

Enterprise Library Catalogue: **Tips & Tricks**

Library Support Team
Technology & Information Management
Edmonton Public Schools



Here's what you'll be learning!

- [What's Enterprise?](#)

How do I...

- [access Enterprise?](#)
- [search Division-wide?](#)
- [search my school?](#)
- [make a list?](#)
- [see what I have checked out?](#)
- [renew my checkouts?](#)

What's Enterprise?

- Our Division's online library catalogue
- Helps staff discover resources at your school and district units
- Helps students:
 - find resources at their school
 - access online resources
 - manage their borrowing
- See what you've checked out, place holds, renew, create lists, and more!

How do I access Enterprise?

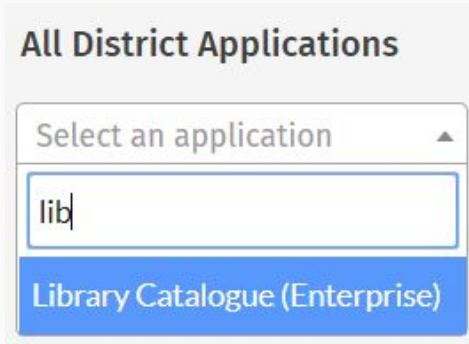
- Staff via Connect (connect.epsb.ca)

Click



and search for library

- Students via SchoolZone under Apps



How do I log in?

- Click **Get Started: Log In** at the top
- You will be logged in automatically if you are logged into your @epsb.ca Gmail account; if you're not, just make sure you log in first and then come back to Enterprise
- At the top, you should now see your name

Get Started: Log In

| My Account

| My Lists

| Select Language



Welcome Test, Student

Log Out

| My Account

| My Lists

| Select Language



Staff can search all schools and unit libraries

The screenshot displays the Edmonton Public Schools library website interface. At the top, the logo for Edmonton Public Schools is visible, along with navigation links for 'Get Started: Log In', 'My Account', 'My Lists', and 'Select Language'. A search bar is prominently featured with the placeholder text 'Search My School/Unit....'. Below the search bar, there are several sections: 'Other Libraries' with logos for ATA Library, epl.ca, and NEOS Library Consortium; 'Award Winners' with a list of various awards; 'Digital Content' with links to Sora eBooks & audiobooks, The Alberta Research Portal, and Calgary Herald Archive; and 'Getting Started...' with instructions on how to use the search function. The main content area shows search results for 'NYT Best Sellers - Picture Books', featuring the book 'DRAGONS LOVE TACOS' by Adam Rubin.

EDMONTON PUBLIC SCHOOLS

Get Started: Log In | My Account | My Lists | Select Language

Search My School/Unit....

All Fields SEARCH Advanced Search

Other Libraries

- ATA Library
- epl.ca
- NEOS LIBRARY CONSORTIUM

Award Winners

- ALA-ALSC Awards: Caldecott, Newbery, and more...
- ALA-ALSC Notable Children's Books List
- ALA-GNCRT Best Graphic Novels for Children
- ALA-YALSA Awards: Printz, Alex, and more...
- ALA-YALSA Teen Book Finder
- Alberta Books for Schools
- Canadian Children's Book Centre (CCBC) Awards
- CLIP Carnegie & Kate Greenway
- Diverse BookFinder: Explore Multicultural Picture Books
- Goodreads Choice Awards
- Governor General's Awards

Digital Content

- Sora eBooks & audiobooks
Division-Wide Access: Sora eBooks & audiobooks
- The Alberta Research Portal
Alberta Research Portal
- Calgary Herald Archive
Calgary Herald Archive
- The Canadian Encyclopedia
The Canadian Encyclopedia
- Dictionary of Canadian Biography

Getting Started...

1. Click **Get Started: Log In** (at the top). You will need to be logged into your @epsb.ca Google account to access your library catalogue account. You can see what you have checked out, renew items, create lists, place holds and more.
- 2a. Click **Search My School/Unit...** to switch over to your school/unit's catalogue. This will limit search results to what your school/unit owns and shows your school/unit's item details (such as call number, location, and status).

