

POLARIS

the library catalog



How to get the most from your account

How do I get a password?

Simply visit the library or call us at 245-2570 and we can set up a password on your account. Patrons who had PIN numbers with our old GALAXY system may continue to use those as passwords.

How do I log in to my account?

You can access your account from a terminal inside the library — or from home by visiting our web site at www.macpl.org and selecting the Search Our Catalog option. When you see this page, click on Log In or the Patron Account tab.



23140 00026239 9
I accept responsibility for all materials borrowed on this card, which must be presented each time loans are made. A charge will be made for replacement of lost card.

Signature

If the back of your library card looks like this . . . enter the number below the barcode (without spaces) when prompted for your barcode number at logon.
for example: 23140000262839



P01602

If the back of your library card looks like this, enter the number below the barcode (with the "p") -- adding zeros (if needed) so the number has 5 digits.
for example: If your barcode number is 1602, enter P01602

How do I view my account options?

Click on the Patron Account Tab



Maintain permanent reading list

Send e-mail notices in:
 Basic, plain text format
 Full, HTML format

Submit Cancel

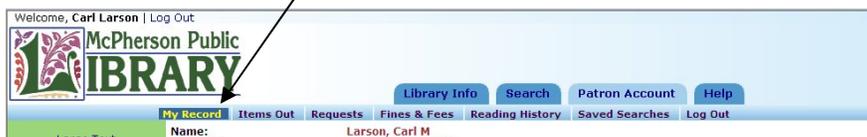
Back

How do I set my account to retain a list of all items I check out?

Click on the My Record bar and select the Change Preferences option. Then click on the Maintain permanent reading list box and Submit.

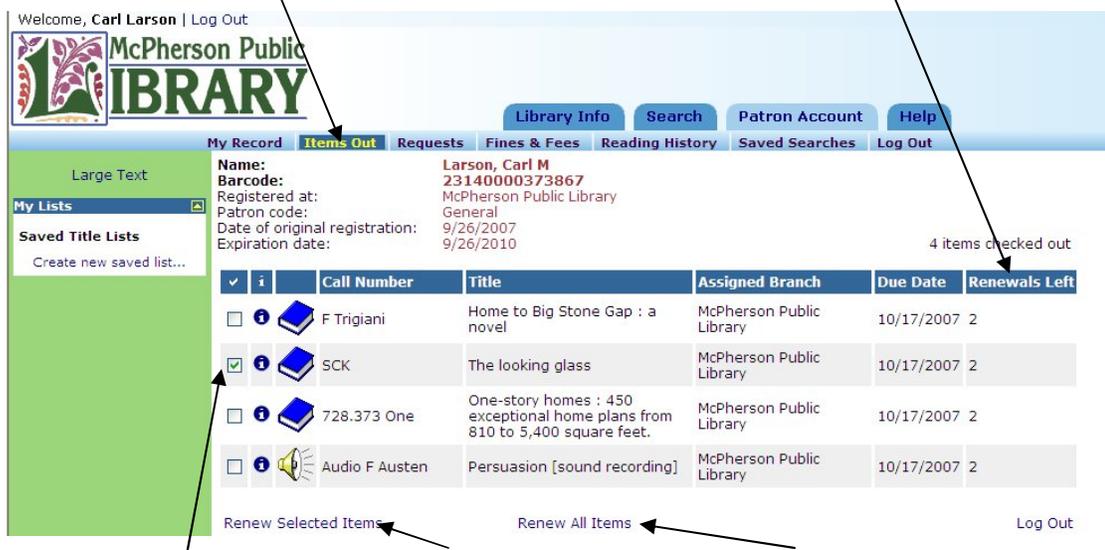
How do I change my password?

Click on the My Record bar and select the Change Password option at the bottom.



How can I view and/or renew items checked out on my account?

Click on the Items Out bar and consult the number of Renewals Left.



Use the check boxes to renew selected items or choose the Renew All Items option.

How can I manage my reserves (aka requests or holds) I have placed on items which are already checked out by other patrons?

