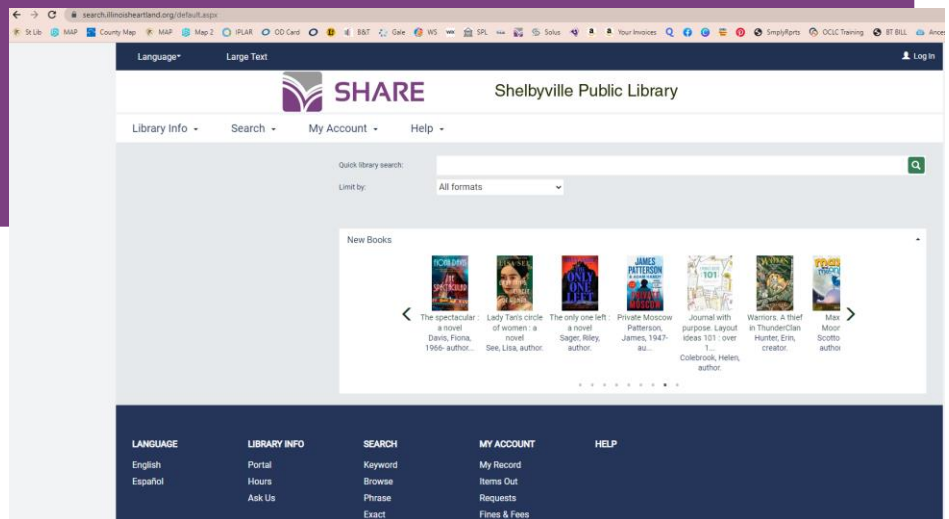


How to Search the Library Catalog from Home

Step
1

Navigate to <https://search.illinoisheartland.org/default.aspx>

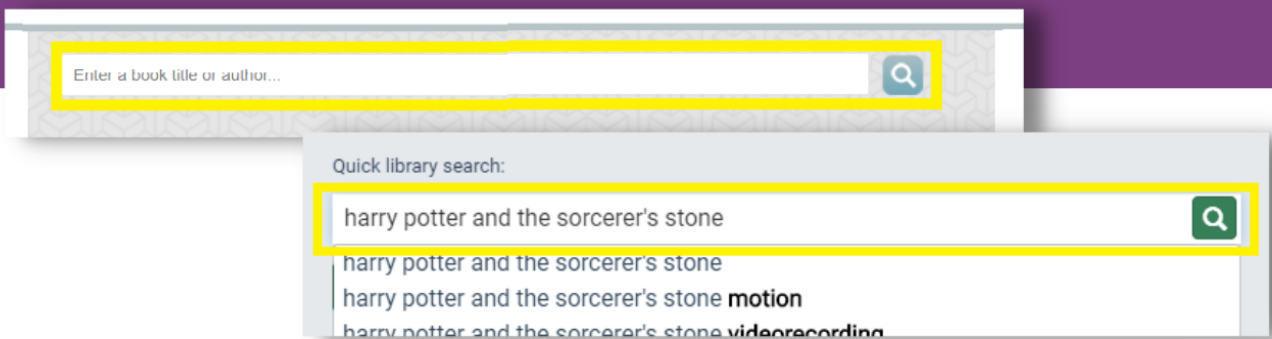


Step
2

Use the search bar to find an item.

Find the search bar. Look for "quick library search," "search the catalog," "enter a book title," or similar.)

In the search bar, type a title, keyword, or author. Click the magnifying glass.

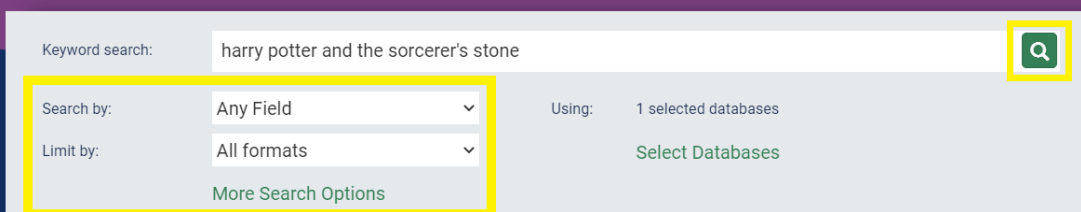


Step
3

Use filters to help narrow choices.

Use the "Limit by" filter to search for a specific format: *book, audiobook, DVD*, or something else.

If you want, use "Search by," "Limit by," or "More Search Options" filters. Click the magnifying glass to search.



Step 4

Check if we have it locally (and if it's currently available).

When you find a title you want to borrow, click "Available?" to see if we have (or any other has) it *and* if it's currently on library shelves. If there's a copy available, you can note the call number (or click the mobile phone icon to have it texted to you). Now you can go get it. Or...

1. *Harry Potter and the sorcerer's stone*
by Rowling, J. K., author.

Summary: Rescued from *the* outrageous neglect of his aunt *and* uncle, a young boy with a great destiny proves his worth while attending Hogwarts School for Witchcraft *and* Wizardry.

Publisher, Date: New York, NY : Scholastic Inc., [2018]

Buttons: AVAILABLE? (highlighted), MORE ABOUT IT, REQUEST IT, Add to My List

6. Harry Potter and the sorcerer's stone, Rowling, J. K., author. (1999)

▼ Your Library (YL -ZED) (0 of 1 available)

▼ Juvenile Fiction

J FIC ROWLING 1ST YEAR (highlighted)

In-Repair
Book-Softcover

Click here to see items from all branches...

Step 5

Request it.

If you'd like to request an item be held for you, click "Request it." You can do this regardless of if the item is available at our library or another library or if all copies are currently borrowed.

1. *Harry Potter and the sorcerer's stone*
by Rowling, J. K., author.

Summary: Rescued from *the* outrageous neglect of his aunt *and* uncle, a young boy with a great destiny proves his worth while attending Hogwarts School for Witchcraft *and* Wizardry.

Publisher, Date: New York, NY : Scholastic Inc., [2018]

Buttons: AVAILABLE?, MORE ABOUT IT, REQUEST IT (highlighted), Add to My List

Step 6

Log in with your library card.

To login, you'll need to enter your library card barcode (14 digits long) and PIN number/password. Your PIN is the last four digits of your license or state ID. On the next page, click "Submit Request." That's it! You'll get a call, email, or text when your item is ready for pickup.

While you're logged in...

You can also manage your account and renew items that you have checked out!

Please enter your username or barcode, and password.

Placing a request will log you in to the system. Don't forget to log out.

Barcode or Username: enter library card #
Create Username

Password:

Buttons: Log In, Cancel, Submit Request, Cancel



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