



## Online Library Resources

### Agenda:

1. Logging into your library account
2. MY Library account overview
3. eResource Central Online Catalog
4. Mid York electronic resources
5. Practice & questions

*In order to keep computer literacy programs running in the future, we must demonstrate its positive impact on our community. We would be extremely grateful if you would share with us the experiences you have had attending our training sessions and how our program has impacted your life. Please send your responses via e-mail or regular mail. Responses may be used to promote Utica Public Library and Mid York Library System as part of grant reporting.*

**E-mail: [sschultz@uticapubliclibrary.org](mailto:sschultz@uticapubliclibrary.org)**

**Mailing Address: Sarah Schultz, Utica Public Library, 303 Genesee St., Utica, NY 13501**

## Learning objectives

Attendees will be able to:

- access their online library account independently
- change their pin
- renew materials
- search effectively through the online catalog
- put items on hold
- access electronic materials and be knowledgeable of available databases

## Accessing your library account

- I. You can go to either the Utica Public Library’s website OR the Mid York Library System’s website to access your account.
  - i. **Accessing your account through uticapubliclibrary.org**

To get to our website: type **uticapubliclibrary.org** in the address bar of your internet browser.

The screenshot shows the website interface for Utica Public Library. At the top, there is a navigation bar with links like 'Home', 'Calendar', 'Hours', 'Gallery', and 'Contact'. Below this is a search bar and a 'Who are you?' dropdown menu. The main content area features a large banner for 'Need Computer Skills?' with a computer icon and text: 'Free classes and tutors @ the library', 'Register Today!', '- Click on calendar', '- Phone: 315-735-2279', and '- @ the reference desk'. Below the banner are several columns: 'My Library Account' (with 'Card #' and 'PIN' fields and a 'Login' button), 'Mid York LIBRARY SYSTEM' (with 'Catalog Electronic Resources eBooks & AudioBooks' and 'MYlibrary2go'), 'Support the Library' (with a 'Donate Today' button), and 'Public Announcements' (with links to 'CLRC's Annual Legislative Breakfast Registration Information' and 'Frequently asked questions about the Affordable Care Act').

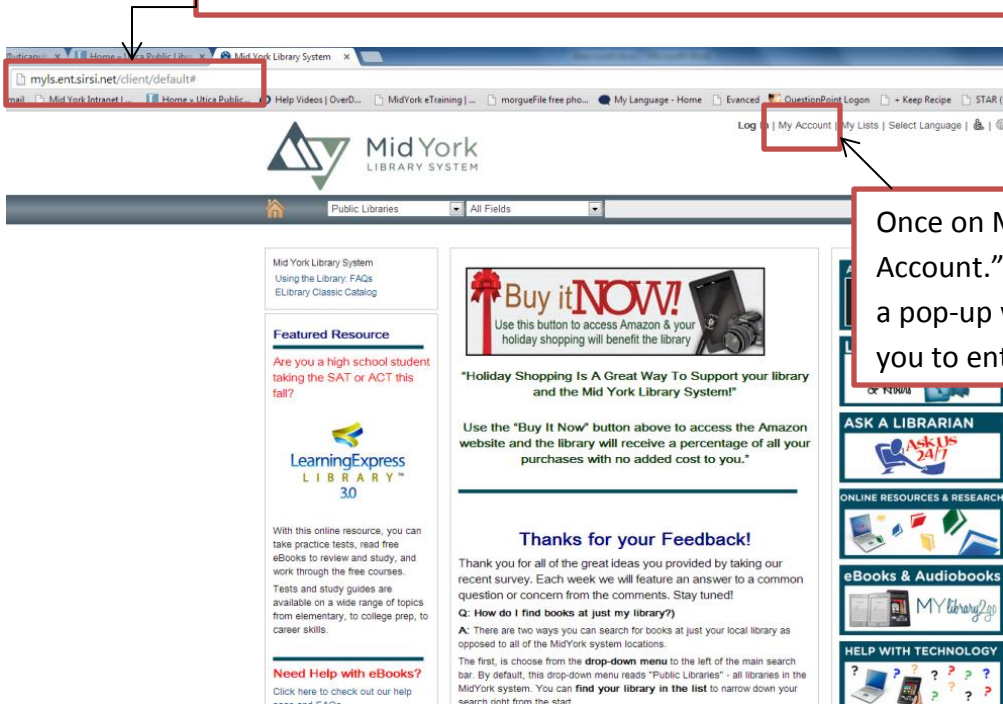
Once on Utica Public Library’s website, enter your library card number and pin number under “My Library Account.” If you have an “A” at the beginning of your card number, skip it. Only enter the 13-digit number.

