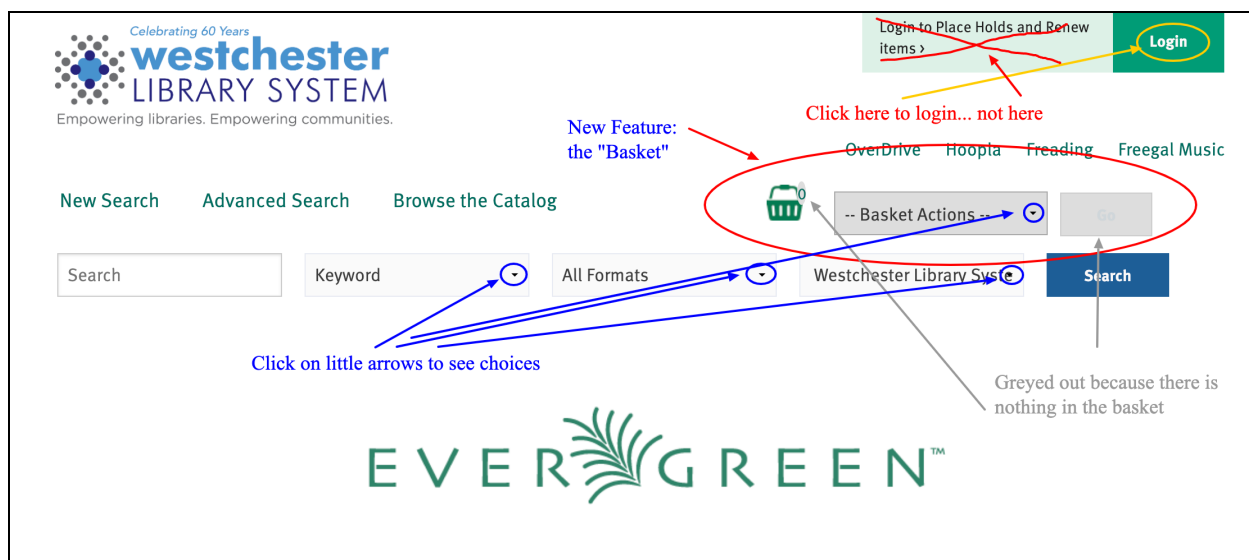


Using the New Catalog - Baskets

March 27, 2019

This is our second quick and ugly handout. The first, "Using the New Catalog - some quick tips," focused on searching for things in the new catalog and placing holds on individual items. While the techniques explained in that handout are still valid, new features have been added. This means the catalog looks somewhat different... for now.

The Main Page



Some things to look for:

- New Feature! - Baskets! With the new catalog you can do things to lots of things at once... if you've put them in the basket. We'll explain more on the other side.
- The tiny downward arrows or triangles (circled above) indicate the *presence* of choices. Despite the inartful wording above, you don't have to painstakingly click on the tiny arrow itself to see the choices. Clicking on the box should suffice.
- However, some patrons have stated they had trouble signing in. They clicked on the "login" box and nothing happened. Actually they were clicking on the description *next to* the login box. The key is to look for the mouse's arrow to change to a little hand with a pointy finger. The little hand with a pointy finger means there is a link that will take you to another page.
- However, some patrons have stated they had trouble signing in even though they clicked on the proper box. The catalog said they don't have a proper pin. This is possible. Depending upon how their phone number was entered in the old catalog, it may not have generated a proper pin in the new catalog. If this is happening to you, call the Library (834-2281 x.2 or x.3) and we'll reset your pin.

Baskets

Let's say you're in the mood for some David McCullough. You've read almost everything he's written, but nothing that he's done in the past five years or so. Your eyes are failing, so you want large print. After logging in, you do a keyword search for his name but limit the format to "Large Print." You get some results but you want his newest books, so you sort your results by "Date: newest to oldest." You click "Add to basket" next to the two newest books.

