COOKE County LIBRARY

EDUCATE · ENGAGE · ENRICH

This assistance information is offered as a list of very basic operator instructions that should help you use the Cooke County Library Online Public Access Catalog to its full potential. For access to the online catalog you will need to go to our website: https://cookecountylibrary.org/ and then click on My Account in the upper right hand corner.
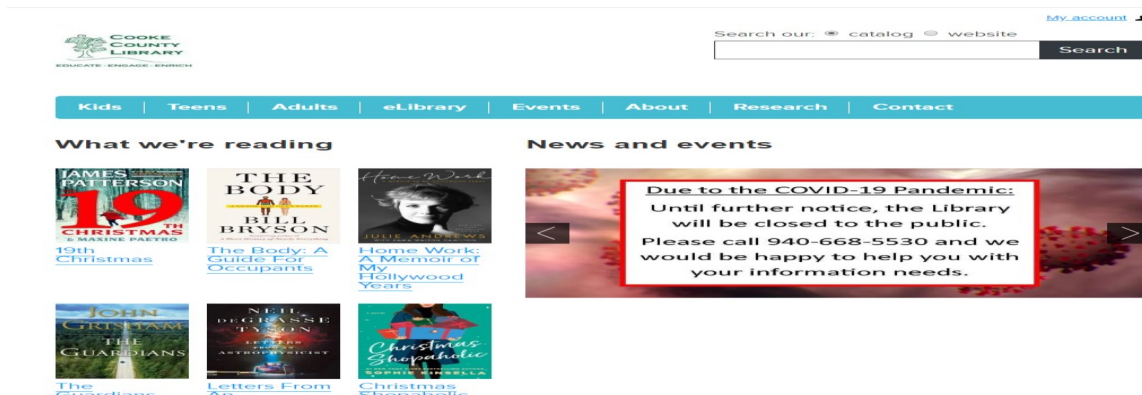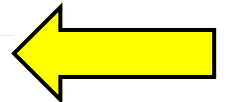
USING THE ONLINE CATALOG TO MAKE RESERVES

The **Account** widget in the upper, right-hand corner allows you to log onto your own account. This is where you can reserve items and renew items.
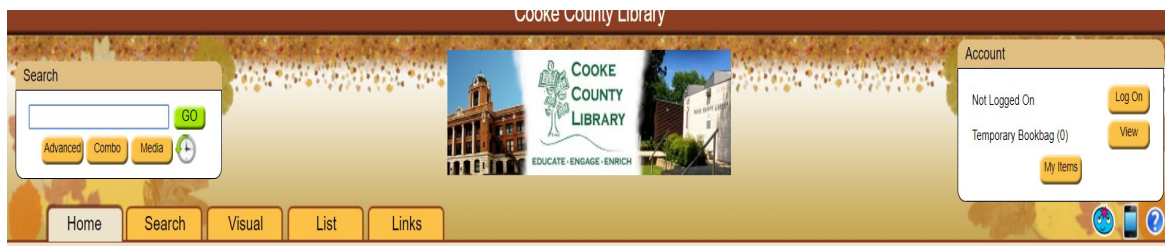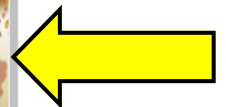
To login, you will enter your last name for the username and your library card number is your password. This is stated when you try to log on.

Account Log On

Enter your last name for the 'Username.' Enter your library barcode number for the 'PIN.'

