

# Getting Started with the Online Catalog

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# Part 1. Searching

## Advanced Search

1. Specify whether you want the search results to include all of your search terms, or any. *All* puts **AND** in the query box; *Any* puts **OR**.
2. In the **Includes** section, specify the fields in the catalog you want to search, and then enter the word or phrase you want to find. For example, *Title* and *canadian immigration*.
3. To search additional fields, click the **Add another** link, and then repeat step #2.
4. To exclude certain titles, select fields and enter terms in the **does not include** section. For example, if you wanted to find books on Canadian immigration but exclude census data, you could select *Title* and then enter *census*.
5. To exclude additional terms, click the **Add another** link, and then repeat step #4.
6. In the **Limit my search by** section, specify additional search options to restrict your search. For example, you specify only items available at your branch, only items in French, and so on.
7. When you are finished constructing your query, review it in custom Boolean query box, and then click **Search**.

## Boolean Operators

Search terms may be combined using Boolean operators AND, OR and NOT in ALL CAPS.

### AND / OR

AND is the default operator when more than one field is specified. In an AND operation, only works that meet all field constraints will be returned.

Use OR to find all works that match one (but not necessarily all) of several field constraints.

Use parentheses to group clauses to a single field, or to group OR clauses together.

### NOT

The NOT operator excludes works that contain the term after NOT. The “-” symbol can be used in place of the word NOT, but must *not* be followed by a space. To search for works described by *potter* but not *harry* use either of these queries:

*Potter NOT Harry*

*Potter -Harry*

## Wildcard Searches

Wildcard searches use a special character, the \* symbol, that may be replaced by zero or more characters to create a match. For example, to search for judicial, judiciary or judicious, you can use the search:

*judici\**

You can also use the wildcard character in the middle of a term.

*col\*r*

You cannot use a \* symbol as the first character of a search.

## Writing Your Own Advanced Search Query

If you prefer to write your own queries, you can type them directly in the custom box by specifying a field in the catalog. Each field also has a two-letter code; either can be used to specify a field.

Field Name	Field Code	Example
Agerating	ag	ag:14A
Anywhere	an	leprechaun or an:leprechaun
Artist	ar	ar:beatles
Audience	ad	ad:juvenile
Author	au	au:enright
Available	av	av:Main
Award	aw	aw:giller
Branch	br	br:Main
Call Number	ca	ca:"J 637.4 GRE"
Contents	cn	cn:(Hey Jude)
ContentType	cc	cc:Fiction
Contributor	co	co:shepard
Edition	ed	ed:(special education edition)
Format	fo	fo:dvd
GeneralNote	gn	gn:(includes index)
Genre	ge	ge:biography
GenreHeading	gh	gh:memoire
GenreTag	gt	gt:synthpop
Identifier	id	id:972.81016Sch
Language	la	la:fre
Lexile	lx	lx:[200 TO 300]
LocalHeading	lh	lh:local author
Localid	li	li:436899
Mood	mo	mo:dark
New	nw	nw:[0 TO 30]
Notes	no	no:(live recording)
Period	pe	pe:[794 TO 1185]
Pubyear	py	py:[1918 TO 1939]
Series	se	se:(bartimaeus trilogy)
Starrating	sr	sr:5 or sr:[4 TO 5]
Subject	su	su:samarkand
SubjectHeading	sh	sh:revolutions
Summary	sm	sm:shylock
Tag	tg	tg:(slow food)
Title	ti	ti:macbeth
Topic	tp	tp:volcanoes

## Part 2. Registration FAQ

### Why do I have to register?

Since the new catalog is a new service the library is providing, patrons need to be aware of and agree to the Terms of Use. This is why you need to register. During registration you will also be prompted to select a username, which can be used to login going forward. However, you can still login with your library card if you prefer.

### Who is this BiblioCommons company? I just want to check my holds. Why do I have to agree to this?

BiblioCommons is the company that provides the catalog software and links recommendations and suggestions from readers and librarians around the world. Since it is a new service, we want patrons to be aware of the new service. If you want to continue to use the old catalog, it's still available.

### Why do I have to create a username? I can't ever remember it, and I already have my barcode memorized.

You can login with your username or your library card number, it's up to you. The reason we require all users to select a unique username is because the new catalog has additional optional functionality, like commenting on books and keeping track of your reading on shelves. And to support this, we need all users to create a username. You will not be able to make your username your library card number, this is a security feature.

