

Mastering the Catalog

The library's catalog offers many features to help you do more than just find a listing of titles. Here are a few tips that you may find helpful.

How do I create a username for my account so I don't have to remember my barcode?

1. From the library's web page, click on "My Library Account" found in small text at the bottom of the page.
2. Click on "Create Username" under the "Username or Barcode" box.
3. Logon with your barcode and pin to open your account page.
4. Click on "Next Steps."
5. Click on "Change Logon" and then check "Change Username" and follow instructions.
6. Save Changes.

How do I add an e-mail address to my account?

There are good reasons for adding an e-mail to your account. With an e-mail you can receive one day in advance notification of books due (you also receive a link in order to renew online); you can receive a password reminder; and you can write a review in our catalog.

1. From the library's web page, click on "My Library Account" found at the bottom of the page.
2. Logon with your barcode or username (see above) and pin to open your account.
3. Click on "Contact Information and Preference."
4. Scroll down and complete the e-mail information.
5. Click on "Submit Change Request."

How do I manage holds when I go on vacation?

If you are going on vacation you can ensure that your place in the reserve queue stays the same by following these steps:

1. From the library's web page, click on "My Library Account" found at the bottom of the page.
2. Logon with your barcode or username (see above) and pin to open your account.
3. Click on "Requests" tab at top of page to see current list of holds.
4. Click checkbox to far left of title.
5. Click "Suspend/Reactivate" button. (You will keep your place in line until you

- reactivate.)
6. Put in the new activation date.
 7. Submit.

How do I manage holds so that I can receive episodes of TV series in order?

1. From the library's web page, click on "My Library Account" found at the bottom of the page.
2. Login with your barcode or username (see above) and pin to open your account.
3. Click on "Requests" tab at top to see current list of holds.
4. Click checkbox to left of titles you don't want right now (i.e. numbers 2-5 in a series).
5. Click "Suspend/Reactivate" button. (You will stay next in line until you reactivate.)
6. When you receive episode 1, activate episode 2 by putting in "today's" date. Repeat as other episodes become available in order to view episodes in order.

How do I search Nonfiction Audio titles in a subject search?

1. From library.carr.org, enter a search topic (i.e. dogs) and hit "go." This will open the library catalog.
2. Click on "Open Search Options" link above the list of search results.
3. Go under "Collections" pull down menu and select "Adult book on CD N-F."
4. Click on "Set Search Options" button for a broad topic of interest.

How do I search for a title that CCPL does not own?

1. From library.carr.org, click on the "Find Books and More" tab at the top of the page.
2. Click on the "Marina" link on the left sidebar.
3. Logon with barcode (you cannot use username in place of barcode for this search).
4. Click "Search" to explore other libraries for the title. (You can search all Maryland libraries or choose the libraries you want to search.)

How do I create a reading history of books I have read?

The library does not keep a record of materials you have checked out after they have been returned and fines have been paid. In order to keep your own history of books you've read:

1. From the library's web page, click on "My Library Account" found at the bottom of the page.
2. Logon with your barcode or username (see above) and pin to open your account.
3. Check "Contact Information and Preference."
4. Click on "Maintain Reading List" (under preferences) and submit.

Once you have created a reading history:

1. You can sort reading history by:
 - a. Author
 - b. Title
 - c. Check out date
 - d. Format
2. To find reading history, click on "Your Reading" tab in your account.
3. You can delete your reading history at any time by logging into your account and un-checking "Maintain Reading List" under preferences. Note: if you un-check, your reading list is gone forever.

How can I write a review and add it to the catalog?

Most titles offer customers the opportunity to post reviews in the catalog. To do so:

1. Find a title you want to review in the catalog.
2. On the left under the jacket art, click on "Write a review" or "Reader Ratings."
3. Follow logon instructions to register.
4. If you have already registered, click on "Add a Review."
5. Title your review (not required) and write your review in box provided.
6. Your review will appear in the catalog within 24 hours. (Reviews are mediated for appropriateness of language before being published.)

