



Track Your Reading

Keep track of what you've read, watched, or listened to right in your library catalogue! Don't forget to review your Privacy Settings before getting started.

- Borrowing History, if you choose to enable it, will track the items you've borrowed and returned to the library. This information is always kept private, and staff will not see this information.
- Add items to your Shelves: For Later, In Progress, and Completed. You can choose to make this information public or private.

If you Rate or Review an item, the catalogue will automatically add that item to your Completed shelf.



Requesting Items Not Found in the Catalogue

Did you know that you can request items that Wellington County currently does not own?

For new releases, you can submit a request right from your Library Dashboard. Click on Submit a Suggestion and fill out the required form. We will respond directly to your request letting you know if we've decided to purchase the item. Please note that there is a limit to how many titles you can request per month.

For older books or audiobooks, submit an InterLibrary Loan request. You can do this from the top menu on any page by clicking on InterLibrary Loans. Make sure you double check our catalogue before submitting your request, and please note that you are limited to three Interlibrary Loan requests at a time. If we are unable to find the item you're looking for, we will contact you directly.

- SEND US YOUR FEEDBACK! -

We want to know what you think of our catalogue. At the bottom of any catalogue webpage, there is a **Submit Feedback button** that allows you to send us direct feedback. We read every comment and thank you for taking the time to talk to us.



WELLINGTON COUNTY LIBRARY
www.wellington.ca/Library

Official-Mark of The Corporation of the County of Wellington



ALTERNATE FORMATS AVAILABLE UPON REQUEST.



Your Online Catalogue

Available now at
www.wellington.ca/catalogue

Welcome to a new online experience!



Get the most out of your library with our new and improved online catalogue.

Create an account, track your reading, place holds, renew your checkouts, create lists and tags, and follow other library users, all in one convenient place. With a clean, modern interface and improved search functionality, finding exactly what you're looking for is a breeze.

This guide is designed to help you:



Set up your account



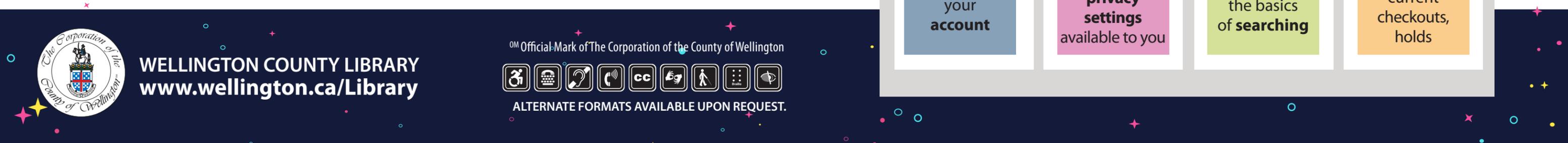
Review the **privacy settings** available to you



Show you the basics of **searching**



Manage your current checkouts, holds





Setting Up Your Account

When you log in to the catalogue for the first time, you'll be prompted to create your account. This is done using your library card and PIN, but you'll also be prompted to create a username. This username will be visible to anyone who can see your account activity, but you can change it at any time. Once your account is set up, you can log in with either your library card number or username in the future.



- You can provide an email address to use the Forgot Password feature. We will never send you unsolicited email.
- As you complete the registration, be aware of any messaging on the page about why certain information is being collected.
- For more information about Privacy, your Borrowing History, and public activity, please see the What You Need to Know About Privacy section.
- All of your account information, settings, current checkouts, holds, fines and more can be found in your Library Dashboard. It's your one place to see everything to do with your account!



What You Need to Know About Privacy

This catalogue has a lot of great features that allow you to share what you're reading, watching, and loving from the library. But before you get started, it's important to understand what you're sharing with everyone else, and what is being kept private. Make sure you review your Privacy Settings as soon as you create your account.



For help with your Privacy Settings, please speak directly to branch staff. We'd be happy to help!

Always Private:

- Current checkouts, holds, and fines
- Your PIN/password
- Borrowing History, if you've enabled it

Public Activity that can be made Private:

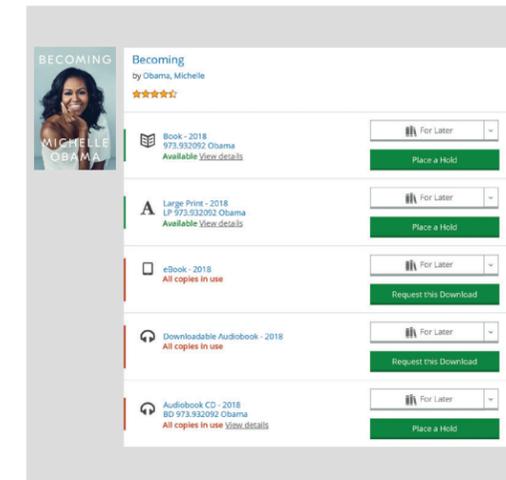
- Your activity feed, which includes all comments, ratings, etc.,
- Any books that you add to your Completed, For Later, or In Progress shelves

Your Activity Feed defaults to being public, but you can make your entire feed, or selected items on your feed private, if you'd like to.



Find What You're Looking For

Searching for things in our collection has never been easier. Simply type what you're looking for into the search bar at the top of the page and get the most relevant results first. You'll see some exciting new features as you search:



- Smart Search recognizes common search terms like "movies" or "new books" and automatically applies the filters you need to get great search results
- Filter your results using the options on the left-hand side of the screen to help narrow things down. You can filter by format, audience level/age, language, genre, and availability by branch.
- If you do the same searches regularly, you can now save your search! Once you've got your search perfected, simply click Save Search at the top of the page. Go to your Library Dashboard to see all of your saved searches.
- Results are now grouped to show all of the formats we have available.

Borrowing

Item availability is now easier to see than ever with colour-coded text: green for available items and red for items that you'll have to place on hold.

Here are a few more tips to make borrowing easier:

- If you always use the same library branch, select it as your preferred location and turn on One-Click Holds. This allows you to place holds and have them automatically sent to your home branch in just one click.
- For eBooks and eAudiobooks, check them out right from the catalogue. You can start reading or listening right away in your browser, or switch to the Libby app seamlessly.
- From your Library Dashboard, manage your current checkouts and holds. You can renew items, pause your holds if you're going on vacation, change your pickup location, and more!

Get Social

This catalogue has tons of new features that let you interact with the material you're borrowing from the library and other library patrons from around the world. Just make sure that you've reviewed your privacy settings so you know what you're sharing and what is kept private!

- Rate or comment on anything in the catalogue – tell us what you've read and loved and see comments from other patrons.
- If you find another user who creates content that you love, Follow them! That way, you'll see their public activity on your Newsfeed, found in your Library Dashboard.

