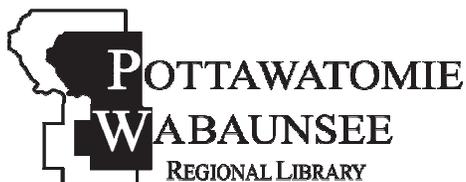## Placing a Request For Material

- Search the online catalog for a desired item. A brief results list or an individual record will display based on the search entered.
- Click the hold icon from the list of search results, or click the **REQUEST THIS ITEM** link located at the middle left of the full item description.
- The "Hold 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 here from the drop down list if desired.
- Type any information for library staff you think necessary in the **Notes** box.
- Click **Place Hold** 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 **Your Account.**
- To delete a request that has already been placed, click the **Cancel Hold** button for the item you want to cancel on the **Items on Hold** list. Click **OK** to confirm the cancellation.

LOG IN Get Connected
Computer Log In at the Library!

POTTAWATOMIE WABAUNSEE REGIONAL LIBRARY

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

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auto-graphics
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

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, 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. agverso.com/** On the library catalog home page, click **Please 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 first blank provided**.**
- The first time you access your account, type **userpass** in the second 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 record your password so you can use it in future sessions.]

Managing your Online Account:

Once logged into your account, use the catalog search boxes to locate desired material. You may access other account features by clicking on **Your Account** in the upper right corner of the screen to open the account menu.

Your Items

- **Items from Other Libraries.** View the details of any item that has been borrowed from another Kansas library outside the PWRL system through interlibrary loan.
- **Items Out:** Displays information on materials borrowed from any PWRL location. An option to renew the item is also offered. The following information will be shown here: **Title; Author; Call Number; Date Out; Date Due; Fine; Status.** Items may be checked out again here by clicking **Renew All** on this page**.**
- **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. Select a year from the drop-down menu. The list can be printed here, or downloaded and sorted as preferred prior to printing.

- **Note:** The system will only track material borrowed *after October 10, 2008* when PWRL began using an automated online catalog system. 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.
- **Active Alerts:** Circulation e-mails can be scheduled or deactivated from this menu.
- **Fines and Lost Items:** Shows complete transaction details for any payments made for lost or damaged items.

Your Settings

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

Search History

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

Your List

- Create and manage book lists to use as you search through the online catalog. Click the **"Add to Your List"** link on the left hand side of each full item record, or use the list icon from the search results page, to use this feature.

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