Click on the Requests bar.

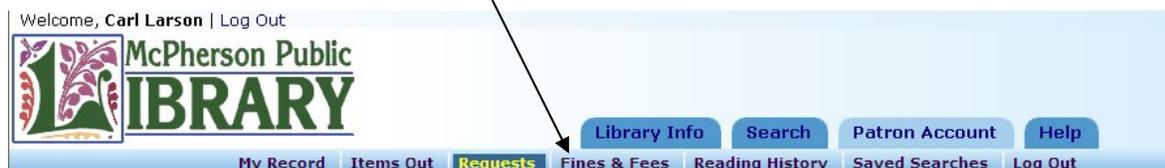
Use the check boxes to cancel, suspend, or reactivate requests for selected items.



Use the Cancel All and Suspend/Reactivate All options when needed.

How can I see the fines and fees charged to my account?

Click on the Fines & Fees bar



How can I view the list of items I have checked out in the past?

(Your account must be set up to maintain a permanent reading list. To do this, see the first page.)

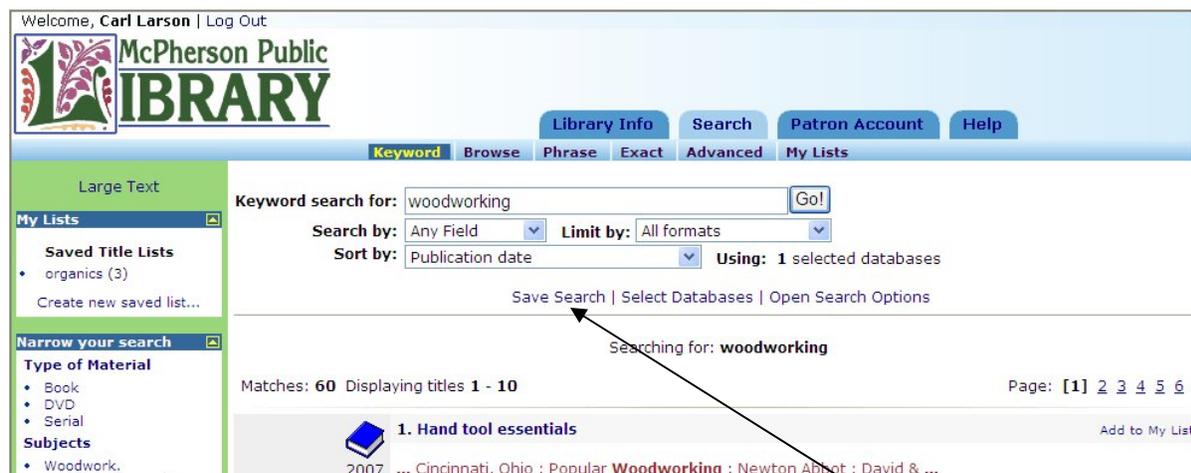
Once it is set, click on the Reading History bar to view your list.

What are saved searches?

With new books, audiobooks, and DVDs arriving each month, chances are that something of interest to you will be arriving on a regular basis. You could do a search on a weekly or monthly basis to discover if any of those new titles are in — or you can let POLARIS do it for you and email you the results.

How do I save a search?

Go to a search screen and conduct a search on a specific subject or author in which you are interested. In this case we have selected woodworking.



To save this search and have it repeated on a regular basis and notify you when new titles arrive, click on the Save Search option.

The Save Search box will ask you to input a name for your search, as well as the email address to which you would like the results sent.

Welcome, Carl Larson | Log Out

McPherson Public LIBRARY

Library Info Search Patron Account Help

My Record Items Out Requests Fines & Fees Reading History Saved Searches Log Out

Name: Larson, Carl M
Barcode: 23140000373867
Registered at: McPherson Public Library
Patron code: General
Date of original registration: 9/26/2007
Expiration date: 9/26/2010

4 items checked out

Search name: New woodworking books
Note:
Search command: FIND KW={freetext}woodworking{/freetext}
Email results to: clarson@netconnt.com
Email format: HTML
Email if no results:
Search frequency: Monthly
Number of times to run: 50

Save Search Reset

It also will ask you if you want the saved search sent to your email address if it finds no new titles. You can set the Search Frequency to Weekly, Monthly, or Suspend (If you are going on vacation, for example.) You can indicate how many times you want the search run before it expires.