### Why can't my daughter (or son) enter a username?

In the United States, children under 13 are not allowed to enter free-text on websites without parental approval (per COPPA: the Child Online Privacy Protection Act). Currently, we do not have an option to ensure parental approval, so we came up with the color/animal/number format for usernames, but we hope to provide other options in the future. Once a child turns 13, he or she will be able to select a username and have other free-text options available.

### How do I unregister from BiblioCommons? I don't want to use this third party service anymore.

Please provide your username and library card number, and then I can have someone at the library unregister your BiblioCommons account. We will notify you when the task is complete.

### What if I have other questions?

1. After logging in to the site, complete a Feedback form at the bottom of every page with your questions or concerns.
2. Contact abby koehler, Systems Librarian, at (719) 562-5600 x.221 or [abby.koehler@pueblolibrary.org](mailto:abby.koehler@pueblolibrary.org).

## Part 2. Registration Steps

### 1. Click to Register

Click My PCCLD at left, Log In at the upper right, or the red button Log In to My PCCLD.

The screenshot shows the Pueblo City-County Library website. The header includes the library logo, a search bar with the text "Find books, music, movies, and more.", and links for "Ask Us", "Help", and "Log In". Below the header is a navigation bar with links: "My PCCLD", "Explore", "eCollections", "News & Events", "Services", "Resource Centers", "Kids", "Teens", "About the Library", and "Request". Under "My PCCLD" are sub-links: "Recent Activity", "New Titles", "Awards", and "Bestsellers". The main content area is divided into three columns. The left column, "Recent Activity", lists "Recent Lists" such as "New Books for the Chieftain -- September 30, 2013" and "Action Movies". The middle column, "Recently Reviewed Items", features a carousel of book covers, with "Tunnels" by Gordon, Roderick highlighted. The right column, "Recently Rated", shows book covers with star ratings, including "The Immune System Recovery Plan" and "People like Us". A red button "Log In to My PCCLD" is prominently displayed.

### 2. Enter your Library Card number and PIN.

Enter your 13-digit library card number without spaces. Your PIN is often your birthdate in MMDDYYYY format.

The screenshot shows the login page of the Pueblo City-County Library website. The header is identical to the home page. The navigation bar is also the same. The main content area is divided into two columns. The left column, "Log In", contains a welcome message, a "hide" link, and a login form with fields for "Username or Library Card Number:" and "PIN:". Below the form are links for "Forgot your PIN?", a "Remember me on this computer" checkbox, and buttons for "Log In" and "Get a Card". The right column, "Welcome to Your New Catalog!", lists "Here's what's new..." with bullet points: "Find what you want with a better search.", "Track your borrowing.", "Rate and review titles you borrow, and share your opinions on them.", and "Get personalized recommendations." Below this is a "Trouble logging in?" section with a link "Click here for help." The footer contains links for "Privacy Statement", "Terms of Use", "Get A Library Card", "Location & Hours", "Services", "Contact", and "Classic Catalog".

3. Confirm your information and click Next.  
If this information needs to be changed, please contact library staff.

**PUEBLO CITY-COUNTY LIBRARY**  
Ideas • Imagination • Information

Find books, music, movies, and more.

Keyword

[Catalog](#) [Website](#) [Databases](#) [Advanced Search](#)

[My PCCLD](#) [Explore](#) [eCollections](#) [News & Events](#) [Services](#) [Resource Centers](#) [Kids](#) [Teens](#) [About the Library](#) [Request](#)

### Welcome to your New Catalog!

**Step 1/2**

We've retrieved the following information from your library account. If any of the information is incorrect please contact your library.

**First Name: \***  
test test

**Last Name: \***  
teste

**Date of Birth:**  
Aug 1979

**Frequently Asked Questions**  
[What is this website's Privacy Policy?](#)

[Privacy Statement](#) • [Terms of Use](#) • [Get A Library Card](#) • [Location & Hours](#) • [Services](#) • [Contact](#) • [Classic Catalog](#)

4. Create a username, enter an email and accept the Terms of Use.  
Contact library staff for more information. Click Register to complete the process.

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### Almost there!

**Step 2/2**

Please fill in the required fields to complete the registration process.