**Tip!** Your pin is a four-digit number assigned when you applied for a library card. If you do not know your pin number, try the last four digits of the phone number you used on your library card application. If that does not work, simply call the library (735-2279 x207) or ask at the circulation or reference desk.

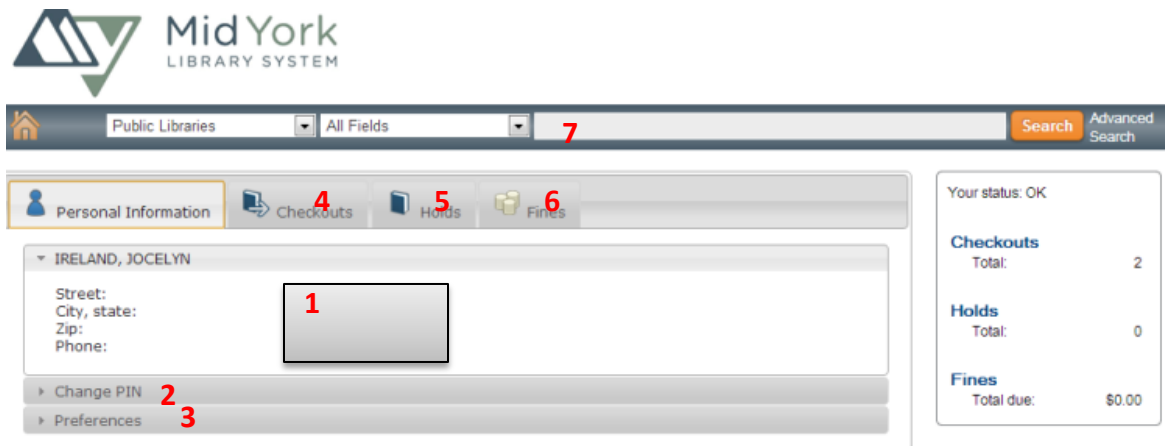
**Note:** Once you are signed into your account with the correct library card number and pin, it will link you to the Mid York Library System website. Your library card is valid at any one of the 43 participating libraries in the Mid York System.

ii. **Accessing your account through the Mid York Library System’s website (midyork.org)**

You can also access your account through Mid York’s website: type in **midyork.org** to the address bar of your internet browser.



II. **My Account Overview**



See what each numbered section means on the next page.

<b>My Library Account</b>	
<b>1</b>	Upon opening your account, your personal information that is on file will appear. Make sure it is up-to-date. If not, contact the circulation or reference desk to update it (315-735-2279).
<b>2</b>	You may change your pin yourself. Simply click “Change pin”. It will ask for your current pin, what you want the new pin to be, and to confirm it.
<b>3</b>	“Preferences” is where you can change your preferred pickup library, change your default language from English to Spanish, or save your checkout history.
<b>4</b>	“Checkouts” is where you can see what is checked out on your card. You may also renew items here too.
<b>5</b>	“Holds” will list your current holds and availability.
<b>6</b>	If you owe fines from overdue materials, the amount will be listed here. Any questions regarding fines should be directed to staff at the circulation desk.
<b>7</b>	This search box is to search for items in the Mid York Library System collection. It includes the holdings for all the libraries in the system, but you may limit your search to a specific library.

**Renew materials**

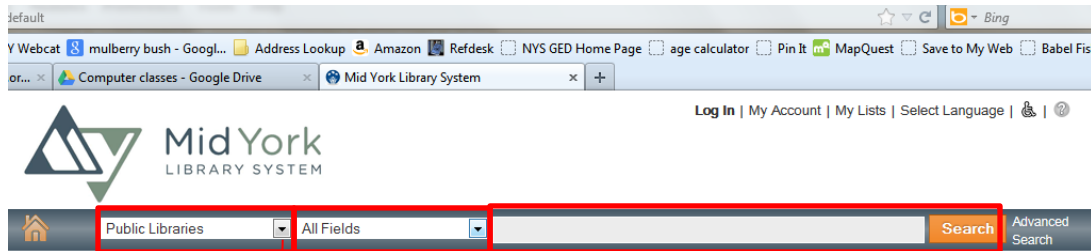
1. While logged into your account, click on “Checkouts.”
2. A list of items you have checked out will appear along with their due dates. To the left of each item is a clear box to select.
3. For every item you want to renew, click the box next to the item, and click the blue “Renew” button

