

## WRITING BOOK REVIEWS

- Search the online catalog for the item you wish to review. A results list or an individual record will display based on the search entered.
- Click the button labeled **View Full Details** on the right side of the item description to display the full record for a desired item.
- Click the **Reviews** tab from the menu across the top of the record.
- If there are existing reviews, they will be displayed.
- Click the button labeled **Write a review** at the top left of the reviews section.
- Rate your book by clicking on the number of stars from 1-5.
- Create a **Screen Name** for your review and enter a **Review Title** – it doesn't have to be the book title because your review will already be labeled with this.
- Type your review.
- Click **Save**.
- **NOTE:** Reviews are submitted to a staff moderator and will not display immediately. Let library staff know that you have submitted a review and check back in a day or two!



## BRANCHES

...  
St. Marys  
M,T,W,Th,F,S  
785-437-2778

...  
Alma  
M,T,W,F  
785-765-3647

...  
Eskridge  
M,T,W,F  
785-449-2296

...  
Onaga  
M,T,W,F  
785-889-4531

## MINI-BRANCHES

...  
Alta Vista  
Wednesday  
785-499-5542

...  
Harveyville  
Tuesday, Saturday  
785-589-2414

...  
Olsburg  
Thursday  
785-468-3347

...  
Westmoreland  
Mon., Thur., Sat.  
785-457-2841

Library  
Catalog



Software that Powers the Library

Online Library Catalog  
PATRON ACCOUNTS



Pottawatomie  
Wabaunsee  
Regional Library

Headquarters  
306 N. 5th, St. Marys, KS  
785-437-2778  
[www.pottwab.org](http://www.pottwab.org)

Online - All The Time!

## ONLINE LIBRARY CATALOG

A patron's online library catalog account can be used to update contact information, check circulation status, renew checked out items, write book reviews, and submit online requests to borrow materials. You must have a valid PWRL library card to set up your account.

### INITIAL SET-UP

- Click the link labeled "Search the Library Catalog" on PWRL's library homepage at: <http://www.pottwab.org>
- OR access the catalog directly at: <https://pottwab-verso.auto-graphics.com/mvc>
- On the library catalog home page, click **Login** located at the top right corner of the screen.
- A popup box will appear. Type the library barcode number from the back of your library card in the blank provided.
- The first time you access your account, type **userpass** in the blank provided for your **personal password** and click **Submit**.
- The system will automatically prompt you to change your password. Passwords can have a maximum of 20 alphanumeric characters. Type the new password in the space provided. Retype the password in the space labeled **confirm password**. Click **Done** to start using the system. [Be sure to write down your password so you can use in future sessions.]

### MANAGING YOUR ONLINE ACCOUNT:

Once logged into your account, use the catalog to search for desired material. You may access other account features by clicking on your name in the upper right corner of the screen to open the account settings menu.

## YOUR TRANSACTIONS

- **Items from Other Libraries.** View the details of any item that has been borrowed from a library outside the PWRL system through interlibrary loan.
- **Items Out:** Includes information on borrowed materials. An option to renew the item is also offered. The following information will be displayed here: **Item Title;** **Item Author;** **Item call number;** **Item date out;** **Item date due**
- **Items on Hold:** Lists complete bibliographic information, pick up location, place in the reserve queue, and date the reserve was placed for the item that has been requested. Requests can be suspended or cancelled from this menu.
- **Lost Items:** Lists bibliographic information, fine amount, current status, and date lost for any library materials checked out and then reported lost.
- **Checkout History:** Produces a list of materials that have been checked out to your account. Start and end dates may be chosen from the provided drop-down calendar tool. **Note:** The system will only track material borrowed *after October 10, 2008* when PWRL began using an automated online catalog system. Patrons may download a copy of their checkout list by clicking the link on this menu.
- Patrons may also click **Deactivate History** here to remove all previously checked items and turn off the **Checkout History** feature on their account. **Note:** Once information has been removed in this way, there is no way to retrieve it.

### YOUR SETTINGS

- **Your Profile:** Update patron password, e-mail address, and mobile phone number. Other contact information must be entered and updated by library staff.
- **Your Preferences:** Customize the search parameters on your account as desired.

## SEARCH HISTORY

- Customize and track your searches completed through the PWRL online catalog.

### YOUR LIST

- Create and manage book lists as you search through the online catalog. Click the **"Add to your List"** link on the right hand side of each item record to use this feature.

## PLACING A REQUEST FOR MATERIAL

- Search the online catalog for a desired item. A brief results list or an individual record will display based on the search entered.
- Click **REQUEST THIS ITEM** from the available options. (Located at the upper right of the item description)
- The "Reserve a Title" window will open and the patron's name should be displayed at the top of the screen.
- Your pick-up location will be displayed. You may choose another PWRL location, if desired, from the drop down list.
- Type any information for library staff you think necessary in the **Reserve Notes** box.
- Click **Reserve** at the bottom of the popup window. A confirmation window noting **"Reserve Placed"** will display briefly.
- Reserve items may be reviewed by opening the account settings menu and clicking **Items on Hold** under the link for **Your Transactions**.
- To delete a request that has already been placed, click the checkbox beside the item you want to cancel. **Cancel Selected** should be displayed on the dropdown menu to the right of the screen. Click the **Take Action** button beside the dropdown box and click **OK** to confirm the cancellation.

**Public Computer Access &  
Free Wireless Internet  
available at all PWRL Locations**