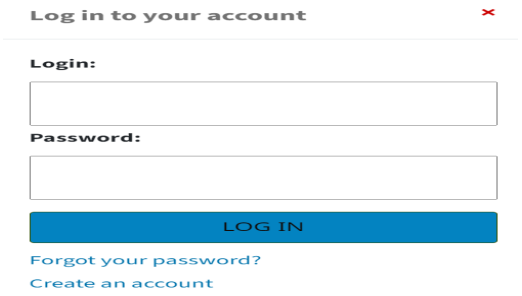
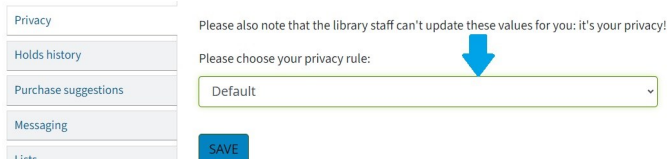
Using Your Account

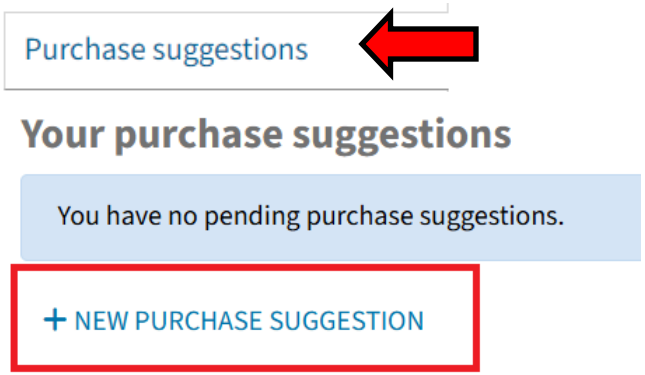
Logging in: Use your library barcode and password to log in.



Then, set your preferences by going to '*personal details'* on the left side of screen. You can also select your privacy settings which will allow you to choose whether or not to maintain your reading history.

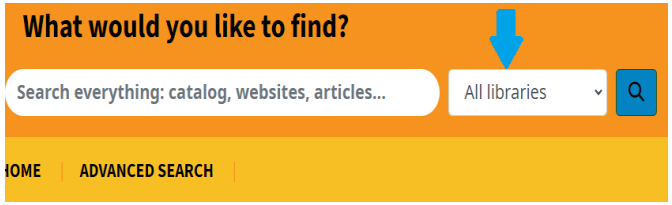


Purchase suggestions: You can make purchase suggestions from your account page. Fill out the form, choose your library and submit your request. Look for the purchase suggestions tab on the left side of the screen. Then click on "New Purchase Suggestion."

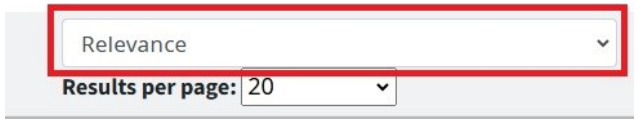


Searching the Catalog

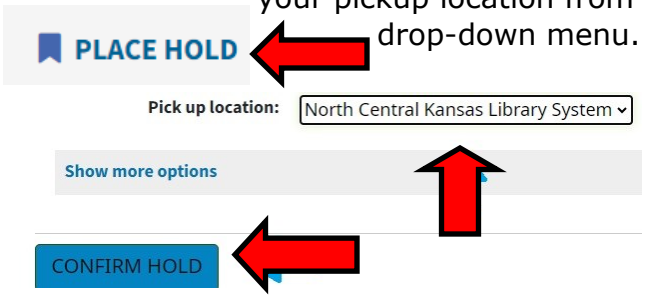
Searching: Type your item or keyword into the search bar. If you are only wanting items from *your* library, make sure you select your library from the drop-down menu on the right. Otherwise, you will see results from all libraries in the consortium.



Make sure that you check your spelling if nothing comes up. You can also narrow down your search if too many titles appear. This can be done after your results appear by clicking on the drop-down menu above your results. By default, it will say 'Relevance' but you can change it to whatever you need.



