

USING THE MILLENNIUM ONLINE CATALOG

MY ACCOUNT: Click here to view items currently checked out on your card, to request renewals, to see if you have a fine, to view requested items that have not yet arrived. To login enter your name, the barcode on the back of your library card (all of the digits—not the spaces), and your PIN. The first time you login, you will be prompted to create a PIN. Type in 4 digits and click on **SUBMIT**. During the first login, the system will prompt you to repeat your PIN. **IF YOU HAVE ALREADY SET UP A PIN BUT HAVE FORGOTTEN THE NUMBER**, you must contact the library to reset your PIN. If you have any problems, please contact a staff member for assistance.


My Millennium Login


Please enter the following information:

Your Name: For Example, type "Jane Smith" then TAB or click in the barcode textbox

Barcode: For example, type "312312..." and then TAB or click in the pin textbox

Enter your PIN: Enter your PIN and press RETURN or click Submit

 Submit

 Start Over

Please note that logging into your own record before doing your searching minimizes the number of times you have to enter your card number and PIN. When you are done using the online catalog, be sure to click on the **LOG OUT** button.



BASIC SEARCHING: Click on the arrow next to **KEYWORD** to open the drop down menu that allows you to search by a **TITLE, AUTHOR, SUBJECT, CALL NUMBER, or ISBN/ISSN**. Click on the arrow next to **VIEW ENTIRE COLLECTION** to open that drop down menu. You can limit your search to just the Edwardsville Public Library's collection, any of the other libraries listed, or all of the libraries. Click on **GO** to do the search.

Keyword	<input type="text"/>	View Entire Collection	<input type="button" value="Go"/>
Keyword		East St. Louis Public Library	
Title		Edwardsville Public Library	
Author		Estelle Sauget School Library - Cahokia CUSD 187	
Subject		Greenville Public Library	
Call Number		Harris Elementary School Lib. - Madison CUSD 12	
ISBN / ISSN			

To do a **TITLE** search, omit *a, an, the* if it is the first word of the title. To do an **AUTHOR** search, put the last name first. **KEYWORD** searches for words anywhere in the bibliographic record—not necessarily in the order typed and not always next to each other. Using the **ADVANCED SEARCH** can be very helpful if you're not sure of a specific author or title or what subject heading to use. You can search using the Boolean operator *and* as well as *and not*. If you are interested in books about the United States Civil War but you do not want any children's books, the **ADVANCED SEARCH** would work very well.

RESULTS: When you get the results, click on the specific item you want. Note the different icons on the far right that help you distinguish what type of item you're seeing. **NO COPIES AVAILABLE** means the item is checked out currently and not on the shelf. Once you have clicked on the item, you will see what libraries own it and what the call number is. If your search has produced too many results, you can use the **LIMIT/SORT SEARCH** button to narrow your search. For example you can search by material type. If you want videos, large print books, or books on CD, you can search for just those. You can only choose one option at a time. You can also use the **SYSTEM SORTED** drop down box to choose in what order the results of your search will be displayed.

You may do a search that will produce too many results to fit on just one screen. You can move backward and forward through the results screens by choosing either a specific page number or choosing **NEXT**. You can also jump ahead by typing in a number for a specific entry. Using the number already in the box jumps to the end of the list. Using a number between one and the last number jumps to somewhere in the middle of the results.

<input type="button" value="Locate In Results"/>	<input type="text" value="134"/>
Result Page	1 2 3 4 5 6 7 8 9 10 11 12 Next
	<input type="text" value="(Search History)"/>


As you look at the results of your searches, you can save items that you're interested in to act on later (e.g., placing multiple requests, printing a list). If you are looking at a list of titles, use the **BOOK CART** button. If you are looking at a single bibliographic record, use the **SAVE RECORD** button at the bottom of the screen. Click on **VIEW SAVED** to see the list of items you've put in the cart. You can click on **VIEW AND REQUEST YOUR SAVED RECORDS** if you want to request the items, or you can click on **VIEW AND EXPORT YOUR SAVED RECORDS** to print or e-mail a list. To print (or e-mail) a list, choose **BRIEF DISPLAY** for author, title, publisher, and copyright date. If you want more information, including owning libraries and call number, choose **FULL DISPLAY**. Select **SCREEN** on the right hand side. Click on **SUBMIT**, and you have a list of saved titles.