How can I manage my saved searches?

Whenever you are logged in to POLARIS, any saved searches on your account will appear on the dashboard bar on the left.

Clicking on the green arrow will run the saved search immediately.

Clicking on the red X will delete the search.

Clicking on the name of the search will display the search options screen.

Clicking on the Show All link will display this page.

Welcome, Carl Larson | Log Out

McPherson Public LIBRARY

Library Info Search Patron Account Help

My Record Items Out Requests Fines & Fees Reading History Saved Searches Log Out

Name: Larson, Carl M
Barcode: 23140000373867
Registered at: McPherson Public Library
Patron code: General
Date of original registration: 9/26/2007
Expiration date: 9/26/2010

4 items checked out

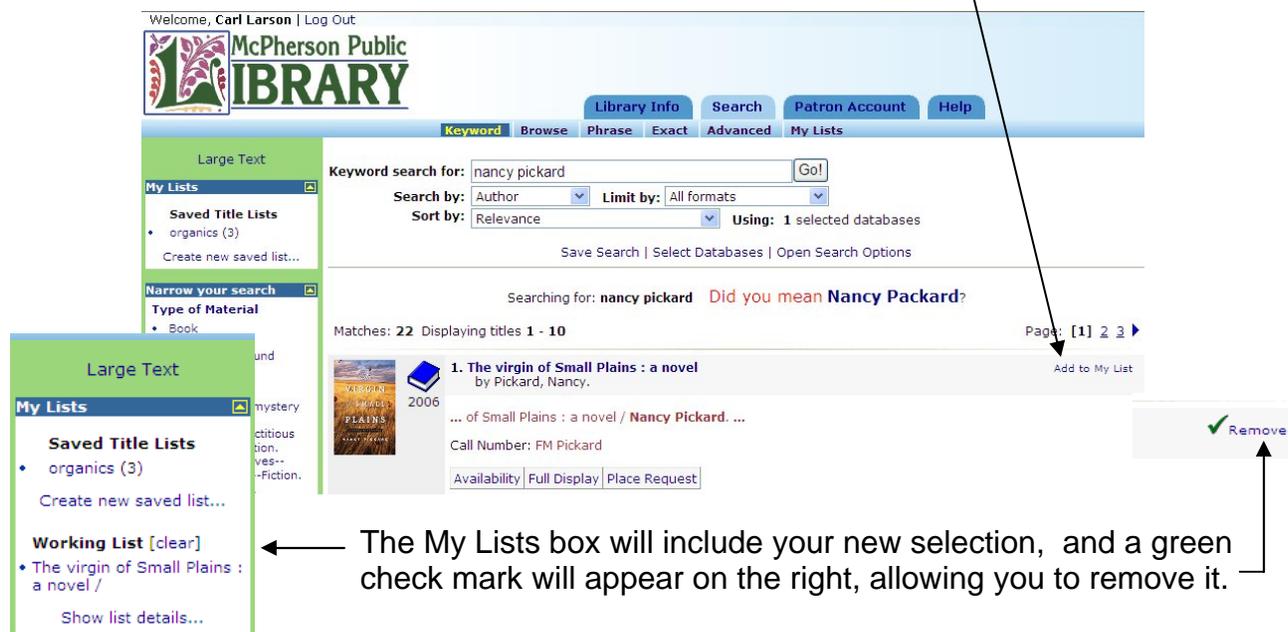
Search Name	Criteria	Frequency	Last Run	Results	Notify	Email
<input checked="" type="checkbox"/> New woodworking books	FIND KW={freetext}woodworking{/freetext}	Monthly	9/28/2007	60	Yes	clarson@netconnt.com

Delete Selected Search Delete All Searches Log Out

You may also access this screen by clicking on the Patron Account tab and then the Saved Searches bar. You may use the check box to delete selected searches, or delete all searches. As with the box on the left dashboard, clicking on the Search Name will display the search options box.