The screenshot shows the 'My Current Checkouts' interface. At the top, there are tabs for 'Personal Information', 'Checkouts', 'Holds', and 'Fines'. Below the tabs, it says 'My Current Checkouts' and 'Total Items Checked Out: 1'. There is a warning icon and 'Items Overdue: 0'. A table lists the checked-out items with columns for 'Title / Author', 'Times Renewed', and 'Date Due'. One item is listed: 'Fated' by Noel, Alyson, with 0 times renewed and a due date of 12/16/13. A 'Renew' button is visible next to the item. Three callout boxes provide instructions: one points to the selection checkbox with the text 'Select which items you want to renew', another points to the 'Renew' button with the text 'Click “Renew”', and a third points to the 'Date Due' column with the text 'The due date will update immediately once renewed'.

### Online Catalog

- The online catalog is where the public can view what Mid York public libraries own. As of December 2015, this catalog lists both physical items stored in the library and digital materials, such as ebooks and audiobooks. You can also find library ebooks and audiobooks on the Mid York OverDrive website [www.midYork.lib.overdrive.com](http://www.midYork.lib.overdrive.com) (MYlibrary2go).

### midYork.org



By default, the catalog searches the entire library system holdings. To limit the search to a specific library, use this drop-down list to select your preferred location.

You may search by title, author, keyword, subject, or ISBN. Use this drop-down menu to select a field to search.

Type search terms here such as a title, author, or genre.

If you want a specific format or language, try an Advanced Search

### Catalog Search Examples

- Searching for a TV series on DVD**

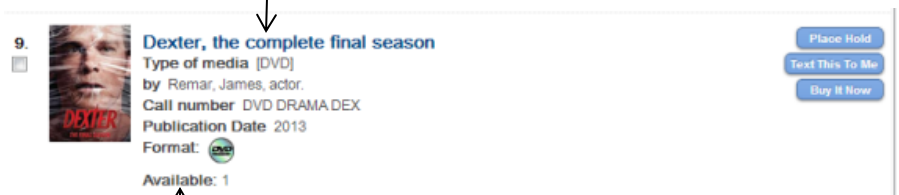
Let's say you want to check if there is a copy of the final season of Dexter available. When searching for movies or TV series, it is best to limit your search to the specific format you're looking for.

- If you are on the main page of the catalog (midYork.org), click on **Advanced Search**.
- Enter keywords to search for the series and also select **Video Disc** for the format.



3. After you enter search terms and Video Disc as the format, click on the **Advanced Search** button at the bottom of the page to view results.
4. Scroll through your results to see if a library in the system owns the final season.

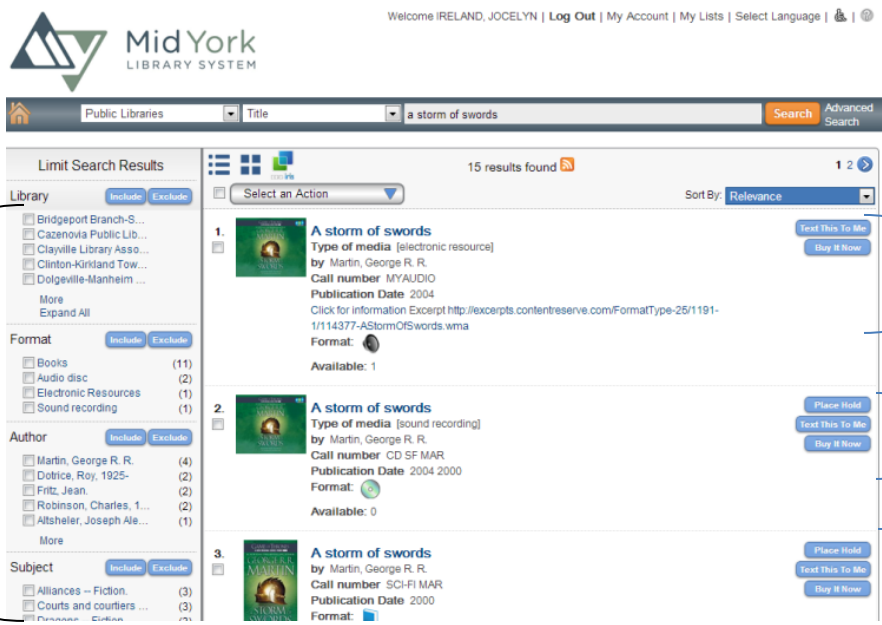
Click on the title to view which libraries own the title. If all copies are taken, or it is not at your preferred library, place the item on hold.



