



CATALOG TIPS

CARROLL COUNTY PUBLIC LIBRARY &

Need more help? Ask a staff member or call 410-386-4488.&

catalog.carr.org



How do I create a username for my account so I don't have to remember my barcode?

1. From the library's home page, click on "My Account" located under the search bar.
2. Click on "Create Username" under the Username or Barcode field.&
3. Log in with your barcode and password to open your account page.
4. Under Change Logon, check the box next to "Change Username" and type your desired username in the fields.&
5. Click on "Save" to update your account username.

How do I add an e-mail address to my account?

With an e-mail, you can receive a one-day-in-advance notification of books due (You also receive a link in order to renew online.), you can reset your password, and you can write a review in our catalog.

1. From the library's home page, click on "My Account" located under the search bar.
2. Log in with your library account information.&
3. Click on "Contact Information and Preferences."&
4. Under Contact Information, enter your email address in the "Email Address" field, and under Preferences, select Email Address from the "My Preference for Receiving Library Notices" dropdown menu.&
5. Click on "Submit Change Request."&

How do I manage holds when I go on vacation?

1. From the library's home page, click on "My Account" located under the search bar.
2. Log in with your library account information.&
3. Under the "My Account" tab, select "Requests."&
4. Check the checkbox to the left of the requests you want to suspend.&
5. Click the "Suspend/Reactivate Selected" button at the bottom of the screen.&
6. Enter a date for it to automatically activate and click "Submit."&

Please note you can reactivate before that date that you set at this time. To activate an inactive request, follow the steps above and enter today's date to reactivate the request.&

How do I manage holds so that I can receive episodes of TV series in order?

1. From the library's home page, click on "My Account" located under the search bar.
2. Log in with your library account information.&
3. Under the "My Account" tab, select "Requests."&
3. Check the checkbox to the left of the requests you want to suspend (for example discs 2 & 3 in a series).&
4. Click the "Suspend/Reactivate Selected" button at the bottom of the screen. (Your spot will remain in the queue until you reactivate your request.)&
5. Enter a date for it to automatically activate, and click "Submit."&
6. You can reactivate before that date that you have set, for example after you receive disc 1. To activate an inactive request, follow the steps above and enter today's date to reactivate the request.
7. Repeat as other discs become available to receive discs in order.&

How do I create a reading history of items I have checked out?

The library does not keep a record of materials you have checked out after they have been returned and fines have been paid. In order to keep your own history of books you've read:&

1. From the library's home page, click on "My Account" located under the search bar.
2. Log in with your library account information.&
3. Under the "My Account" tab select "My Record," click on "Contact Information and Preferences;" and under "Preferences," check the box next to "Maintain Permanent Reading List;" and click "Submit Change Request" at the bottom of the screen.&
4. To find reading history, click on "Reading History" under the "My Account" tab within your account.&
5. You can delete your reading history at any time by logging into your account and un-checking "Maintain Reading List" under "Preferences." *Note: If you un-check, your reading list is gone forever.*

How can I write a review and add it to the catalog?

Most titles offer customers the opportunity to post reviews in the catalog. To do so:&

1. Find a title you want to review in the catalog.
2. On the left under the jacket art, click on "Write a Review."&
3. Follow login instructions to register.
4. If you have already registered, click on "Add a Review."&
5. Title your review and write your review in the box provided.&
6. Your review will appear in the catalog within 24 hours. (Before reviews are published, they are monitored for appropriateness of language.)&

How do I search for a title that CCPL does not own?

Materials can be requested from other Maryland public libraries through a service called Marina, the state's free interlibrary loan service.

1. Log in to the Marina site by entering your Carroll County Library card number in its entirety without spaces, and then click the "Login" button.
2. Enter search terms in the search bar and click "Search."&
3. Scroll down the search results to find the item you are interested in requesting.&
4. Click on a title to find out more information and availability of the item.&
5. An item is able to be requested if, under the "Marina Availability" column, it states "Requestable."&
6. If the item is requestable, select a pickup location from the dropdown menu. Now click "Request."&