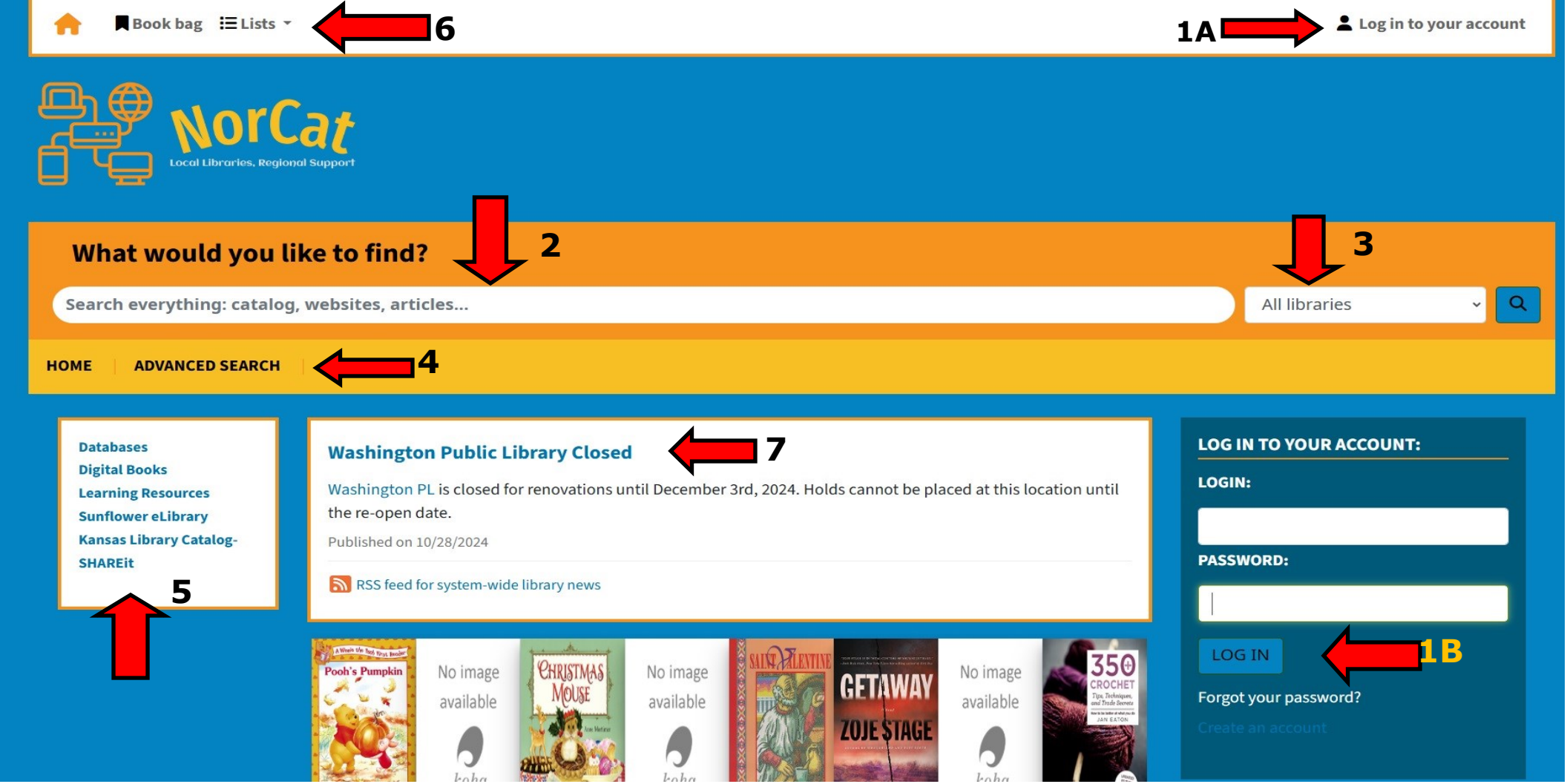
Placing holds: After your search, you can select your item, place a hold from the button below the title, and then confirm your pickup location from drop-down menu.



NORCAT
LOCAL LIBRARIES. REGIONAL SUPPORT

Patron User Guide

North Central Kansas Library System
Manhattan, KS
nckls.bywatersolutions.com
1-800-432-2796



1A: Login

1B: Another Login option (once you log in, this box will disappear from the home screen)

2: Search bar: Where you type in items you are looking for.

3: Drop-down menu to choose your library if you want a library-specific search

4: Advanced search will take you to a new screen with more options

5:This box contains links to State Library resources, as well as Sunflower elibrary & ILL/SHAREit

6:Book bag is a place to add the books you are interested in. Lists allows you to create personalized book lists for yourself. There may also be books lists created by librarians in this section.

7: News section, where relevant library information is, also has RSS option for updates on library news.