This record shows one copy is available. It doesn't mean the available copy is available at your preferred location. Click on the title to see where it is available.

• **Searching for a book in a series**

Searching for books in a series can be tricky. For example, you want to search for the third book in the “A Song of Ice and Fire” series (more popularly known as the Game of Thrones Series). A search with the terms “Game of Thrones” will yield several items of various formats including DVDs, audiobooks, graphic novels, and the first book of the series. However, you are looking for the third book. It is better to find out the book’s title beforehand and search for that title specifically in the catalog. In this case, the third book in the “A Song of Ice and Fire” series is *A Storm of Swords*. Below I searched by title, “A Storm of Swords”.



This time I did not do an Advanced Search, but on the ‘facets’ menu on the left, you can narrow your results to a location, format, author, language, etc.

Record for electronic audiobook file

Record for audiobook

Record for book

An Item's Record

Select an Action **1**

**2** Text This To Me  
**3** Place Hold  
**4** Buy It Now

**5** Library  
**6** Call number  
**7** Status

Library	Material Type	Item Barcode	Call number	Status
Bridgeport Branch-Sullivan Free Library	Paperback book	0003301168468	SF	Due 12/27/13
Cazenovia Public Library	Book	0003201290990	SCI-FI MAR	Available
Clayville Library Association	Paperback book	0000700172430	SF	Due 12/27/13

Item's Record in the Catalog

<b>1</b>	Clicking "Select an Action" button will give you the option to text a record to your phone, print, save to a list, email, or place it on hold.
<b>2</b>	After clicking the "Text this to Me" button, it will ask which library you plan on visiting, your mobile number, and mobile carrier. The text will give the location of the item and its status.
<b>3</b>	If no items are available or you are not able to pick it up from the library immediately, "Place Hold" is a good option. You will have to sign into your account with a library card number and pin. When the item is available to be picked up, you will receive an automated phone call.
<b>4</b>	The "Buy it Now" button will link you to Amazon.com. This button is not telling the library to buy it. You are buying it for yourself. A portion of your purchase is donated to the Mid York Library System.
<b>5</b>	This column will list the libraries in the Mid York System that own a copy of this book.
<b>6</b>	The call number is the location of the item within the library. This particular book is located in the Science Fiction section under the author's last name. Call numbers can vary from library to library. A librarian is always happy to help you locate an item.
<b>7</b>	The item's status will tell you if it is taken out or if it is available. If there is a date preceded by "Due", then the item is checked out by another patron.




So you found an item you want, but your local library does not own it or someone else has it out. No worries! If another library in the Mid York System owns it, they will ship your preferred location their copy when it becomes available. When the item arrives at your local library ready for pick up, you will receive an automated phone call.

A FAQ is how long do holds take to come in. It depends on how quickly the items are returned, how many people are on the hold list ahead of you, and how quickly the owning library processes the request. Holds can take as little as a week for readily available items, and up to several months for newly released popular items.

If no libraries in the system own a copy, contact your local library and submit an interlibrary loan request.