Click on **NEW SEARCH** to try a different search. If you are logged into your account, using **NEW SEARCH** will keep you logged in; if you click on **START OVER**, you will no longer be logged into your account. If you are just searching the catalog and are not logged into your personal account, you can use either button to start a new search.





TO PLACE A REQUEST: From the item record screen, click on the **REQUEST** button. It is located both at the top and the bottom of the page. If you want to place a request from the results list, the icon says **PLACE REQUEST**.

 [Place Request](#) If you have not already typed in your library card number and PIN, you will be prompted to do so at this time. If you're already in your account, this step won't be necessary here. Next, you will need to **CHOOSE A PICKUP LOCATION** to select the library where you would like the item to be sent. It is not necessary to choose a **CANCEL IF NOT FILLED BY** date unless you have a specific date after which you will no longer need the item. Then click on the **SUBMIT** button. If you are going to make multiple requests, it may be easier to save items in the book cart as described above and request them all at once.


(Choose a Pickup Location) ▼
 East St Louis Sr High School ▲
 Edwardsville Public Library
 Harris Elementary-Madison SD ▼

Cancel if not filled by: Month ▼ Day ▼ 2005 ▼

You may want to request specific volumes or issues of some titles, and then you will see some additional screens. If you are interested in a series of videos, such as *The Civil War* by Ken Burns, you may only want to request one video at a time and you probably want to watch them in order. The Millennium system gives you the opportunity to specify which volume or issue of a magazine you want. After you click on **PLACE REQUEST** (if you are on the results list) or **REQUEST** (if you are looking at the bibliographic record), you will be asked to choose a **PICKUP LOCATION**. After you **SUBMIT** your request, you will be presented with a list of the individual volumes or issues held at various libraries (or just one library if that's all you've selected to search). You can then indicate which volume or issue you want by marking it. Next, click on **REQUEST SELECTED ITEM**. You can only request one volume or issue from the same bibliographic record at a time. If you want more than one volume or issue, use the back browser button to return to the list of volumes or issues, mark another choice, and click on **REQUEST SELECTED ITEM** again.

Item Selection Form


Start Over

Requesting *The Civil War* [videorecording] / Florentine Films.

Choose one item from the list below:

Mark	Location	Call No.	Status	OPAC Message
<input type="radio"/>	Morrison-Talbot Library - Adult Library	[177] VC 973.7 Civil Episode 6	1 HOLD	---
<input type="radio"/>	Belleville Public Library - Main Library - Adult Library	VC Civ pt. 9 Pt. 9	AVAILABLE	---
<input type="radio"/>	Belleville Public Library - Main Library - Adult Library	VC Civ pt. 8 Pt. 8	AVAILABLE	---

After you have placed a request look for a success message.

Your request for *The Civil War* [videorecording] / Florentine Films. was successful.
spi=Edwardsville Public Library
Edwardsville Public Library

Some magazine titles (e.g., *Time*, *National Geographic*, *People*) have so many issues attached to a single record, you will get a very long list to view when you request an issue using the method described above. An alternative method for requesting a specific issue is to put the title from the results list in your **BOOK CART**. Then click on **VIEW SAVED**, and then click on **MULTIPLE REQUESTS**. You will then see a dropdown box that says **SELECT ONE**. Click on the small arrow and you will see a list of dates.

Click on the date of the issue you want and then click on the **REQUEST SELECTED** button. Be sure to enter your **PICKUP LOCATION**. Note on the *National Geographic* example, that you will see a status of **REQUEST SUCCESSFUL** after you've placed a request.

Request Saved Records

Please enter the following information:

(Choose a Pickup Location)

Cancel if not filled by: Month Day 2005

Your List of Saved Records				
Num	request	TITLE	Location/Volume	Status
1	<input type="checkbox"/>	National geographic.	Select one	Request successful
2	<input type="checkbox"/>	People (New York, N.Y. : 2002)	Select one Select one 2004/01/12 2004/03/15 2004/03/22	

NOTE: If you are accessing the online catalog from your home computer, you must enable pop-ups.

Edwardsville Public Library Jan. 2008