- Mysteries
- Romances
- Science Fiction and Fantasy
- Westerns
- Foreign Language Books
- Graphic Novels
- · Fiction Books on CD
- · Non-Fiction Books on CD
- <u>Digital Audio Players</u>
- Music CDs
- Feature DVDs
- Feature Blu-rays
- Special Interest DVDs
- Special Interest Blu-rays
- Video Games
- Large Print Fiction
- <u>Large Print Non-Fiction</u>
- Overdrive Audiobooks
- Overdrive E-Books

# Children - December 2020

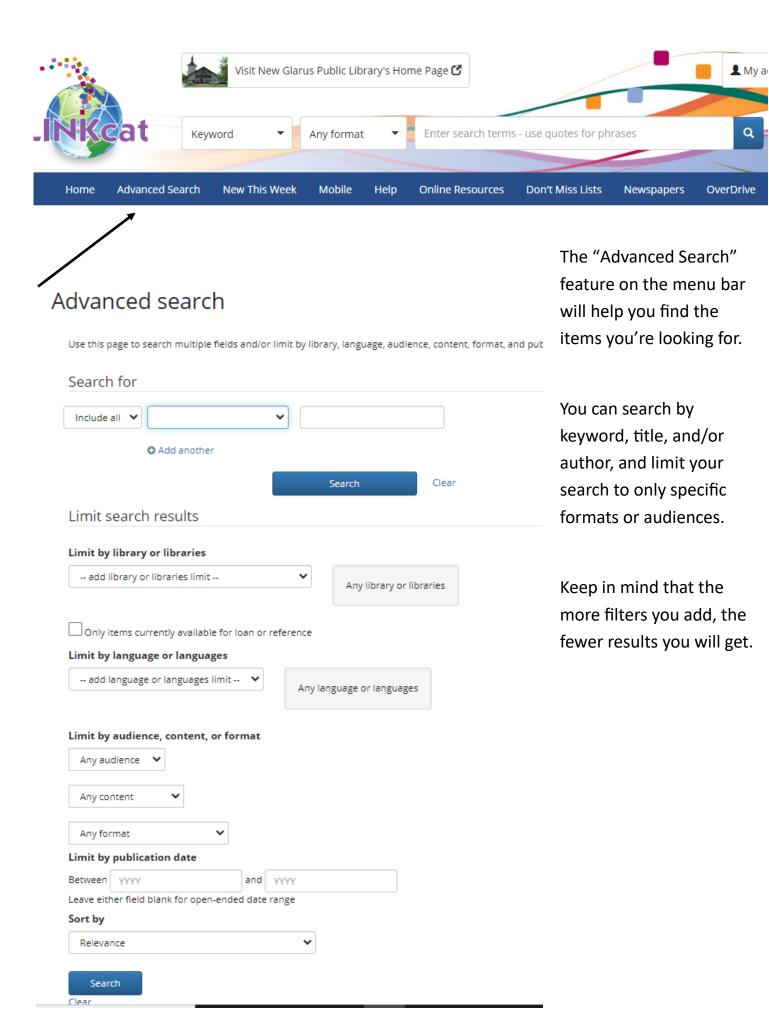
- Fiction Books
- Non-Fiction Books
- Early Readers
- Picture Books
- Graphic Novels
- Foreign Language Books
- CDs
- Digital Audio Players
- DVDs
- Blu-rays
- Video Games

### Teens - December 2020

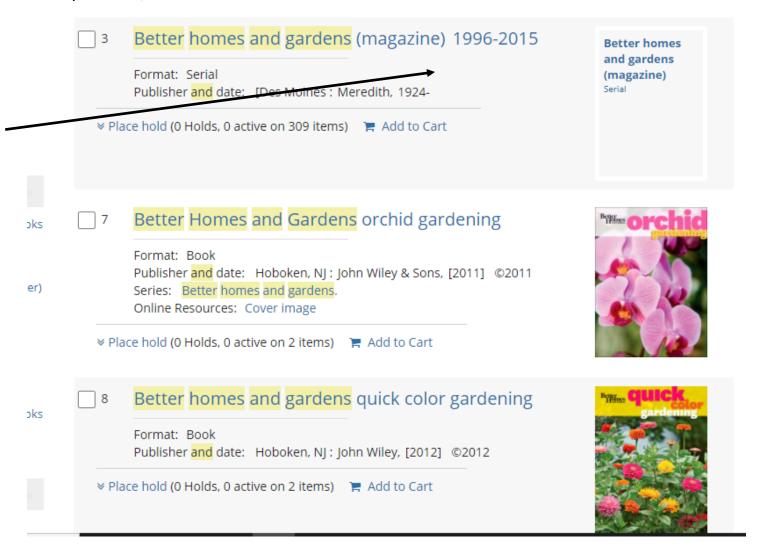
- Fiction Books
- · Non-Fiction Books

Don't Miss Lists are posted on the first of each month. The lists are sorted by item audience and format, and contain all of the items added to the catalog in the previous month.

If you're looking for new titles in specific categories, such as new movies on DVD, video games, graphic novels for kids, etc. these lists are a great resource.



Did you know you can place holds on magazines too? Search by title, and then scroll through the results to find the format (magazine) and year(s) that you are looking for. When you find what you want, click on the title.





When you click on "place hold," a pop-up screen will appear.
Scroll down until you find the issue you want and then click the "place hold" button.