### **Steps to put an item on hold:**

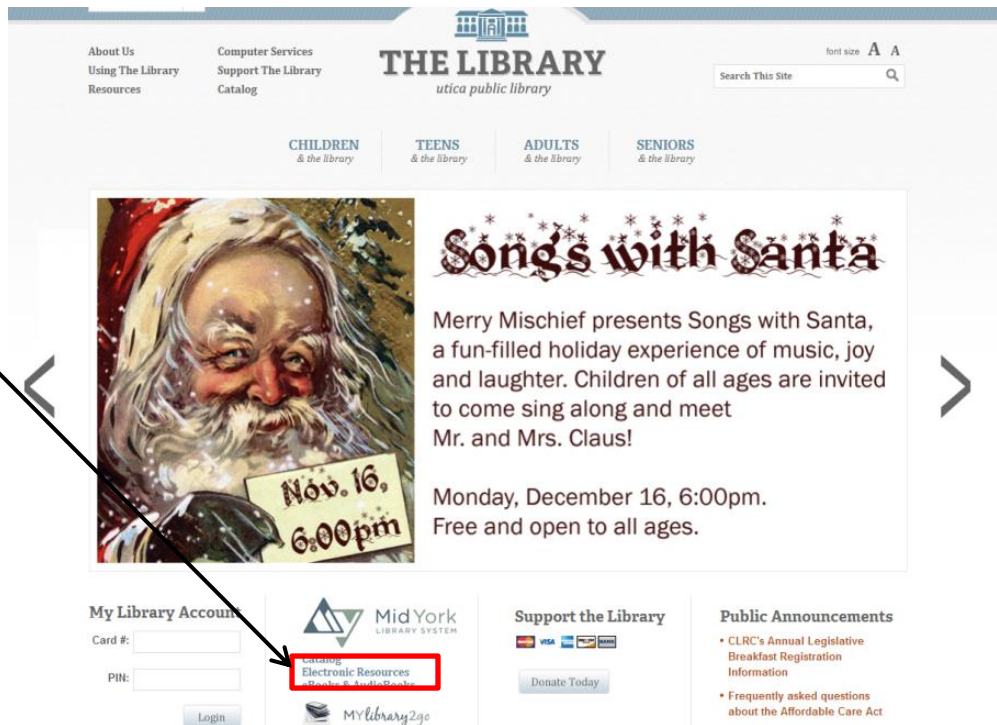
1. If you haven't already, sign into your library account.
2. Search the catalog for the desired item. Click on the item's title.
3. If you want to place it on hold, click on the "Place Hold" button. 
4. Verify your preferred pickup library is selected, and click on place hold.

To double check the hold went through, go to "My Account", then click on Holds. A list of your holds should appear, including your most recent request. It will show you whether the hold is available for pick up or pending and your place on the hold list. You can also edit your pick up location. After a hold is available for pick up, there is a limited time you have to pick up. At UPL, it is one week to pick up then the request will expire.



# Mid York Online Resources & Research

## I. Accessing MY databases through uticapubliclibrary.org



Click on "Electronic Resources" under the Mid York logo

## II. Accessing MY databases through midyork.org



Click on "Online Resources & Research"

• **LearningExpress Library Version 3.0: Featured Resources**

**Adult Learning Center**

- **Build Your Math Skills**
  - Learn and Review Your Math Skills
  - Practice Your Math Skills
  - Math eBooks
- **Become a Better Reader**
  - Learn and Review Your Reading Skills
  - Practice Your Reading Skills
  - Reading Skills eBooks
- **Improve Your Writing, Speaking, and Grammar**
  - Learn and Review Your Writing and Grammar Skills
  - Practice Your Writing and Grammar Skills
  - Writing, Speaking, and Grammar eBooks
- **Prepare for Your GED® Test**
  - Learn and Review Your GED® Test Skills
  - Practice for Your GED® Test
  - Práctica para el examen de GED® en español
  - GED® Test Preparation eBooks
- **Become a U.S. Citizen**
  - Prepare for Your Citizenship Exam
  - Get Your Green Card
  - Prepárese para su Examen de Ciudadanía
  - Gana su Tarjeta Verde

**College Center**

- **Math Skills Review**
  - Algebra
  - Basic Math
  - Calculus
  - Geometry and Measurement
  - Trigonometry
  - Statistics
  - Logic and Reasoning
  - Quantitative Comparison and Word Problems
- **Reading Skills Review**
  - Reading Comprehension
  - Vocabulary and Spelling
- **Grammar and Writing Skills Review**
  - Grammar
  - Writing
  - Public Speaking
- **Science Skills Review**
  - Chemistry
  - Biology
- **Prepare for Graduate School Admissions Exams**
  - GMAT® Preparation
  - GRE® Preparation
  - LSAT® Preparation
  - MAT® Preparation
  - MCAT® Preparation
  - PCAT® Preparation
- **Prepare for College Placement Exams**
  - ACCUPLACER® Preparation
  - ASSET® Preparation
  - COMPASS® Preparation
  - College Placement Preparation eBooks
- **Prepare for the CLEP Exams**
  - CLEP® Social Sciences and History Practice Tests