**Create a Username: \***

**Email Address: \***

**BiblioCommons Terms of Use**  
Last updated June 17, 2011

Pueblo City-County Library District has entered into an agreement with BiblioCommons to provide an online service that will make it easier to track your holds and renewals and find the titles you are looking for. In addition, you may also choose to use this service to share ratings and commentary about the titles you find at Pueblo City-County Library District, and to connect with other BiblioCommons users. When you use the pages in Pueblo City-County Library District's catalog that say "Powered by BiblioCommons" in the lower left-hand corner of the screen, you are using what is referred to here as the "BiblioCommons Service" and these BiblioCommons Terms of Use apply. Your use of the BiblioCommons Service is subject to the BiblioCommons Terms of Use, and indicates that you accept these Terms of Use, which includes the BiblioCommons Privacy Statement; together they are the only documents that govern your relationship with BiblioCommons. You may not use the BiblioCommons Service if you do not accept the Terms of Use; please read them carefully.

**Is this the only policy governing my use of the library's services?**  
No, Pueblo City-County Library District may have additional policies that govern other aspects of the services we

**I accept the Terms of Use \*** ☐

[Privacy Statement](#) • [Terms of Use](#) • [Get A Library Card](#) • [Location & Hours](#) • [Services](#) • [Contact](#) • [Classic Catalog](#)

## Part 3. BiblioCommons' Content

### Tags

You can add tags to bib records to complement Subject Headings and create new pathways of discovery for your users. *Tag Examples:* tag by grade (e.g. [grade 5](#)), tag by reading experience (e.g. [scary](#), [gross](#)), [cozy mystery](#), [chicklit](#), [sad](#)

### Lists

BiblioCommons' lists makes it easier to answer repeat questions (reference, readers' advisory, homework help, etc.). You can create the list once, and it can be a starting point to answer 'that question' again and again.

- Persistent URLs makes it easy to share lists. You can email them to users, share them via chat, and feature them on the library website.
- The lists are integrated into the catalog, where the majority of your library users are. If a user is on a bib they can discover your related list and click through to explore it further.
- List descriptions and annotations allow you to provide valuable context to your guide, a great added-value for users.
- You can add library items **and** website URLs leading users to the best resources on that topic, in and out of the collection.
- Items that fall under different subject headings, making them difficult for users to find, can be grouped together in a list.
- You can create lists to meet the interests of special user groups and age levels (e.g. specialized researchers, parents, teens, etc.)
- *Lists can be used to plan programming and share resources* after the program is over. For example, someone that plans story times can use the list feature to plan and gather her resources and the lists can be shared with attendees or even linked to from the story time listing in the events calendar (e.g. [Storylady](#)).

*List Examples:* [Family History Lists](#), Homework Help/K-12 Guides: [Pioneer Occupations](#), [Stem Cell Research](#), [Bullying](#), [Early Literacy – Letter Knowledge – I know letters!](#), [Hunger Game Read-Alikes](#), [Teen Resources on Mental Health](#)

### Privacy

[I don't like that my data is being shared with everyone else. I thought the library was supposed to keep our information private?](#)

We absolutely agree with you that the library must protect the privacy of patrons. To clarify, none of your checked out history is ever shared with other patrons.

If you chose to add titles to your virtual shelves or lists or share ratings and you allow those activities to be public, then other patrons will see your recommendations, but you can also make all your personal record keeping completely private. We are in an era of sharing and social media, and if you do want to participate, there are many different options in place for patrons that want to participate but also want to keep certain personal record keeping private:

- You can select an anonymous username
- You can change the privacy settings for your shelves
- You can make select items private as you add titles or comments
- even if you opt into track your "Recently Returned" titles, no one else sees that data, and you can opt out if you desire (Note: this feature is only available if the library itself has first opted into this feature)

## Questions about Inappropriate Content

How is the library going to prevent people from adding inappropriate comments to the catalog? Does the library review all of the comments that are added?

There is a low incidence rate of inappropriate comments being added to the catalog, as all content that users add to the catalog is associated with their library card. The library doesn't review any of the comments that are added, rather there is a community moderation model in-place. If you see something inappropriate you can click on the 'report this' link. When 3 separate users flag this, the comment is automatically removed and reviewed against the Terms of Use of the catalog.

I found an inappropriate comment, the library should remove it.

A community moderation model is used on the new catalog. You are able to click on the 'report this' link to report anything you think is inappropriate. When 3 separate users flag this, the comment is automatically removed and reviewed against the Terms of Use of the catalog.