

TROY PUBLIC LIBRARY'S

POLARIS
INTEGRATED LIBRARY SYSTEM

Quick Start Guide for the online Library Catalog

<http://catalog.library.troymi.gov/Polaris>

Welcome to Polaris!

Why did we make this switch?

- Polaris is more user-friendly than our previous system. It is more flexible and customizable, allowing us to offer you additional services.
- Searching the catalog is easier. Plus, the **Narrow Your Search** option helps you to find items such as DVDs and audiobooks more quickly & efficiently.
- You can now manage your record by seeing how many times you have renewed items; saving your frequent searches; and keeping track of your reading list.
- Polaris saves money – \$450,000 over the next five years. It is important to be good stewards of your tax dollars at all times, but never more so than in today's challenging economy.

We understand that, as we work out our new system, there may be items to which you no longer have access. If this is the case, let us know and we will make every effort to purchase them. Stop by one of the public service desks and fill out a request form. Or, you may contact us with your suggestions via our website: <http://troylibrary.info>.

New systems are never without challenges. However, we believe that once this transition is completed, we will be offering you a better catalog, and an improved user experience, at a lower cost.

DO A QUICK SEARCH

— from the TPL website

To do a quick search of Troy Library resources from the TPL website

<http://troylibrary.info>

- Type a word or words in the **Quick Library Search** box, located under the heading **LIBRARY CATALOG** on the upper left side of the homepage.
- Click the type of search you want—keyword, author, etc.

LIBRARY CATALOG

Search for books, DVDs, and more:

DO A KEYWORD SEARCH

— from the Library Catalog

To find titles containing specific words:

- Click **Search** on the menu bar, and click **Keyword** in the Search submenu.
- Type the text to search for in the **Keyword search for** box.
- 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.
- 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.
- Click **Go**.

DO A BROWSE SEARCH

— from the Library Catalog

To browse by title, author, subject, or series:

- Select **Search** on the menu bar, and select **Browse** in the search submenu.
- Select **Title, Author, Subject, or Series** from the **Search for** list.
- Type the first few letters of the title, the author's name, the subject, or the series name in the **that begins with** box.
- Click **Go**.
The Results List displays the headings and number of titles associated with each.
- Click **Previous 10 Headings** or **Next 10 Headings** to move through the results.
- Click a heading to see the associated titles.

WORK WITH SEARCH RESULTS

— from the Library Catalog

Once you have your results, 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 Title List** to add the title to a list that you can save, print, or send by e-mail.
4. Click **Place Request** to request that the library obtain and hold the title for you to check out.

CONTINUED ON NEXT PAGE

REQUEST A TITLE — from the Library Catalog

To request a title listed in your search results:

- Search for the title you want to request.
- Select the title in the search results, and click **Place Request**.

The log-in form appears.

- Type your barcode number (library account number) and password in the appropriate boxes, and click **Log in**.

The request form appears.

- If you want to activate your request at a future time, type the date in the **Activation Date** box.

The request go into effect immediately unless you change the activation date.

- Click **Submit Request**.
- Click **Return to Search Results**.

CHECK & UPDATE YOUR ACCOUNT — from the Library Catalog

To check & update your account:

- Click **Patron Account** on the menu bar, and log in if necessary.

The **My Record** page appears.

- Click **Change Account Information** to display the change request form.
- Type or select the new information in the appropriate boxes.
- Click **Submit Change Request** to submit the new information to the library, or click **Reset** to restore the old information.
- Click **Back** to return to the **My Record** page, or click **Log Out**.

VIEW & MANAGE YOUR REQUESTS — from the Library Catalog

To view, suspend, or reactivate your requests:

- Click **Patron Account** on the menu bar, and log in.
- Click **Requests** on the Patron Account submenu to display the list of your current requests.
- Select the check box by the title for each request that you want to suspend or reactivate.
- Click **Suspend/Reactivate Selected Requests**, or click **Suspend/Reactivate All Requests** to suspend or reactivate all your requests.
- The **Suspend/Reactivate Hold Requests** dialog box appears.
- Type the date when suspended requests should be reactivated or type today's date to reactivate an inactive request.
- Click **Submit**.
- To cancel one or more requests, do one of the following actions:
 1. Select the check box by the title for each request that you want to cancel, and click on **Cancel Selected Requests**.
 2. Click on **Cancel All Requests** to cancel all your requests.
- Click **My Record** to return to your account, or click on **Log Out** to log out of your account.

RENEW ITEMS — from the Library Catalog

To renew the items you have checked out:

- Click **Patron Account** on the menu bar, and log in.
- Click **Items Out** on the Patron Account submenu to display the list of items you have currently checked out.

The Items Out page shows the format, call number, due date, and number of renewals remaining for each item checked out.

- To renew one or more items either:
 1. Select the check box by the title for each item that you want to renew, and click **Renew selected items**.

Or:

2. Click **Renew all items** to renew all of the items.


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

- Click **My Record** to return to your account, or click **Log Out** to log out of your account.

TROY PUBLIC LIBRARY

Where the Focus is on You!

510 W. Big Beaver Road | Phone: 248.524.3538
Troy, Michigan 48084 | Renewals: 248.619.7590



troylibrary.info

LIBRARY HOURS

Monday - Thursday	10:00 - 9:00
Friday & Saturday	10:00 - 6:00
Sunday	1:00 - 6:00