Username or Barcode
Password

Log On   Cancel

A **Search** bar is located in the upper, left-hand corner where you can enter search terms such as author, title, or a subject and click **GO** or click one of the buttons under the field to open a pop-up and perform a more specific search. When you begin typing in the main **Search** field, **OPAC** looks for similar keywords or titles in your library's catalog; click an option in the list below the field to search by that term/title.
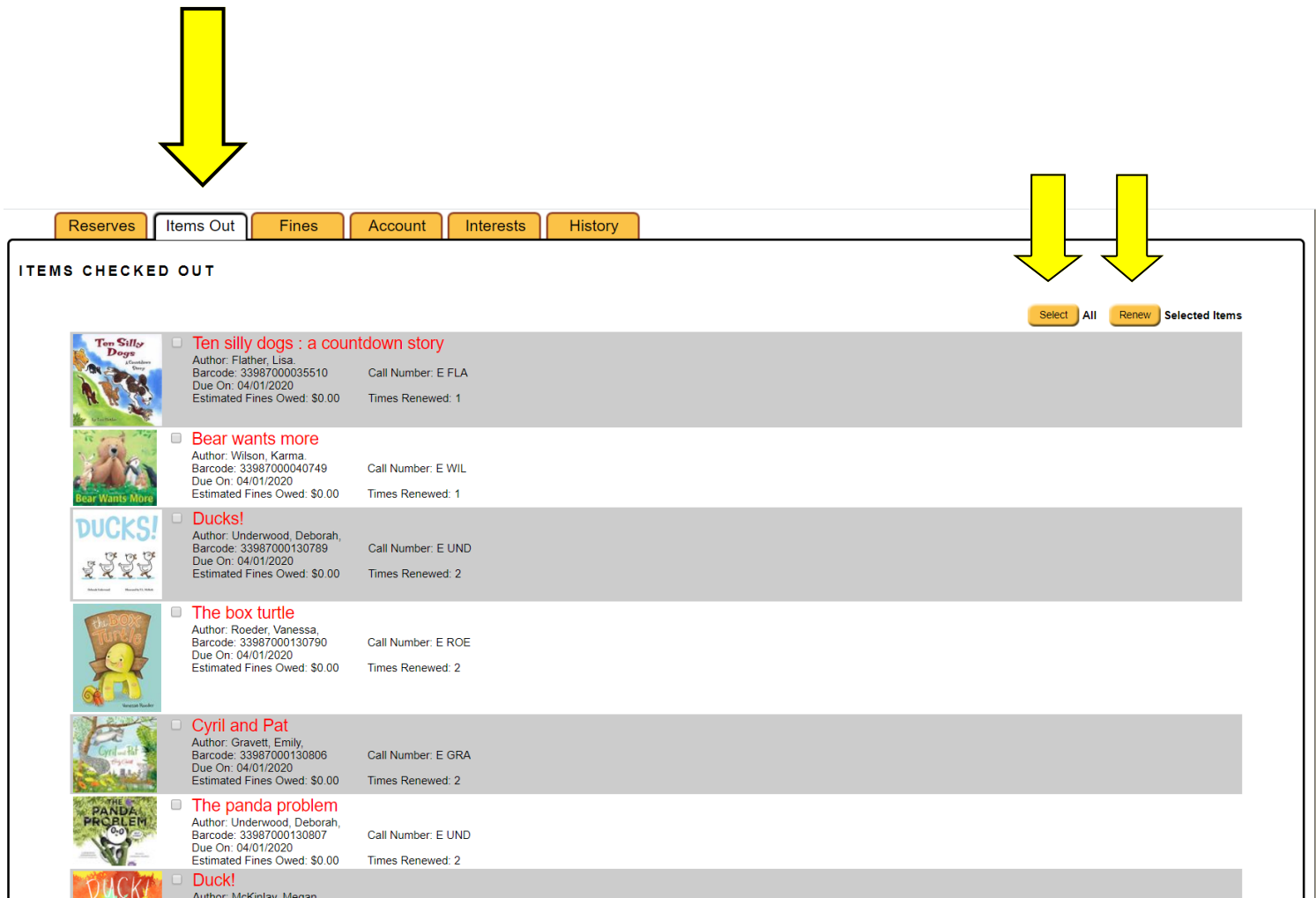

Reserving Items

To reserve an item, begin by using any of the search tools to generate results. Then click the item's **title** to open the **Full Details** pop-up. Click the **Reserve** button on the **Holdings** tab; you may be prompted to log on if you have not done so already. You will either see a **success** message, letting you know the item was reserved, or an **error**, letting you know there was a problem with the reservation. Call the librarian for more information.

Renewing Items

When you are logged in, you can also renew your own items. You just need to click on the **ITEMS OUT** tab. Once here, you can select each item you want to renew individually or you can click the **SELECT ALL** tab and then click the **RENEW** tab. It will show a new Due Date or if the item did NOT renew there will be an error message. If there is an error the item has either reached its maximum amount of renewals or it is on reserve for another patron. If an error has occurred, please contact the library for more assistance.

Reserves	Items Out	Fines	Account	Interests	History

ITEMS CHECKED OUT

Select | All | Renew | Selected Items

Ten silly dogs : a countdown story
Author: Flather, Lisa.
Barcode: 33987000035510   Call Number: E FLA
Due On: 04/01/2020
Estimated Fines Owed: $0.00   Times Renewed: 1

Bear wants more
Author: Wilson, Karma.
Barcode: 33987000040749   Call Number: E WIL
Due On: 04/01/2020
Estimated Fines Owed: $0.00   Times Renewed: 1

Ducks!
Author: Underwood, Deborah,
Barcode: 33987000130789   Call Number: E UND
Due On: 04/01/2020
Estimated Fines Owed: $0.00   Times Renewed: 2

The box turtle
Author: Roeder, Vanessa,
Barcode: 33987000130790   Call Number: E ROE
Due On: 04/01/2020
Estimated Fines Owed: $0.00   Times Renewed: 2

Cyril and Pat
Author: Gravett, Emily,
Barcode: 33987000130806   Call Number: E GRA
Due On: 04/01/2020
Estimated Fines Owed: $0.00   Times Renewed: 2

The panda problem
Author: Underwood, Deborah,
Barcode: 33987000130807   Call Number: E UND
Due On: 04/01/2020
Estimated Fines Owed: $0.00   Times Renewed: 2

Duck!
Author: McKinlay, Megan,