Here is what you get:

Westchester LIBRARY SYSTEM
Empowering libraries. Empowering communities.

no_migrated_first_name BINDERY LH My Account Logout

2 Checked Out | 0 On Hold | 0 Ready for Pickup | \$0.00 Charges

OverDrive Hoopla Freeding Freegal Music

New Search Advanced Search Browse the Catalog

david mccullough Keyword Large Print Book Westchester Library System

[Refine My Advanced Search]

Search Results Results 1 - 7 of 7 (page 1 of 1)

Search Result Options

Date: Newest to Oldest

Show More Details

Limit to available items
Group formats and Editions
Exclude Electronic Resources

Personal Author

McCullough, David G. (6)
Epstein, Daniel Mark (1)

Topic Subject More

Large type books (6)
History (3)
Presidents (2)
Aeronautics (1)
American loyalists (1)

Genre

Large type books. (2)
Biographies. (1)
Speeches. (1)

Series Title

Thorndike Press large print nonfiction series (1)

1. **The American spirit who we are and what we stand for**
By McCullough, David G.
THORNDIKE PRESS, A PART OF GALE, CENGAGE LEARNING, 2017.
LARGE PRINT EDITION.
Large Print Book
8 OF 8 COPIES AVAILABLE AT WESTCHESTER LIBRARY SYSTEM

2. **The loyal son the war in Ben Franklin's house**
By Epstein, Daniel Mark.
RANDOM HOUSE LARGE PRINT, [2017]
FIRST LARGE PRINT EDITION.
Large Print Book
1 OF 1 COPY AVAILABLE AT WESTCHESTER LIBRARY SYSTEM

3. **The Wright brothers**
By McCullough, David G.
THORNDIKE PRESS, A PART OF GALE, CENGAGE LEARNING/GALE, CENGAGE LEARNING, [2015]
Large Print Book
24 OF 24 COPIES AVAILABLE AT WESTCHESTER LIBRARY SYSTEM

4. **The Wright brothers**
By McCullough, David G.
THORNDIKE PRESS, A PART OF GALE, CENGAGE LEARNING/GALE, CENGAGE LEARNING, [2015]
Large Print Book
24 OF 24 COPIES AVAILABLE AT WESTCHESTER LIBRARY SYSTEM

Place Hold

Remove from basket
Add to my list

Place Hold

Add to basket
Add to my list

Place Hold

Remove from basket
Add to my list

2 selected titles Clear basket

1. 2. 3. 4.

Use the little arrow to choose "Place Holds"

Changed "All Formats" to "Large Print Book"

Added 2 books to the basket

Hit "Go" and you'll go to the page where you finalize your holds

After search was done, changed "Search by Relevance" to "Date: Newest to Oldest."

Did not add this book to the basket as it isn't by McCullough

Once *American Spirit* and *Wright Brothers* are nestled in the basket (you can see a little number next to it), choose "Place Holds" in the "Basket Actions" menu and then click "Go." Go to page 3 to see what you get.

Placing the holds

Here's a screenshot of the final step. You can see both titles from the basket are listed. A notification method is chosen. Also, "Clear basket after holds are requested" is also checked. You don't have to do that. You do have to click on "Submit" at the very bottom or no holds will be placed despite all your work.

WESTCHESTER LIBRARY SYSTEM
Empowering libraries. Empowering communities.

2 Checked Out | 0 On Hold | 0 Ready for Pickup | \$0.00 Charges

OverDrive Hoopla Freeding Freegal Music

New Search Advanced Search Browse the Catalog

Search Keyword All Formats Westchester Library System Search

[Refine My Advanced Search]

Place Hold

The American spirit who we are and what we stand for / David McCullough.
McCullough, David G.,

The Wright brothers by David McCullough.
McCullough, David G.

The two books from the basket

Pickup location:
Larchmont Public Library

Notify when hold is ready for pickup?

☒ Yes, by Email **Email Address:** whegarty@wlsmail.org

☐ Yes, by Phone
Phone Number:
914-834-2281

☐ Yes, by Text Messaging
Mobile carrier:
Please select your mobile carrier

Note: carrier charges may apply

Mobile number:

Hint: use the full 10 digits of your phone #, no spaces, no dashes

Suspend these holds?

☐ Yes Set activation date

☒ Clear basket after holds are requested?

Submit Cancel

In the old catalog, you had to switch back and forth from your search and the place hold page many times. It was easy to lose track.