

## Logging In to Your Account and Placing Holds

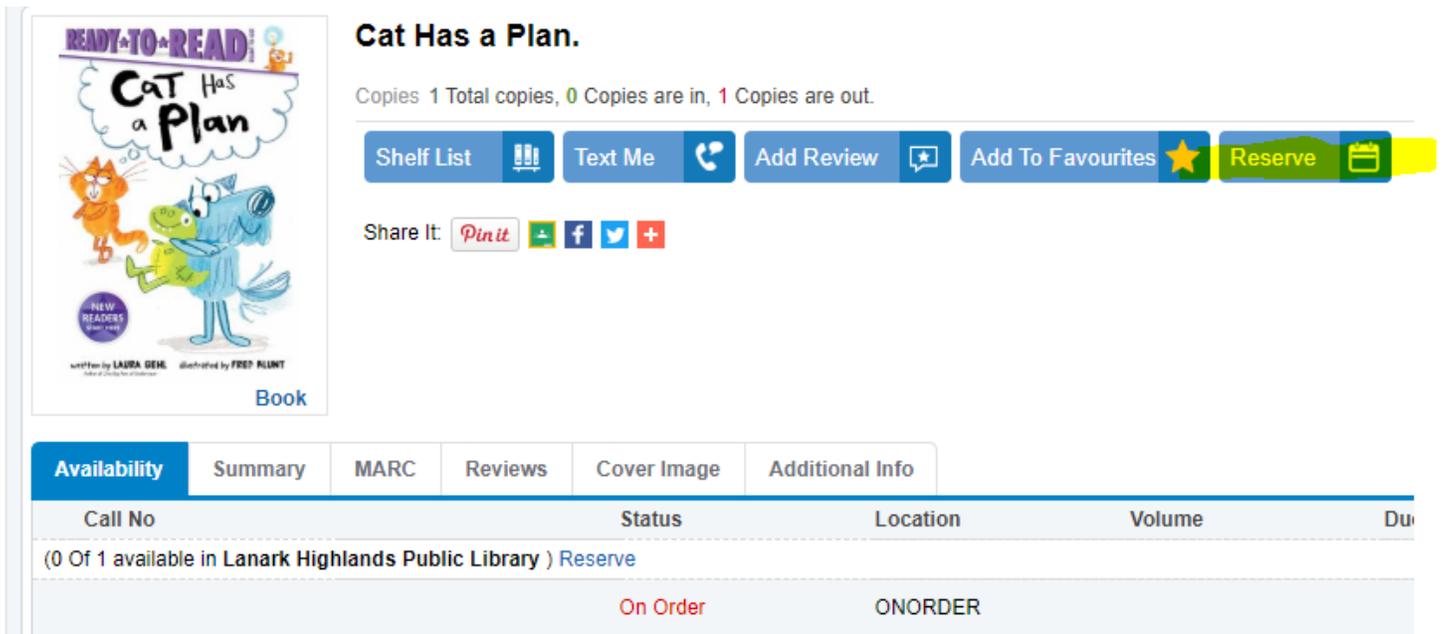
1. Go to <https://lanarkpl.insigniaails.com/Library/Login> or go to our main website at [www.lanarklibrary.ca](http://www.lanarklibrary.ca) and click on the catalog option from the homepage and then click on “Login” on the top right.
2. Enter your username and password. If you do not know what this is, email or facebook message us and we will provide it to you.
3. Search the catalog by your favourite author, subjects, or type in a book title and hit the magnifying glass to search.
4. When you find a book that you want to reserve, either click on the “reserve” button on the right if you are in your results list:



The screenshot shows a search result for the book "Cat Has a Plan" by Laura Gehl. The book cover is on the left, and the right side contains the following information:

- Book title: **Cat Has a Plan.**
- Author: **By Gehl, Laura**
- Year: **2020, Children, Simon Spotlight**
- Call No: **EMPTY CALL NO**
- Availability: **0 of 1 At Your Library**
- Buttons on the right: **Shelf List**, **Reserve** (highlighted in yellow), **Add Review**, and **More**.

Or if you are in the record you can click the reserve button here:



The screenshot shows the full record page for "Cat Has a Plan".

