Q: Where do I find the Library’s catalog?

A: If you are in the library, every computer has a shortcut icon to open the catalog. If you are at home go to the library’s website at www.ebrpl.com. Click the orange Catalog | Renew Books button near the top of the page.

Q: The catalog has a Log On button. Why do I have to logon to the catalog?

A: You don’t have to logon to do a search, but logging on allows you to access My Account, and to renew books or place them on reserve.

Q: How do I search for a book by title, author, or subject?

A: You can do all of these as a Simple Search. Type your search term in the Search Term box. Use the dropdown menu to the right to select the type of search you want (hint: use Keywords for a subject search). Click the More Search Options tab to combine terms or limit to branches or collections.

Q: Can I search only for audiobooks, or nonfiction, or DVDs, etc.?

A: Yes, click on More Search Options. Type your search terms, then from the Popular Collections menu choose the kind of work you are looking for. You can also limit a search to specific branch libraries from this page.

Q: My search brought up a list of books, but I don’t see which libraries own them. What do I do?

A: You are on the Brief Description page. Click on the title to go to the Full Description record, where you will find the list of libraries owning the book at the bottom of the page. You can click the Level Up button in the left column to return to the Brief Description page.

Q: What do the red x and green check mean?

A: The red x means that all the copies of the book owned at any branch in the entire library system are checked out or unavailable. The green check means that there is at least one copy of the item available in at least one branch, although there may be many copies available.

Q: How do I reserve a book?

A: Go to the Full Description page for the book. Click the Place Holds button. (If you are not already logged on, the Log On box will open so you can sign in.) The Holds box appears with the title of the work and the Pickup Location. You can change the Pickup Location with a dropdown menu. Click on the Place Hold button. You get the message “Your hold has been accepted.” Click the Okay button.

Q: I really liked a certain book and author. How can I find similar books and authors?

A: The Full Description page will show you a list of similar titles and authors pulled from our Novelist database.

Q: What are the rate and review buttons?

A: Rate & Review lets you share your opinion about the books you read. Select a rating from 1 to 5 stars from the Choose Rating menu. Click the Vote button. Click the Create Review button. Type your review in the text box and click the Add button.

Q: Can I have a book sent to a branch nearer to me?

A: Yes, call the branch where the book is located. They can get the book from the shelf and send it to your nearest branch. Your branch will contact you when it comes in.

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