

Using the Catalog:

Remember: You must have a library card to request items be held for you at any location. Books, CDs, Book on CD, and Playaways are checked out for 3 weeks (21 days) and Movies are checked out for 1 week (7 days).

1. Go to the main page for Alamance County Public Library (www.alamancelibraries.org) and click on the link on the top right corner of the screen titled "Search Library Catalog" to take you to the catalog. Or you can type ls2pac.alamancelibraries.org in your Address Bar to go the catalog webpage directly.
2. To view the page in Spanish or French, scroll to the bottom of the page and click on the word Español or François. To go back to English, click the back button near the address bar to go backwards or scroll back to the bottom of the page and click on the word English.
3. The menu bar at the top left of the page can navigate you to the Classic Catalog and Kid's Catalog. You can also join our email list to see updates about the libraries and new items.
 - a. You can also log into your library account from the Log In link at the top right corner of the screen to see your current check outs and due dates, items you have on hold and if you owe any fines. You have to have your library card number and PIN to log into this section.
4. You can browse sections such as New Releases (books), New DVD & Blu-rays from the homepage by clicking on the section you want to browse in and clicking the left and right arrow buttons to see what's available. The three sections to the left of New DVD & Blu-ray will change periodically.
 - a. If one of these items interests you, click on the book or movie cover to see the information about that specific item.
5. You can use the search box at the top of the page to search for any books, movies, CDs or other items you want to find. Typing in title, author, or keywords will also give you items in our collection related to those words.
6. If you want to only show items in one or more specific locations, use the menu on the left hand side of your screen. Click on "Change" next to All Locations at the top of the side menu. The window that opens will allow you to narrow down which locations you want to see results from. If you want to see all results from all libraries, make sure you Clear Selections and then Save. If you only want one or more specific locations, only choose those locations.

7. The Advanced Search link allows you to limit your search results further, if you need them to be. You can filter in or out certain keywords in your search.
8. After you find an item that interests you, clicking on the cover or title will open the catalog record for that item.
9. You can place a hold on that item by clicking on the orange Place Hold button. It is not available to place a hold if you cannot click the button. This button will allow you to log into your library account to place it on hold.
 - a. If you are not already logged into your account, a screen to log into your account will pop up and you can type in your library card number and PIN here to do so.
 - b. If you do not know or have your Library Card or PIN, you will need to visit your local branch to replace your card (\$1.00) or reset your PIN. If you still cannot access your account, your card may be expired and you will need to visit your local library with your photo ID to update that.
 - c. Next you will see a screen that allows you to choose which branch you want to pick up your item, and whether you want the first available copy (if there are multiple, choose this) or you want a specific copy.
10. Clicking on Add to List button adds this book to a list you can create and use to remind yourself to read, watch, or listen to this item later on. Only your account has access to this list so make sure you have your library card number and PIN to use this feature.
11. The Details tab gives you a summary of the item, authors, publisher and other technical information about that item.
12. The All Copies tab shows you in which library the item is located, how many copies each library has and whether it is available for check out.
13. If any patron reviews have been written for an item, they are located in the Review tab. Please write a review of the items you check so that other patrons will see the items you love!
14. The Recommendations and Reviews tab shows all items that are similar or related to that item you are looking at. We get these recommendation suggestions from NovelistPlus.