NYT Best Sellers - Picture Books

Title: DRAGONS LOVE TACOS
Author: Adam Rubin.
ISBN: 9780803736801
Rank (Last Week): 3 (L)

Find in My Library

Students only see their school

Abbott School | [Get Started: Log In](#) | [My Account](#) | [My Lists](#) | [Select Language](#) | [🔍](#) | [?](#)

Home | All Fields | | | [Advanced Search](#)

Graphic Novels | **Picture Books** | **Non-Fiction (facts, science, history)** | **Fiction** | **Home Reading**
Balanced Literacy | **Teacher Resources** | **YRCA Nominees**

Digital Content | **NYT Best Sellers - Picture Books** | **Award Winners**

Sora
eBooks & Audiobooks
Check out eBooks/audiobooks

The Canadian Encyclopedia

Indigenous Peoples Atlas of Canada

NATIONAL GEOGRAPHIC EDUCATION RESOURCE LIBRARY
National Geographic Education Resource Library

Title: THE DAY THE CRAYONS QUIT
Author: Drew Daywalt
ISBN: 9780399255373
Rank (Last Week): 2 (10)
Sunday Review

Public Libraries
 epl.ca
Find your nearest Alberta Public Library

Read on Sora
The student reading app.

OPEN 24 HOURS

- ALA-ALSC Awards: *Caldecott, Newbery, and more...*
- ALA-ALSC Notable Children's Books List
- Alberta School Learning Commons Council (ASLC) Lit Picks
- Canadian Children's Book Centre (CCBC) Awards
- CILIP Carnegie & Kate Greenaway
- Diverse BookFinder: Explore Multicultural Picture Books
- Goodreads Choice Awards
- Governor General's Awards
- Horn Book Awards
- Rocky Mountain Book Award
- School Library Journal's Best Of
- YRCA - Young Reader's Choice Awards

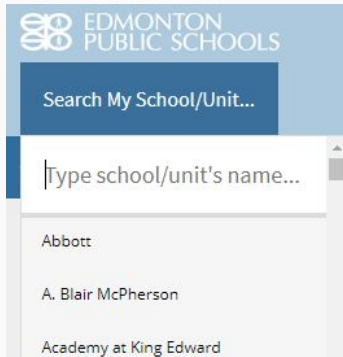
How do I search Division-wide?



The screenshot shows the top navigation bar of the Edmonton Public Schools website. On the left is the logo and name 'EDMONTON PUBLIC SCHOOLS'. To the right are links for 'Get Started: Log In', 'My Account', 'My Lists', and 'Select Language', along with user icons. Below this is a search bar with the placeholder text 'Search My School/Unit...'. The main search interface features a home icon, two dropdown menus set to 'Everything' and 'All Fields', a search input field containing 'dog man', a green 'SEARCH' button, and a link for 'Advanced Search'. Two green arrows point from the text below to the search input field and the 'SEARCH' button.

Enter your search in the **search box** and click **Search**

How do I search just my school?




- Click **Search My School/Unit...** and type in the name of your school
 - Once it comes up, click to select it
- Your school's catalogue will load up with your school's logo

Enter your search in the **search box** and click **Search**




What can I do with the search results?

1.



Granted 2018-2019

By Anderson, John David, 1975- author.

Format:  Books

Summary Young fairy Ophelia gets her first wish granting assignment and discovers that, although the fate of the fairy world rests on her completing her task, the job of granting a human's wish is anything but easy.

Call # F AND

Available: 1

[Find at EPL](#)

[Goodreads reviews](#)

[Place Hold](#)

[Title Direct Link](#)

School/Unit	Call #	Type	Note	Status/Location
Soraya Hafez	F AND	Book		Fiction

[View 358 more copies at other schools...](#)

- Find out availability and how many copies are available
- See the Call Number, so you know where it is on the shelves

What if I want to know more about a title?

1.



[Granted](#) 2018-2019
By Anderson, John David, 1975- author.

Format:  Books

Summary Young fairy Ophelia gets her first wish granting assignment and discovers that, although the fate of the fairy world rests on her completing her task, the job of granting a human's wish is anything but easy.

Call # F AND

Available: 1

- Click on the title to get a detailed display



Granted

ISBN: 9780062643865
9780062643872

Author: Anderson, John David, 1975- author.

Published: New York, NY : Walden Pond Press, an imprint of HarperCollinsPublishers, [2018]
New York, NY : Walden Pond Press, an imprint of HarperCollinsPublishers, [2019]
©2018

Physical Description: 325 pages ; 22 cm

Awards: 2021 Young Reader's Choice Award YRCA Junior nominee

Subject: Fairies -- Fiction.
Magic -- Fiction.
Wishes -- Fiction.
Genre: Fantasy fiction.

