



Viewing & Renewing Items Out

- 1) Click **My Account** on the menu bar.
- 2) Click **Items Out** in the sub-menu
- 3) Log-in with your Barcode and Password

To renew items, select the items by clicking in the check boxes, then click **Renew selected items**. To renew all items, click **Renew all items**.

Note: some items may not be eligible for renewals.

'Browse' Searching



Use browse search to look for a specific author, title, subject, or series. The results will display the portion of the catalog that begins with the text you entered. You can then scroll forward or backward through the index.

When you browse by author, subject, or series, single-click on the desired heading to display associated titles.

When you browse by title or call number, titles are displayed directly.

- 1) Click **Search** on the menu bar.
- 2) Click **Browse** on the Search submenu.
- 3) Type the text in the **that begins with** box.
- 4) Click on the down arrow next to the **Search for** box and click on your search preference.
- 5) Click **Go**. Search results are displayed.



'Keyword' Searching

A keyword search looks for the text you type, anywhere in a field you choose.

The search results are titles that include your text in the chosen field.

- 1) Click **Search** on the menu bar, then click **keyword** on the Search submenu.

To focus your search by publication date, format type, location, etc:

- 2) Click **More Search Options**, and select options to focus your search. Then click **Set Search Options**.
- 3) Type the text in the **Keyword search for** box.
- 4) Click on the down arrow next to the **Search by** box and click on your search preference.
- 5) Click on the down arrow next to the **Limit by** box and click on your search preference.
- 6) Click **Go**. Search results are displayed.

If you selected **Author, Subject, or Series** in step 4, click on a heading in the search results to display the titles associated with that heading.



Viewing More Title Information

You can see more information about any title listed in the search results list.

To see where copies are available and the call number, click **Availability**.

To gather more detailed information on the title, click on the title of the item. This will bring up the full display. You can also click on Full Display on the right hand side.

To see other information about the title, such as excerpts and book reviews, click **More Information**.



Request a Title

Materials not readily available, because they are checked out, can be requested.

The library will notify you when your item is available and ready for check-out.

- 1) To request a copy of a title, click on **Place Request** under the desired title in your search results.
- 2) If you are not already logged into your account, type your library card number in the **Barcode Number** box and your password in the **Password** box.
- 3) Select the location where you want to pick up the item in the **Pickup Library** box. **Patron's Library** is where you originally applied for a library card.
- 4) Click **Submit Request**.

Ocean County Library

Telephone:
732-349-6200
609-971-0514

Check us out on the Web at:
www.theoceancountylibrary.org



Ocean County Library

Searching with the *Polaris PowerPAC*

You can use the *Polaris PowerPAC* to search for books, audio books, magazines, and other materials at the Ocean County Library.



If you have any questions about using our new 21st Century system, please ask any member of the staff

while visiting the library or via telephone at 732-349-6200 or 609-971-0514.



Viewing Your Patron Account

Your patron account shows your library registration data, requests you have made, items you have checked out, and fines and fees you owe.

You can change your password, cancel requests, and renew items you have currently checked out.

Logging In to Your Account



- 1) Click **My Account** on the top menu bar.
- 2) Type in the last 9 digits of your library card in the Barcode Number box.
- 3) Type your password in the Password box.
- 4) Click **Log In** or press **Enter** on the keyboard.

Your patron account information is displayed on the My Record page.

Remember -- always click Log Out when you're finished working with your account in *Polaris*.



Checking Your Fines & Fees

- 1) Click My Account
- 2) Click **Fines & Fees** in the menu bar.

Changing Your Password

- 1) Login to your account.
- 2) Click on *Change Logon*.
- 3) When the draw opens, click **Change Password**.
- 4) Type in your old password in the *Old Password* box.
- 5) Type the new password in the *New Password* box. (Use 4 to 16 letters and/or numbers).
- 6) Type the new password again in the Verification box, and click **Save**.



Checking Reserve Requests

- 1) Click **My Account** on the menu bar.
- 2) Click Requests on the submenu

The list of your requests shows the status of each request.

To cancel requests, select items by clicking in the check boxes, then click **Cancel Selected Requests**. To cancel all requests, click **Cancel All Requests**. If an item is already held, please contact the library to cancel your request.