USING THE ONLINE LIBRARY CATALOG

You can access the library catalog by visiting the library's website: www.jclib.org. The catalog will allow you to search for library materials, including books, audio books, magazines, and DVDs. Items are searchable by title, author, and subject.

LOGGING IN

It is only necessary to log in to the computer if you are accessing your personal account. Searches for items in the library may be made without logging in.

To log in to your library account, you will need your library card number (located on the back of your library card). The card number is your ***username***. Be sure to enter your complete library card number, including all digits **and** characters (such as periods, letters, etc.). Examples: 72888 or 219830014615$ or 2198300114390

Your initial ***password*** is USERPASS (all caps). Once you log in for the first time, you will be prompted to change your password to one of your choosing.
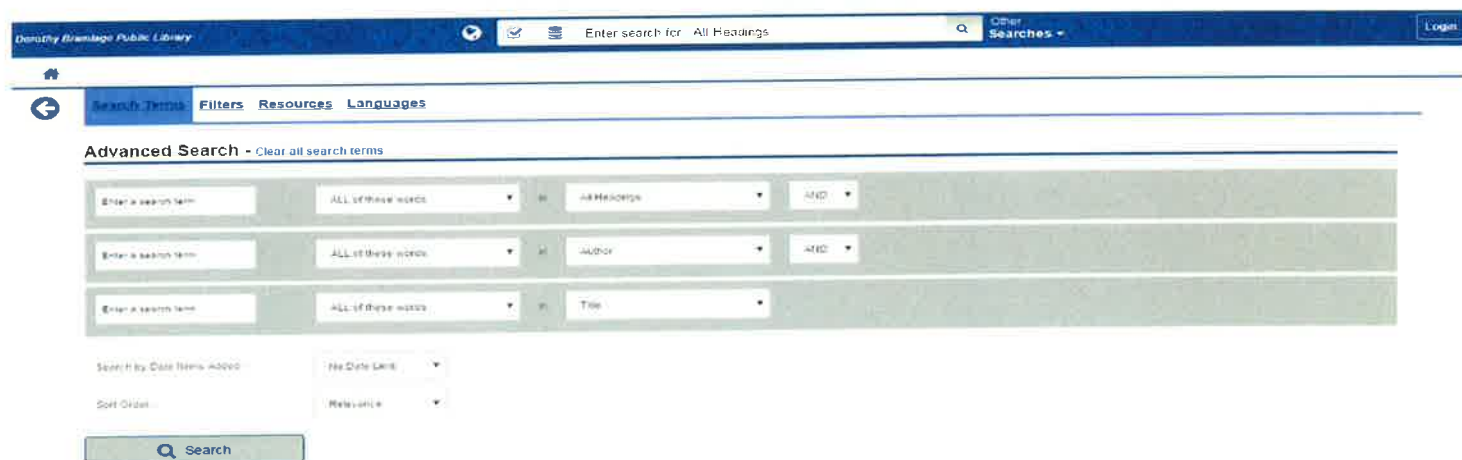
You may then click Login to access your account.

If you need assistance accessing your account, please contact the library Reference Desk: 785-238-4311.

SEARCHING FOR AN ITEM

Basic Search allows you to search for items based on the keywords you enter. You can use one or more keywords in your search. When you enter two or more words as a search term, the system searches for items that contain *all* those words.
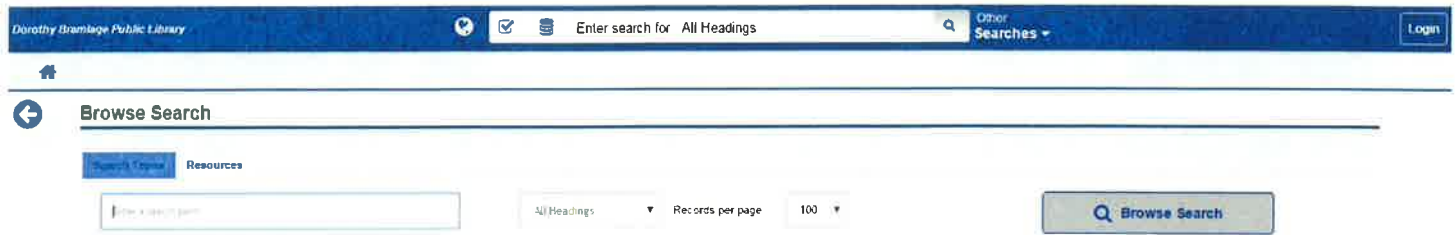
Advanced Search allows you to create complex searches. Click on the Searches menu button on the right side of the search bar to access a drop-down menu. There you may select the Advanced Search option:

You can use up to three search terms and modify the search by **And**, **Or**, or **Not**.
- **And** finds items that contain the first search term **And** the second/third term.
- **Or** finds items that contain the first term **Or** the second/third term.
- **Not** finds items that contain the first term but **Not** the second/third term.

Browse Search allows you to create searches based on a specific heading and term. Click on the Searches menu button on the right side of the search bar to access a drop-down menu. There you may select the Browse Search option:

Reading Level allows you to create searches based on reading level as determined by three available reading programs: Accelerated Reader Renaissance, Lexile, and Reading Counts! Click on the Searches menu button on the right side of the search bar to access a drop-down menu. There you may select the Reading Level option:

Depending on the reading program, you can use up to three search filters.
- Interest Level
- Reading Level
- Point Level

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