

PASSWORD INFORMATION

When you register for a library card at your library, you are automatically assigned a password consisting of the **LAST 4 DIGITS** of your primary phone number. We recommend that you **CHANGE** this to a more secure password that you can access.

From your library's website, access the Catalog.

1. Click the **Patron Account** tab in the menu bar at the top of the workform.
2. Login using your library card barcode and the default password.
3. Click the **Change Log On** tab.
4. Check the **Change Password** box, then enter your old and new passwords.
5. Click the **Save** button.
6. Log out of your account information using either the tab at the upper right or the button by your name at the upper left.

CHECK & UPDATE YOUR ACCOUNT

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

1. From the Library Catalog, click **Patron Account** tab on the menu bar at the top of the page. Your account page appears.
2. To change account information, click the **Contact Information and Preferences** tab.
3. Select the appropriate box and type new/updated information.
4. Click **Submit Change Request** button at the bottom of the workform.

The Washington County Library System and the Greene County Library System have formed the WAGGIN Network, a shared catalog and integrated library system (ILS).



Eva K. Bowlby Public Library
Flenniken Public Library



Washington County
LIBRARY SYSTEM

Avella Area Public Library
Bentleyville Public Library
Burgettstown Community Library
California Area Public Library
Chartiers-Houston Public Library
Citizens Library
Donora Public Library
Frank Sarris Public Library
Fredericktown Public Library
Heritage Public Library
John K. Tener Library
Marianna Community Public Library
Monongahela Area Library
Peters Township Public Library

*Online
Library
Catalog*

User's Guide



WAGGIN

www.waggin.org

SEARCHING THE CATALOG

Do a Quick Search:

Follow these steps to quickly search the Catalog:

1. Type a word or words in the 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 Browse Search:

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

1. Select **Browse** in the search submenu
2. Select **Title, Author, Subject, or Series** from the **Search for list** box.
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**.
5. Click <<**Previous 10 Headings** or **Next 10 Headings**>> to see previous or subsequent sections of the index.
6. Click a heading to see a list of associated titles.

PLACE A HOLD

To request a copy of an item in your search results:

1. Select the title in your results and click **Place Request** [the **log in** form appears]
2. Log in with your library card barcode and password.
3. Select the name of the library where you want to pick up the item in the **Pickup Library**.
4. Your request will be activated immediately unless you type a future date in the **Activation Date** box.
5. Click **Submit Request**.
6. Click **Return to Search Results**.

Work with Search Results:

From the search results list, you can:

1. Click a page number or the arrow at the top or bottom of the page to move through the list
2. Click **Availability** to see detailed title and availability information
3. Click **Add to My List** or add the title to a list that you can save, print, or send by email
4. Click **Place Request** to request that the library obtain and hold the titles for you to check out.

Do a Keyword Search:

To find titles containing specific words:

1. Click **Keyword** in the Search submenu
2. Type the word(s) 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 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** box, and select **Title** in the **Search By** box.
5. Click **Go**.

VIEW & 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 Patron Account 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 suspend or reactivate all your requests.
5. The **Suspend/Reactivate Hold Requests** dialog box appears.

RENEWING ITEMS

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

1. Click **Patron Account** on the menu bar and log in using your library card barcode and password (See Password Information).
2. Click **Items Out** on the Account submenu to display the list of items you have currently checked out. The Items Out page displays the format, call number, branch library, due date, and number of renewals left for each item checked out.
3. Do one of the following to renew your items:
4. Check the box by the title for each item that you want to renew, and click **Renew Selected Items**.
5. 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 (An item will be blocked from renewal if there is a hold on it or you are over the renewal limit)
6. Click **My Record** to return to your account or click **Log Out** to log out of your account.

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

To cancel one or more requests:

1. Select the check box by the title for each request that you want to cancel and click **Cancel Selected**. OR
Click **Cancel All** to cancel all your requests.
2. Click **My Record** to return to your account, or click **Log Out** to log out of your account.