

# How to Use the Online Catalog

You can search for library books and magazines online

at <http://textilecenter.mysurpass.net/>.

You can also find the Online Catalog page under the Library tab of the Textile Center web page ([www.textilecentermn.org](http://www.textilecentermn.org)).

These guilds have their collections in the library, so members may checkout materials from the Textile Center Pat O'Connor Library. One dollar of your membership dues pay for this privilege.

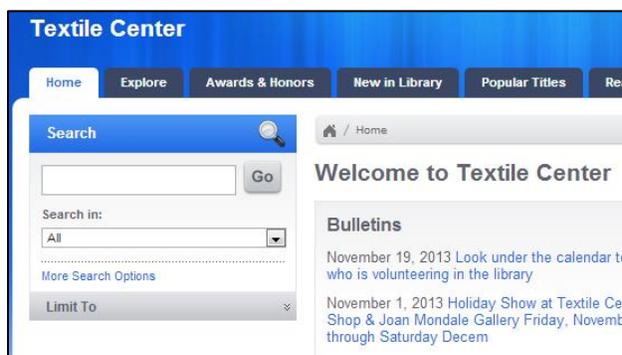
- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Ladyslipper Needle Arts Society</li> <li>2. Machine Knitters Guild MN</li> <li>3. Midwest Knitting Machine Collaborative</li> <li>4. MN Basket Weavers</li> <li>5. MN Contemporary Quilters</li> <li>6. Weavers Guild of Minnesota</li> <li>7. MN Knitters</li> <li>8. Textile Center</li> <li>9. Minnesota Quilters</li> </ol> | <ol style="list-style-type: none"> <li>10. MN State Button Society</li> <li>11. South Mpls Quilters</li> <li>12. Upper Midwest Bead Society</li> <li>13. Lakes &amp; Prairies Smockers</li> <li>14. St. Paul Needleworkers</li> <li>15. Polymer Clay Guild</li> <li>16. Minneapolis Modern Quilters</li> <li>17. Crochet Twin Cities</li> </ol> |
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## Online Search

You do not have to log in to search for materials.

At the top of the Online catalog page, you'll find the SEARCH field on the left sidebar. You can search by TITLE, AUTHOR (last name, first name), or KEYWORD if you keep the setting at ALL. When searching by title, the system will look for materials with any of the words you type in, unless you put quotation marks around the words or title to make the search more specific.



You can view your searches in 2 modes, list or grid. When your search lists many titles, click on the word GRID, then the word ALL to make the list more compact so you can scan through all of the titles quickly.

The list view mode shows information on each book/material in 3 sections.

1. To the left is a cover shot of the book (shown as a gray box if there is no picture) and the call number. REF or WGR above the call number means the material is for reference use and cannot be checked out.
2. The middle section is a brief description of the book/material.
3. The box to the far right displays the type of material and availability. Reference in the book type means the material can only be used on-site and not checked out.

You can search for library materials and create a book bag without being logged in. You must be logged in, however, to reserve materials or to save and send your book bag contents.

## Log In to Reserve/Request/Renew Materials

Login is at the top right hand corner of the On-line catalog by My Bookbag.

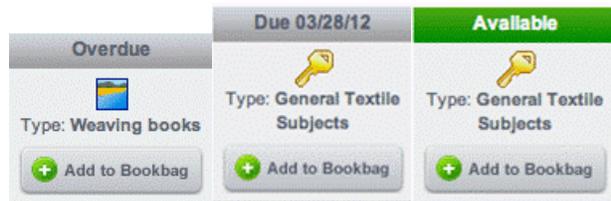
Click once on the word Login to bring up the Login box.

Enter in your Patron ID and Password in the box and click the Login button. If you need your Patron ID and password, contact Nancy Mambi, Textile Center Librarian 612-436-0464  
nmambi@textilecentermn.org.

Once logged in, you can look at your account, or reserve, review or renew materials to create a book bag.

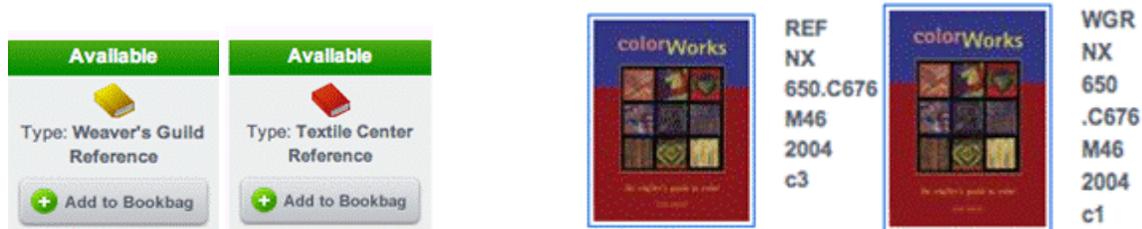


## Is this book/material available now?



These are examples of the availability box found to the right of the book/material description. The green bar means it is available for use. A gray DUE DATE or OVERDUE bar instead of a green AVAILABLE bar means the book is currently checked out.

## Can I check it out or is it only for use on site?



There are 2 ways to see if a book is only for reference use on site, the availability box to right of the summary or the call number to the left of the summary.

If the TYPE in the AVAILABILITY box says REFERENCE, it can only be used on site, not checked out.

Books/materials that have REF or WGR at the top of the call number are for reference only. Call numbers without the letter R at the top can be checked out of the library.

## Double check when the library will be open

Since the library staffing hours can vary, please double check that someone is on duty before you stop by. Each day's staff and hours are posted under the calendar icon on the right side of the online catalog home page.

## Renewing Materials

1. After you have logged in, the top blue bar will say WELCOME: YOUR NAME | MY ACCOUNT
2. Hover your pointer over the word MY ACCOUNT until you see 2 drop down choices below it.
3. Click on the drop down choice ACCOUNT STATUS to bring up a list of materials you have checked out of the library and their due dates. Each item will show a picture of the cover to the right, a summary in the center and an availability box to the right.
4. The due date will be highlighted at the top of the availability box. Click on the RENEW button at the bottom of the box.
5. A popup box will appear asking if you want to renew the material. Clicking OK will renew the material for 35 days with the new due date appearing in the green bar. Materials can only be renewed once.
6. If you have difficulties or are unable to renew online, call the library at 612-436-0464 to ask for assistance.

## Library Trek App

Surpass Library Trek provides your patrons with access to your Surpass catalog from their iOS or Android mobile devices. With Surpass Library Trek, patrons can easily search the Surpass catalog from their mobile devices. GPS technology will automatically show them the closest library, so they don't even have to find your library from a long list. Virtually all the great features of the Surpass Safari catalog are available through Surpass Trek, including the ability to place holds and reserves on books, check account status, and view recommended reading lists.

Library Trek allows you to:

- Find closest Surpass library using GPS
- Search your collection to find materials
- Scan the barcode on a book at a bookstore to check to see if your library has the title first
- View your new materials list, popular titles lists, and recommended reading list
- View enhanced content like book jackets, reviews, author notes, and more if your library subscribes to Safari Selections.
- Reserve items
- Login to their account to check on overdue items or fines

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