

# Black Gold Cooperative Library System

## Quick Start for Polaris<sup>®</sup> PowerPAC<sup>™</sup>



[www.blackgold.org](http://www.blackgold.org)

### Do a Quick Search

Follow these steps to do a quick search of the catalog from the [www.blackgold.org](http://www.blackgold.org) home page.

1. Type a word or words in the **Type search terms here** box.
2. Click the button for the type of search you'd like: Keyword, Subject, Title Author, etc.
- 3.

### Do a Keyword Search

Follow these steps to find titles containing specific words.

1. Click **Search** on the home page. **Keyword** will be the default search tab.
2. Type the text to search for in the **Keyword search for** box.
3. If you want to limit the search to a specific format, select a material type in the **Limit by** box. For example, if you want to find only DVDs, select **DVD** in the **Limit by** box.
4. If you want to search for your text in a specific field, select the field in the **Search by** box. For example, if you know the title contains the word *Yankee*, you enter **Yankee** in the **Keyword Search for** box, and select **Title** in the **Search by** box.
5. Click **Go**.

### Do a Browse Search

Follow these steps to browse the title, author, subject, or series index.

1. Select **Search** on the menu bar, and select **Browse** in the search submenu.

2. Select **Title, Author, Subject, or Series** from the **Search for** list.
3. Type the first few letters of the title, the author's name, the subject, or the series name in the **that begins with** box.

Click **Go**.

The search results list displays the headings and the number of titles associated with each heading.

4. Click **<<Previous 10 Headings or Next 10 Headings>>** to see previous or subsequent sections of the index.
5. Click a heading to see a list of associated titles.

### Work with Search Results

You can do the following actions from the search results list:

- Click a page number or the arrow at the top or bottom of the page to move through the list.
- Click **Where is it?** to see detailed title and availability information.
- Click **Add to Title List** to add the title to a list that you can save, print, or send by e-mail.
- Click **Place Request** to hold the title for you to check out.

### Request a Title

Follow these steps to request any copy of a title listed in your search results.

1. Search for the title you want to request.
2. Select the title in the search results, and click **Place Request**.

The log-in form appears.

3. Type your barcode number (library account number) and password in the appropriate boxes, and click **Log in**.

The request form appears.

Select the name of the library where you want to pick up the item in the Pickup Library box.

4. If you want to activate your request at a future time, type the date in the **Activation Date** box. The request will be activated immediately if you do not change the activation date.
5. Click **Submit Request**.
6. Click **Return to Search Results**.

## Check and Update Your Account

Follow these steps to check your account and update your personal information.

1. Click **Patron Account** on the menu bar, and log in if necessary.  
The **My Record** page appears.
2. Click **Change Account Information** to display the change request form.
3. Type or select the new information in the appropriate boxes.
4. Click **Submit Change Request** to submit the new information to the library, or click **Reset** to restore the old information.
5. Click **Back** to return to the **My Record** page, or click **Log Out** to log out of your account.

## View and Manage Your Requests

Follow these steps to view, suspend, or reactivate your requests.

1. Click **Patron Account** on the menu bar, and log in.
2. Click **Requests** on the Patron Account submenu to display the list of your current requests.
3. Select the check box by the title for each request that you want to suspend or reactivate.
4. Click **Suspend/Reactivate Selected Requests**, or click **Suspend/Reactivate All Requests** to suspend or reactivate all your requests.
5. The **Suspend/Reactivate Hold Requests** dialog box appears.
6. Type the date when suspended requests should be reactivated or type today's date to reactivate an inactive request.
7. Click **Submit**.
8. To cancel one or more requests, do one of the following actions:
  - Select the check box by the title for each request that you want to cancel, and click **Cancel Selected Requests**.
  - Click **Cancel All Requests** to cancel all your requests.
9. Click **My Record** to return to your account, or click **Log Out** to log out of your account.

## Renew Items Out

Follow these steps to renew the items you have checked out.

1. Click **Patron Account** on the menu bar, and log in.

2. Click **Items Out** on the Patron Account submenu to display the list of items you have currently checked out.

The Items Out page displays the format, call number, owning branch, due date, and number of renewals left for each item checked out.

3. To renew one or more items do the following actions:
  - Select the check box by the title for each item that you want to renew, and click **Renew selected items**.
  - Click **Renew all items** to renew all the items.

A message tells you which items have been renewed, and whether any renewals have been blocked.
4. Click **My Record** to return to your account, or click **Log Out** to log out of your account.

## PAC Catalog Icons



Book



Large Print Book



DVD



Music CD



Book on CD or Cassette  
(Non-Musical Sound Recording)



Audio book (MP3 or WMA)



Video



Magazine



Score



Book with CD