Copies (all of EPSB): 321

Select an Action

- [All Alberta Libraries](#)
- [Google Books](#)
- [Find at EPL](#)
- [Goodreads reviews](#)
- [Place Hold](#)
- [Title Direct Link](#)
- [Cite This](#)

What is this title about?

Availability, Summary, Reviews

Available:*

Summary

Reviews (1)

Library	Call Number	Item Barcode	Status
Soraya Hafez	F AND	38010000011705	Fiction

What if I get too many results?

Limit Search Results

Only Show Available

Filters Close All

Narrowed by:

Library: A. Blair McPherson

Author

- Pilkey, Dav, 1966-auth... (9)
- Garibaldi, Jose, colorist. (3)
- Garibaldi, Jose, illustrat... (3)
- Aesop. (1)
- Bauer, Marion Dane, au... (1)

More View All

Format

- Books (9)
- Regular print (9)

Language


- English (18)

Location

- Classroom Library
- Everybody Fiction
- Graphic Novels
- Humour Fiction
- Non-Fiction

More View All

- Filters can help narrow down your results
- First, set your filters to show only what applies to your school's collection

[Click here to set your search filters to only show those at your school](#) 

- Filter your results with the options on the left
- A useful option is to use **Only Show Available** to see what's on the shelf
- Filter by: Author, Format (e.g., book, DVD), Language, Location (section where it's shelved), Publication Date, Subject, Type (e.g., literature study, teacher materials)

I found something awesome! Now what?

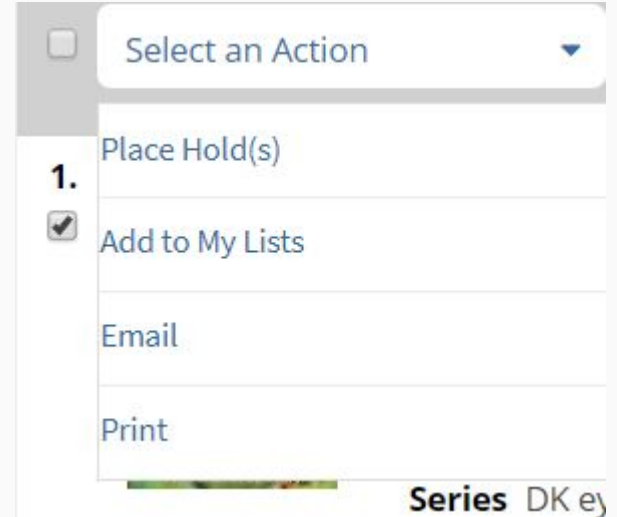
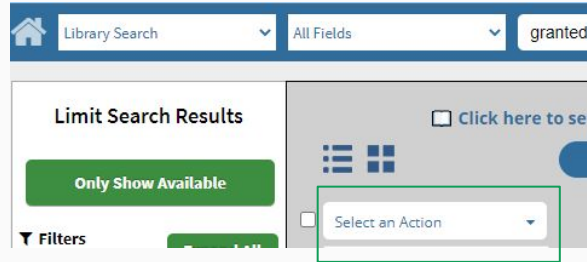
Use the checkbox to select titles

2.



Click **Select an Action**:


- Place a hold
- Email the results
- Print the results
- Add the item(s) to a list
- Bookmark/share the search by copying the URL



How do I place a hold?

- Click **Place Hold** next to the title you want

1.



Dog Man 2016
By Pilkey, Dav, 1966- author, illustrator.
Format: Regular print
Summary When Greg the police dog and his cop companion are injured on the job, a life-saving surgery changes the course of history, and Dog Man is born.
Series Dog Man ; 1
Call # GN PIL
Available: 6

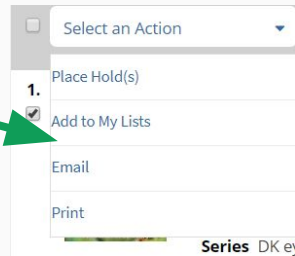
[Find At EPL](#)
[Goodreads Reviews](#)
[Place Hold](#)
[Title Direct](#) **Place Hold**



- Please note: allowing holds is a school-by-school decision, so this may not be available at your school

How do I make a list?

