

ADVANCED OPTIONS IN LIBCAT

Logging in to LibCat

The features discussed in this handout allow you to personalize and customize LibCat. In order to make use of these features, you must be logged in to LibCat.

To log in to LibCat:

1. Click the Login button in the button bar near the top of the screen.
 2. Enter your **University ID Number** and **last name** in the appropriate text boxes. (If you have a library courtesy card, select **Patron Barcode** from the drop-down list and then enter the barcode number on your library card and your last name.)
 3. After you have entered this information, click **Login**.
- Before you log in you may also click one of the other button bar options, such as MY LIBRARY RECORD or MY BOOKBAG, to access those features, but the log in screen will display first. After you log in, you will be taken to the screen with the feature you were interested in.

My Library Record

To view your library record information:

- Click **MY LIBRARY RECORD** in the button bar near the top of the page.
- Your library record displays the list of items you have checked out as well as the status of item requests you've made and fines or fees incurred.
- Contact the Circulation Desk near the main entrance of the Evans Library or call (979) 845-3731 for questions about your library record.

To renew your library materials:

1. Use the **MY LIBRARY RECORD** option to display the list of items you have checked out.
2. Click the checkboxes next to the items you wish to renew.
3. Click the **Renew Items** button.

My Preferences

You can select customized default search settings in LibCat by configuring your preferences with the **My Preferences** feature. The My Preferences feature gives you access to the **Search Preferences** screen. Once set, your search preferences will be in effect whenever you log in. Access the Search Preferences screen by clicking **MY PREFERENCES** in the button bar near the top of the page. Once the **Search Preferences** screen appears, you can change the settings based on how you like to search. You can change your preferences anytime by returning to the **Search Preferences** screen.

To set your search preferences:

1. Select one of the radio button options (*Simple Search, Keyword/Builder Search, Course Reserve, Geospatial*) as your default search type.
2. Select the desired options from the drop-down lists next to the search type you selected. Only the drop-down list(s) next to the search type you selected will be used for your preferences.
3. Select the desired number of search result records per page from the drop-down list near the bottom of the page.
4. Click the **Save My Preferences** button near the middle of the page.

My Saved Searches

The **My Saved Searches** feature allows you to save up to 25 search queries. Saved search strings can be deleted or edited from the saved search screen at any time.

To save a search query:

1. After performing a search, go to the **Save Options** box at the bottom of the Search Results screen (or the record view of one of the records).
2. Click the **Save Search Query** button. This will take you to the saved searches screen.

To perform a saved search:

1. Click the **MY SAVED SEARCHES** button near the top of the screen to access your saved searches.
2. Click the hyperlinked text in the **SearchType** or **Search For** column of the search query you wish to perform.

To perform a saved search at specified intervals:

1. Click **MY SAVED SEARCHES** to access your list of saved searches.
2. Select the desired interval from the **Run Search Every** drop-down list for the search you are interested in.
3. Select Yes or No from the **New Hits?** drop-down list. Selecting **Yes** will cause LibCat to email the results for that search query to you only when the search has yielded new results. Selecting **No** will cause LibCat to email you at the specified interval whether there are new results or not. The system retrieves your email address from your patron record.
4. Click the **Submit Changes** button.

To delete a search query:

1. Select the checkbox in the **Delete?** column for the search you wish to delete.
2. Click the **Submit Changes** button.

My Bookbag

The **My Bookbag** feature allows you to save a customized list of library materials. This gives you easy access to the records for those materials so you do not have to search for them again.

To save records to your bookbag from the Search Results screen:

1. Perform a search like you normally would.
2. In the search results list, click the checkboxes next to records you want to save.
3. Click the **Save To Bookbag** button in the Record Options area at the bottom of the screen.
4. You will receive a “# records have been added to the Bookbag” message. Click **OK**.

5. Repeat this process on each page containing records you wish to save to the bookbag.
6. When finished, you can view your bookbag by clicking the **MY BOOKBAG** button from the button bar at the top of the page.

To delete a record from your Bookbag:

1. Click the **MY BOOKBAG** button from the button bar at the top of the page to display your list of saved records.
2. Click the checkbox in the **Delete?** column next to the record you wish to delete.
3. Click the **Delete Selected Titles** button at the bottom of the list.

To clear the contents of your Bookbag:

- Click the **Clear Bookbag** button. This will delete all records from your Bookbag and bring up a screen that indicates that your Bookbag is empty.

To email the contents of your Bookbag:

- From the Bookbag screen, enter your email address into the **Enter your email address** text box and click the **Email** button.

To save or print the contents of your Bookbag:

1. Select the desired format from the **Select Download Format** drop-down box.
2. Click the **Save or Print** button. This will reformat the contents of your bookbag in your browser.
3. Use your browser's Print and Save options to print and/or save the information.

Be sure to log out when you are done!