**Career Center**

- **Learn More About a Career**
  - Allied Health
  - Caseworker
  - Culinary Arts
  - Firefighting
  - Green Careers
  - Homeland Security
  - Law Enforcement
  - Legal
  - Nursing
  - Teaching
  - Career Information for Veterans
- **Prepare for an Entrance Exam**
  - Prepare for Allied Health Programs Entrance Tests
  - Prepare for Nursing School Entrance Tests
- **Prepare for an Occupation Exam**
  - Allied Health
  - Air Traffic Controller
  - Civil Service
  - Commercial Driver's License (CDL)
  - Cosmetology
  - Culinary Arts
  - Emergency Medical Services
  - Firefighting
  - Homeland Security
  - Law Enforcement
  - Postal Worker
  - Nursing
  - Teaching
- **Join the Military or Become an Officer**
  - Prepare for the ASVAB
  - Prepare for the Military Flight Aptitude Tests
  - Prepare for the Officer Candidate Tests
  - Prepare for the CFAT
- **Job Search and Workplace Skills**
  - Improve Your Job Search, Interviewing, and Networking Skills
  - Build Your Workplace Skills
- **Prepare for the WorkKeys® Assessments and the TOEIC®**
  - Prepare for the WorkKeys® Assessments
  - Prepare for the TOEIC®

**College Preparation Center**

- **Prepare for Your ACT® Test**
  - Learn and Review ACT® Test Skills
  - Practice for Your ACT® Test
  - ACT® Test Preparation eBooks
- **Prepare for Your SAT® Test**
  - Learn and Review SAT® Test Skills
  - Practice for Your SAT® Test
  - SAT® Test Preparation eBooks
- **Prepare for your AP® Exam**
  - Practice for Your AP® Exam
  - AP® Exam Preparation eBooks
- **Prepare for Your PSAT/NMSQT® Test**
  - Practice for Your PSAT/NMSQT® Test
  - PSAT/NMSQT® Test Preparation eBooks
- **Prepare for Your TOEFL iBT® Test**
  - TOEFL iBT® Test Preparation eBooks
- **College Admissions Essay Writing**
  - Learn to Write a College Admissions Essay

**GED® Test Prep Center**

- **Build Your GED® Test Skills**
  - Build Your Reading Skills
  - Build Your Writing Skills
  - Build Your Math Skills
- **Review Your GED® Test Skills**
  - Learn and Review Your GED® Test Skills
- **Practice for Your GED® Test**
  - Language Arts
  - Mathematics
  - Social Studies
  - Science
  - More Essay Writing Practice
- **GED® en Español**
  - La preparación española para el GED®

**School Center**

- **Elementary School**
  - Math Skills Improvement
  - Reading Comprehension Skills Improvement
- **Middle School**
  - Math Skills Improvement
  - Reading Comprehension Skills Improvement
  - Writing and Grammar Skills Improvement
  - Social Studies Skills Improvement
  - Vocabulary and Spelling Skills Improvement
  - High School Entrance Exams Preparation
- **High School**
  - Logic and Reasoning Skills Improvement
  - Math Skills Improvement
  - Reading Comprehension Skills Improvement
  - Science Skills Improvement
  - Social Studies Skills Improvement
  - Statistics Skills Improvement
  - Trigonometry Skills Improvement
  - Vocabulary and Spelling Skills Improvement
  - Writing and Grammar Skills Improvement

**Recursos Para Hispanohablantes**

- **Mejore sus habilidades escritas, orales y gramaticales**
  - eBooks de habilidades escritas, orales y gramaticales
- **Sea mejor lector**
  - Aprenda y repase sus habilidades de lectura
  - Practique sus habilidades de lectura
  - eBooks de habilidades de lectura
- **Desarrolle sus habilidades matemáticas**
  - Aprenda y repase sus habilidades matemáticas
  - Practique sus habilidades matemáticas
- **Prepárese para su examen de GED®**
  - Practique para su examen de GED®
  - eBooks de Preparación para el examen de GED®
- **Sea ciudadano estadounidense**
  - Prepárese para su Examen de Ciudadanía
  - Gane su Tarjeta Verde

- **Children's Resources**

School age kids and parents should all be aware of the great collection of educational online resources. To get to the Children's Resources, click on the **Children's Resources** heading on the left side under **Resources**.