- Check off any results you want to add to a list
- Go into the **Select an Action** dropdown and click **Add to My Lists**



- You'll see a confirmation with the titles

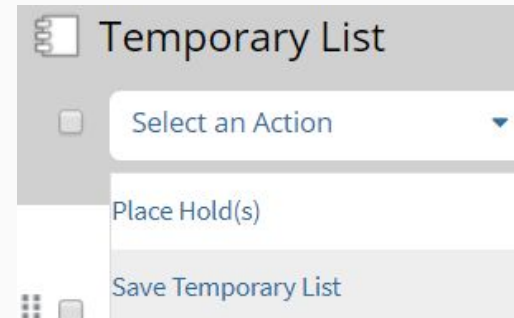


What can I do with a list?

- Open up your lists by going to **My Lists** at the top

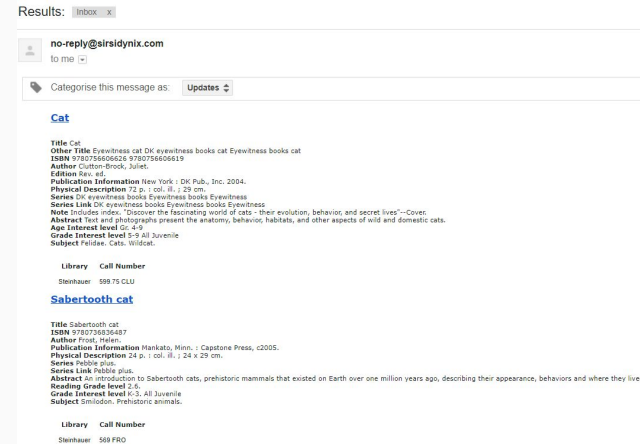


- Save a list you're working on by clicking into the **Select an Action** dropdown and clicking **Save Temporary List**



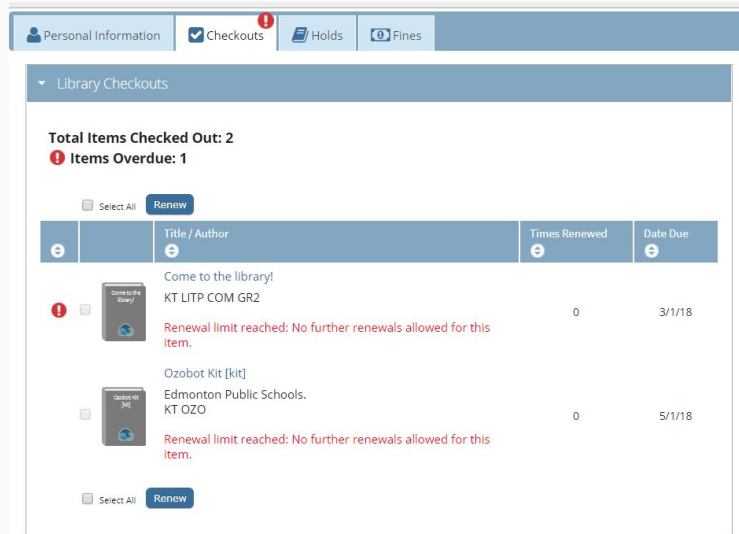
What can I do with a list?

- You can email or print a list
- Create a list of resources for student projects
- Share lists of curriculum resources with teachers
- Need resources at the same time every year?
 - Create a list, save it, and place the items on hold when you need them



How do I see what I have checked out?

- Click **My Account** at the top
- Go to to the **Checkouts** tab





Personal Information **Checkouts** Holds Fines

Library Checkouts

Total Items Checked Out: 2
Items Overdue: 1

Select All Renew

	Title / Author	Times Renewed	Date Due
<input checked="" type="checkbox"/>	 Come to the library! KT LITP COM GR2 Renewal limit reached: No further renewals allowed for this item.	0	3/1/18
<input type="checkbox"/>	 Ozobot Kit [kit] Edmonton Public Schools. KT OZO Renewal limit reached: No further renewals allowed for this item.	0	5/1/18

Select All Renew

How do I renew my checkouts?

- Go to **My Account** and open the **Checkouts** tab
- Check off the items you want to renew or click the **Select All** checkbox
- Click **Renew** **Select All** **Renew**

