When you register for a library card at your library, you are automatically assigned a password consisting of the **LAST 4 DIGITS** of your primary phone number. We recommend that you **CHANGE** this to a more secure password that you can access.

From your library's website, access the Catalog.

1. Click the **My Account** tab in the menu bar at the top of the webpage.
2. Login using your library card barcode and the default password.
3. Click the **Change Log On** tab.
4. Check the **Change Password** box, then enter your old and new passwords.
5. Click the **Save** button.
6. Log out of your account information using either the tab at the upper right or the button by your name at the upper left.

**CHECK & UPDATE YOUR ACCOUNT**

Follow these steps to check your account and update your personal information:

1. From the Library Catalog, click **My Account** tab on the menu bar at the top of the page. Your account page appears.
2. To change account information, click the **Contact Information and Preferences** tab.
3. Select the appropriate box and type in your new/updated information.
4. Click **Submit Change Request** button at the bottom of the webpage.

The Washington County Library System, the Greene County Library System, and Fayette County Libraries have formed the **WAGGIN** Network, a shared catalog and integrated library system (ILS). [www.waggin.org](http://www.waggin.org)
SEARCHING THE CATALOG

Do a Quick Search:
Follow these steps to quickly search the Catalog:
1. Type a word or words in the search box.
2. If you want to limit the search to a specific format, select the material type in the Limit By box. For example, if you want to find only DVDs, select DVD in the Limit By box.
3. Click Go.

Do a Browse Search:
Follow these steps to browse the title, author, subject, or series index:
1. Select Browse in the search submenu
2. Select Title, Author, Subject, or Series from the Search for list box.
3. Type the first few letters of the title, the author’s name, the subject or the series name in the that begins with box.
4. Click Go.
5. Click <<Previous 10 Headings or Next 10 Headings>> to see previous or subsequent sections of the index.
6. Click a heading to see a list of associated titles.

Work with Search Results:
From the search results list, you can:
1. Click a page number or the arrow at the top or bottom of the page to move through the list
2. Click Availability to see detailed title and availability information
3. Click Add to My List or add the title to a list that you can save, print, or send by email
4. Click Place Request to request that the library obtain and hold the titles for you to check out.

Do a Keyword Search:
To find titles containing specific words:
1. Click Keyword in the Search submenu
2. Type the word(s) to search for in the Keyword search box.
3. If you want to limit the search to a specific format, select a material type in the Limit By box. For example, if you want to find only DVDs, select DVD in the Limit By box.
4. If you want to search for your keyword in a specific field, select the field in the Search By box. For example, if you know the title contains the word Yankee, enter Yankee in the Keyword Search box, and select Title in the Search By box.
5. Click Go.

PLACE A HOLD
To request a copy of an item in your search results:
1. Select the title in your results and click Place Request [the log in form appears]
2. Log in with your library card barcode and password.
3. Select the name of the library where you want to pick up the item in the Pickup Library.
4. Your request will be activated immediately unless you type a future date in the Activation Date box.
5. Click Submit Request.
6. Click Return to Search Results.

VIEW & MANAGE YOUR REQUESTS
Follow these steps to view, suspend, or reactivate your requests:
1. Click My Account on the menu bar and log in.
2. Click Requests on the Patron Account submenu to display the list of your current requests.
3. Select the check box by the title for each request that you want to suspend or reactivate.
4. Click Suspend/Reactivate Selected or click Suspend/Reactivate All to suspend or reactivate all your requests.
5. The Suspend/Reactivate Hold Requests dialog box appears.

PLACE A HOLD

RENEWING ITEMS
Follow these steps to renew the items you have checked out:
1. Click My Account on the menu bar and log in using your library card barcode and password (See Password Information).
2. Click Items Out on the Account submenu to display the list of items you have currently checked out. The Items Out page displays the format, call number, branch library, due date, and number of renewals left for each item checked out.
3. Do one of the following to renew your items:
4. Check the box by the title for each item that you want to renew, and click Renew Selected Items.
5. Click Renew All items to renew all the items. A message tells you which items have been renewed and whether any renewals have been blocked (An item will be blocked from renewal if there is a hold on it or you are over the renewal limit)
6. Click My Record to return to your account or click Log Out to log out of your account.

6. Type the date when suspended requests should be reactivated or type today’s date to reactivate an inactive request.
7. Click Submit.

To cancel one or more requests:
1. Select the check box by the title for each request that you want to cancel and click Cancel Selected. OR
Click Cancel All to cancel all your requests.
2. Click My Record to return to your account, or click Log Out to log out of your account.