

Your Account

Click on the MY ACCOUNT link at the top or bottom of the page to access your library account.

The screenshot shows the InfoSoup website interface. At the top, there is a navigation bar with links for 'LOGOUT', 'My Account', and 'Start Over'. Below this, the user is logged in as 'Smith, John R.'. The main content area includes a 'Search Catalog' button and a 'Search the catalog!' prompt. On the left side, there are links for 'Modify My Info', 'Change My PIN', 'My Saved Searches', and 'My Reading History'. Callout boxes provide instructions for each of these features.

See what you have checked out, on hold or fines due. You can renew items, change pickup locations or cancel holds here. (Points to the 'My Account' link)

Remember to click on the LOGOUT button when you are done using the catalog! (Points to the 'LOGOUT' link)

You are logged into your account (Points to the user name 'Smith, John R.')
 1. request (hold).
 3. Items currently checked out
 Help with Renewals
 Help with Saved Searches

Search the catalog! (Points to the 'Search Catalog' button)

Email staff to update your address, phone number, email address, etc. (Points to 'Modify My Info')

Change your PIN. (You must know your current PIN in order to change it.) (Points to 'Change My PIN')

If you have saved your favorite searches, you can access them here. (Points to 'My Saved Searches')

If you wish, you can keep a list of items you checked out in the past. You must OPT IN to begin saving your history. (Points to 'My Reading History')



www.infosoup.org

When you're hungry for answers!

A Quick Guide
to Your
Library's Resources



InfoSoup is brought to you by OWLSnet, a consortium of public libraries in northeast Wisconsin.

Searching

Click the circle next to the way you want to search or use the default "keyword."

Search the catalog for books, movies, music, and more!

Keyword
 Title begins with
 Author
 Subject

View Entire Collection

Search

More Search Options

Type the words you want to find.

If you wish, click the arrow to pick a type of material or a particular library.

Click the Search button to begin your search.

Your search may bring up one item or a list of items.

Click on the title for the full record, including the complete list of libraries that own the item.

Icon shows the type of material.

Shows how many holds have been placed & the total number of copies.

Shows where it is on the shelf.

Shows if it is checked out or available.

Shows the library and collection location.

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Placing Holds

If an item is checked out or at another library, you can place a hold.

2  [The world is flat a brief history of the twenty-first century](#) / Friedman, Thomas L.
New York : Audio Renaissance, p2005.
15 sound discs (19 hr.) : digital ; 4 3/4 in. * Place Hold

4 holds on first copy returned of 3 copies

| Location | Call No. | Status |
|----------------------------|--------------|--------------|
| Florence adult book on CD | Friedman | DUE 02-04-06 |
| Marinette music collection | 303.48 F91 | DUE 02-28-06 |
| Sturgeon Bay book on disc | 303.4833 Fri | 1 HOLD |

Click here to place a hold.

Continue with the following screen:

You must have a library card to place a hold.

Type in your card number and press [Tab]

Give yourself a PIN or enter current PIN

Your Personal ID Number (PIN):

Enter your PIN or create one. If your PIN is new, you will be asked to enter it again on the next page.

Click the arrow to select where you would like to pick up the item.

Cancel if not filled by: Month Day 2006

SUBMIT

When done, click on SUBMIT.

Use this only if you have a deadline.