Catalog Instructions
(Updated 6/5/19)

The official website for the catalog is:

https://librarycatalog.einetwork.net

**First time users need to set up an online library account in order to use the catalog and its features. All users need a library card and a four-digit PIN to login to their account.

How to Create Your Four Digit PIN:

1. Click Log In or Register.

2. Click the I forgot or want to change my PIN link above the Login button.

3. Type your library barcode without spaces in the box provided.

4. Click the Request PIN Change button.

5. Open the e-mail account that is connected to your library card. Open the message from: helpdesk@einetwork.net. The message will provide instructions for creating your PIN.

**You can continue to set up your online account after you login with your card number and PIN.
How to Login to Your Library Account

1. Click **Log In or Register**.
2. Type your card number and pin number in the boxes provided.
3. Click the **Log In** button.
4. You can click **Account** to view your account information (your account settings.)

View Your Account Settings

1. Click **Profile**.
2. This will lead you to the **Profile** page.

Under the **Your Preferred Libraries** section, you can:

- View your Home Library (the bottom library) which is automatically set up for you, based on where you live.
- Choose one or two more libraries as your preferred and alternative pickup locations.
**How to Search the Catalog**

- Type your search term(s) in the box provided.
- Click the gear to see a list of search categories. Click to choose an option from the list.
- Click the magnifying glass to view the catalog search results.
Refine Your Results on the Search Results Page

Click this list to sort the search results.

Click on a **filter** option listed along the left hand side - for example, “Print Book” under the **Format** filter- to see only that type of result.
Advanced Search Form

Type your search term(s) in the boxes provided.

Select any of the limit options.

Click Search.
Find Available Items

Available items at your chosen location will display the phrase “It’s Here” in two different places on the page.

The call number will tell you where you can find the item within the library. Some call numbers may also contain letters.
Working with Checked Out Items

How to Find Due Dates:

1. Login to your library account.
   a. Click Log In or Register.
   b. Type your Library Card Number.
   c. Type your 4 digit PIN number.
   d. Click the Log In button.

2. On the first screen that appears, entitled Checked Out, you can view the due date and your number of renewals below the title of each item.

The catalog lists items chronologically by due date with the soonest date at the top and the furthest date at the bottom. Digital Collection items such as eBooks will appear at the very bottom of the list below all print items.
Renewing Items:

To renew a single item, click the **Renew** button by the item you want to renew.

To renew all items, click **Select All**. Then click **Renew Selected**.

In both instances, a window will pop-up indicating that the item has been renewed. Click the **OK** button to return to your Checked Out items page.
**Working with Items on Hold**

**If an item that you want does not display the “It’s Here” message, you can send a request to a library that has the item. That library can then send the requested item to a library of your choice for you to pick up.**

**How to Place an Item on Hold:**

1. Click the **Request** button.

![Image of Herbs book](image)

2. Login to your library account by typing your library card number and 4-digit PIN in the boxes provided.

3. Click to choose the pickup library from the list provided. Then click the **Okay** button.

![Image of library management system](image)

4. You will see a confirmation message at the top of the screen after you place the hold.
View Your Items on Hold:

After you login to your library account, click the Requests option from the drop down menu under Account on the upper right hand side of the screen.

Hold Status Definitions:

- **Ready for pick up** - The item is at your requested library ready for you to checkout.
- **In Transit** - The item is in the process of being transferred from the original location to your pickup location.
- **Available** - There is an available copy of the item you placed on hold.
- **Pending** - There are currently no copies available to fill the hold. All copies are checked out to others.
- **Frozen** - The hold is not active. Library staff will not look for it until you unfreeze it (see more detail on next page).
Freezing a Hold:

**If you’re unable to pick up an item from the library within the given time frame, you can choose to freeze your hold to prevent it from expiring. If your hold request reaches the top of the list while it is frozen, the system will skip it and move to the next patron in line. When you unfreeze your hold request, you move to the front of the request line so that the library can send the item to you.**

1. To activate the **Freeze** option, click inside the box next to a title.

2. Then select **Freeze** from the drop down menu under the words **On Selected**.

Unfreezing a Hold:

To reactivate a hold, follow this same procedure but instead choose **Unfreeze** from the drop down menu in step 2.

**Can’t find an item in the catalog? You can request an item from a non-Allegheny County public library using the Interlibrary Loan process.**
How to Access the Interlibrary Loan Page

1. Click the **Log In or Register** option in the upper right side of: http://librarycatalog.einetwork.net. Login to your library account with your library card number and 4-digit PIN.

2. Scroll down to the bottom of the account page. Click the **Interlibrary Loan** link at the bottom of the page.

3. Click the **First Time Users** option to create an Interlibrary Loan account. Then click the **First Time Users Click Here** button at the bottom of the page. Finally, fill out and submit the request form.
How to View and Pay Fines

1. Click the **Log In or Register** option in the upper right side of: http://librarycatalog.einetwork.net. Login to your library account with your library card number and 4- digit PIN.

2. After you login to your library account, click the **Message Center** option from the drop down menu under **Account** on the upper right hand side of the page.

   **If you owe $2.00 or less, you must pay in person at any county library**

3. If you owe more than $2.00, click the **Pay Online** button to pay your fines online.

4. Login to your library account again.

5. Click the link next to “Pay Fines”.

   To receive hold pickup and overdue notices, please click **Modify Personal Info** and select your preference.

   **Holds Status:** 0 requests (holds) - help
   **Renew Items:** 0 items currently checked out - help
   **Pay Fines:** $0.25 in unpaid fines and bills - help

6. Click the white **Pay Fines** button above your list of items.

7. Type your credit card and billing information on our secure website. Then click the **Submit** button at the bottom of the window.

8. After a successful transaction, a receipt page will appear that you can print for your records.
Catalog Extras

Login to your library account to view and use the following extra account features, located in the right drop down menu under the Account button:

- Book Cart
- Lists
- Reading History
- Saved Searches

Book Cart

From the catalog search results page, you can click the Carts/Lists button and then Book Cart from the drop down menu to save the item to your book cart for you to view, request, or checkout later.
You can request multiple items at the same time from the **Book Cart** screen using the **Select All** button and then under the **On Selected** drop down menu choosing **Request**.

Click **Book Cart** to view all of your saved items.
**Lists**

Click **Lists** to save library items of interest and group them by categories you can sort and label.

Use this section to **Create New Lists** or view your existing lists.
Click **Reading History** to track all of your previously checked out items.

Sort by: Checkout Date (oldest to most recent), Title, or Author.

Scroll down to the bottom of the page. Click the **Start Recording** button to activate the Reading History option for your account. Click the **Disable Reading History** button to deactivate it.
Saved Searches

After you search for an item in the catalog and the search results page appears, you can click **Save Search** to save the results for later.

To find your list of Saved Searches, click on the **Account** tab in the upper right, then click on **Saved Searches** below.

You can delete saved searches here by clicking the **X** icon.