- Book Title:** **Cat Has a Plan.**
- Copies:** 1 Total copies, 0 Copies are in, 1 Copies are out.
- Buttons:** Shelf List, Text Me, Add Review, Add To Favourites, and Reserve (highlighted in yellow).
- Share It:** Includes links for Pinterest, Facebook, and Twitter.
- Availability:** A table with columns: Availability, Summary, MARC, Reviews, Cover Image, Additional Info.
- Table:**

| Call No  | Status   | Location | Volume | Du |
|--|----------|----------|--------|----|
| (0 Of 1 available in Lanark Highlands Public Library ) Reserve |          |          |        |    |
|  | On Order | ONORDER  |        |    |

For the purposes of getting books right now, please note that some books are on order and you can see that in the status and location of the book in the example above. We preorder books that are due to be published anywhere from 0-4 months out so if you only selected on order titles you wouldn't get anything for awhile.

Moving forward, if you would always like to follow our on order list and put things on hold so when they arrive you get them right away and we call you when they are ready, follow the instructions at the end of these instructions.

5. To get back to your results list after you click on a title, click the “Back to Search” button.

The screenshot shows a library website interface. At the top, there is a blue navigation bar with icons for Library, Services, Contact, Events, and FAQ. Below this, a yellow button labeled "Back To Search" is highlighted. The main content area features a book cover for "Cat Has a Plan" by Laura DEB, illustrated by Fred Flint. The book is categorized as "READY-TO-READ!" and "NEW READERS". To the right of the cover, the title "Cat Has a Plan." is displayed, along with the text "Copies 1 Total copies, 0 Copies are in, 1 Copies are out." Below this, there are buttons for "Shelf List", "Text Me", "Add Review", "Add To Favourites", and "Reserve". A "Share It:" section includes a "Pinterest" button and social media icons for Facebook, Twitter, and a plus sign. Below the book information, there are tabs for "Availability", "Summary", "MARC", "Reviews", "Cover Image", and "Additional Info". The "Availability" tab is active, showing a table with columns for "Call No", "Status", "Location", "Volume", and "Due Date". The table contains one entry: "(0 Of 1 available in Lanark Highlands Public Library ) Reserve" with a status of "On Order" and location "ONORDER". At the bottom of the page, there is a footer with "ase Version..8.6.5 Web Portal ..8.6.5" and "Insignia Discovery Layer Manager".

To follow our on order titles:

1. Login into your account as outlined in instructions 1-2 above.
2. Instead of searching in the regular search bar, click on “Advanced” search:

The screenshot shows the top of a library website. On the left, there is a logo for "Lanark Highlands Public Library" with the text "Since 1824". On the right, there is a user profile icon for "Amanda" and a language dropdown menu set to "EN". Below the logo and user profile, there is a blue navigation bar with icons for Home, My Account, Library, Services, Contact, Events, and FAQ. Below the navigation bar, there is a search bar with the text "Keywords" and a search button labeled "Advanced".

3. Leave the search box empty and under the "Location" subsection, click on the ONORDER and COMINGSOON selections and then above it click the blue "Search" button.

The screenshot shows a search interface with three rows of filters: Title, Author, and Keywords. Each row has a 'Starts With' dropdown and radio buttons for 'And', 'Or', and 'And Not'. A 'Search' button is at the top right, and a 'Reset' button is below it. Below the filters are two sections: 'Audience' with options for Adults, Children, and Teens; and 'Location' with options for Local Interest, Local Interest, Reference, Main, On Order (checked), and ONORDER. The 'On Order' option is highlighted in yellow.

Please note: Right before our vendor ships a box of books to the library, they send us our full records and when we load those we have it set to change the location to coming soon. This lets you (and us) know that they will be ready soon.

4. Once the full list of titles are up (You can see 50 at a time), you can see that there are options on the list to further refine your search. For example you might only be interested in the children's titles. If so simply click the "Children" option under the "Target Audience" box and click the refresh button.

The screenshot shows a search refinement panel with three sections: 'Target Audience', 'Location', and 'Type of Material'. Each section has a list of options with checkboxes and a count. The 'Children' option under 'Target Audience' is checked and highlighted in yellow. The refresh button (a circular arrow icon) next to the 'Target Audience' section is also highlighted in yellow. There are plus and refresh buttons for each section.

5. You can also further refine your search by things like Language, Type of Material, etc etc.
6. Follow the instructions above to place books on hold.