## Childrens' Resources

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### *Featured Resource*

#### **Library of Congress for Kids, Families**

The Library of Congress' website for Kids and Families focuses on collections and resources for elementary and middle school students. These include maps and facts about events happening all over the world; creative arts, crafts, and customs from American communities; veterans history project; and much more. There are millions of digital items available at the click of your mouse including books, photographs, pamphlets, sheet music, audio clips, film clips, and more. Make sure to take a look!

## Childrens' Databases

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#### **Grolier Online:**

Includes access to the Encyclopedia Americana, New Book of Knowledge and Grolier Multimedia Encyclopedia as well as Roget's II: The New Thesaurus and the American Heritage Dictionary of the English Language, Fourth Edition. (Funded by NovelNY)

#### **Kids InfoBits**

Kindergarten through fifth graders can use this resource. Includes magazine and newspaper articles, maps and charts, and more from a wide array of subjects. (Funded through the NOVELny program).

#### **Opposing Viewpoints**

This database, which develops research skills and promotes issue awareness, information literacy and critical thinking, will support the new Common Core Curriculum Standards adopted by New York State. It contains a range of perspectives on many important issues, with over 13,000 pro/con viewpoints. Students of all levels will benefit from a variety of resource types: reference, news, primary sources, multimedia and more.

#### **Little Pim**

Little Pim introduces children to foreign language in a way they can understand and enjoy. Accessible and engaging for young children, the method incorporates words and themes that are relevant to the child's daily life. Research shows that early language learning enhances verbal development, social and cognitive skills.

This resource is available through the Dunham Public Library (Whitesboro) and Utica Public Library.

## Other Childrens' Resources

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**Kids.gov: The US Government's Web Portal for Kids**

**America's Story (from the Library of Congress)**

**Youngzine: News and more for the young**

**Celebrating Diversity Calendar (University of Kansas Medical Center)**

**National Agriculture Library**

**The Space Place (NASA)**

**BBC Nature on Dinosaurs**

**Cybersleuth Kids: Science**

**Cybersleuth Kids: Math**

**KidsClick: Science & Math**

**Kids Health**

**Smithsonian for Students**

## FAQ

### Q: How do I log into my account?

**A:** At the top of this page, you can click either "Log in" or "My Account". When prompted, type in your library card number (make sure to skip the letter A) and your pin. Use the My Account features to check your holds, fines, and checkouts; to change your pin number; or to change your pickup library.

### Q: How do I get a pin number?

**A:** Your PIN number is usually the last four digits of the phone number you had when you filled out your library card application. If that doesn't work, please visit a public library to have it reset for you.

### Q: How do I renew my library card?

**A:** Every three years, your library card will expire and will need to be renewed. You can do this by contacting your local library to confirm your personal information (address, phone number, etc.) hasn't changed.

### Q: Why doesn't it save my card and pin number?

**A:** Saving login information (like your library card and pin number, or usernames and passwords) is a setting that depends on your Internet browser, not necessarily the site that you are visiting. While each browser (like Internet Explorer, Firefox, or Chrome) handles it a little differently, you can usually visit your settings to manage saved passwords. Usually, the first time you visit a new site and log in, your browser asks if you want that password saved, establishing your settings from then on.

While it is convenient to not have to log in every time, you may want to consider the security of being logged in automatically to different sites that you use. Remember, if they are saved, anyone with access to your computer may have access to those password protected sites.

For more information on password management, please check out the following:

**Google Chrome Browser:** <chrome://settings/passwords>

**Mozilla Firefox:** <http://support.mozilla.org/en-US/kb/password-manager-remember-delete-change-passwords>

**Internet Explorer:** <http://windows.microsoft.com/en-us/internet-explorer/fill-in-forms-remember-passwords-autocomplete>

### Q: Can I see a list of everything I have checked out?

**A:** Yes! You can turn on a feature called "[Checkout History](#)." Once you have logged into your account, under the "Personal Information" tab, choose "Preferences." At the bottom, you can check off the box that says to keep your checkout history, then click Update.

Once this feature is turned on, it will begin to save any items you have checked out from the Mid York Library system, providing information like title, author, and the dates you checked out and returned the item. What it won't do: It will not list items you checked out before enabling this feature, nor is it able to list the eBooks you have downloaded.

### Q: How do I find books at just my library?

**A:** There are two ways you can search for books at just your local library as opposed to all of the Mid York system locations:

The first, is choosing from the drop-down menu to the left of the main search bar. By default, this drop-down menu reads "Public Libraries" - all libraries in the Mid York system. You can find your library in the list to narrow down your search right from the start.



*Tip! You can use the next drop-down menu to search by subject, author, title, or ISBN.*

The second way you can find items at your library is to use the "facets" that appear on the left after you search the catalog. Once you have performed your search, you should see a gray bar along the left column. Simply check off the library (or libraries if you visit multiple!) and choose to include in your search results. *Tip! You can also use facets to narrow down your search results by format (Books, Audio, Video), Subject, Author, Publication date, or Language.*

**Q: How can I tell if a book is available at my library?**

**A:** To find out whether the book you're interested in is available at your library, click on the title and look at the section titled 'Available.' Here it will show all the libraries that own a copy, and under the 'Status' it will tell you whether it is available or checked out.

While the status updates regularly, it is best to [contact the library](#) to confirm that the item is on their shelf, and ask that they put it aside with your name on it for pickup.

**Q: How do I place a hold on an item?**

**A:** Once you've searched for a book, there are a couple ways you can place a hold on the item, whether it is checked out and you need to be added to a waiting list or you want an available item delivered to your local library from anywhere in the Mid York system.

If you perform a search and are viewing the list of search results, to the right of each item you will see three blue buttons: "Place Hold"; "Text this to me"; and "Buy Now". If you click the "place hold" button you will be prompted to enter your library card number and pin number if you are not already logged in. Next, you will be able to choose your pickup library. Click "Place Hold" and you're done!

When viewing a single item (like if you wanted to check the availability) you should see those same exact buttons near the top of the record. Follow the same instructions as above - starting by clicking "Place Hold".

**Q: How do I find all the mystery audiobooks? (How to search by format and/or genre)**

**A:** While we try to make it easy to find books, there are so many different genres that it can be impossible to categorize everything perfectly. So you can search for the keyword "[Mystery](#)" and find lots of good reads, but you might not find everything. Once you perform your search, use the "facets" on the left hand side to include audiobooks only (Hint: look for "sound recording" or "audio disk").

*Tip! You can also use facets to find books, DVDs, music, or audio books.*

Some other Keywords to try: "[Mystery Fiction](#)"; "[Detective and mystery stories](#)"; "[Suspense fiction](#)"; "[Murder](#)"; "[Police](#)"; and "[Private investigators](#)" may all return a slightly different list of results.

Like Romance? Try searching for: "[Romance](#)"; "[Love stories](#)"; "[Man-woman relationships](#)"; "[Historical romance](#)" and others

Like SciFi? Try "[Science Fiction](#)"; "[Space warfare](#)"; "[Time travel](#)"; "[Outer space and Fiction](#)"; "[Life on other planets](#)"

**Q: How can I sort my search results?**

**A:** Once you've performed a search and are viewing your results, you have a few choices when changing the order in which they display.

At the upper right of your results, you should see a drop-down menu that says: "Sort By: Relevancy". "Relevancy" is the default display order, and it is loosely based on where and how frequently your search terms appear in an item's record. You can change this to sort alphabetically by Title or Author.

Or, you can sort by publication date (either ascending - oldest first, or descending - newly published first). Sorting by publication date isn't perfect: sometimes you will see older items that have been rereleased or republished, so their date may say 2013, but in reality, it is a reprint of an older item.

**Q: How do I sign up for email notifications for almost-due and overdue items, or available holds?**

**A:** There are three easy steps to sign up for email notifications:

SEND AN EMAIL TO: [Librarynotice@midYork.org](mailto:Librarynotice@midYork.org) with your name & library card number.

WATCH FOR: Our reply to you within 5 business days (check your bulk or spam mailbox too!)

CHECK with your library to see if the new email notices will replace telephone notification.