How can I create and save lists of library materials I want to enjoy in the future?

You may have as many Saved Title Lists as you want. In this example, the person already has one entitled “organics”. If you are doing a search and happen on a mystery, for example, that you want to read later, click on the Add to My List option.

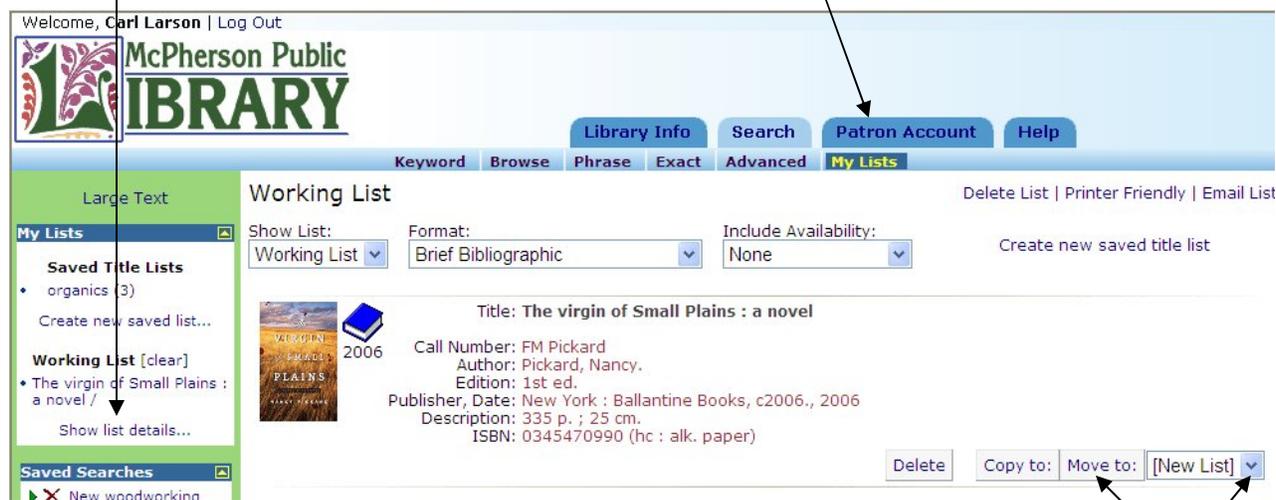


The screenshot shows the library's search interface. A search for "nancy pickard" has been performed, displaying results for "The virgin of Small Plains : a novel" by Nancy Pickard. The "Add to My List" button is highlighted. A callout box on the left shows the "My Lists" sidebar, which now includes the newly added title. A "Remove" button with a green checkmark is also visible next to the title in the sidebar.

← The My Lists box will include your new selection, and a green check mark will appear on the right, allowing you to remove it.

To add your working titles to your new list, either click on the Show list details option on the dashboard,

or click on the Patron Account tab and select the My Lists bar.

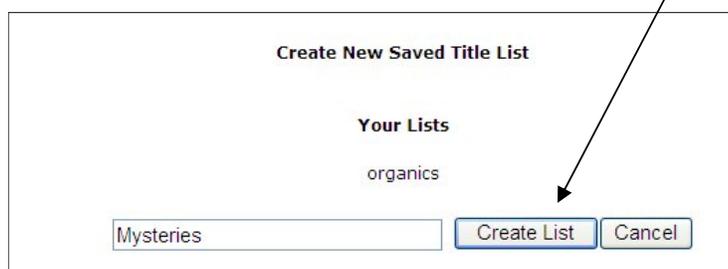


The screenshot shows the "Working List" details for "The virgin of Small Plains". The "Move to" dropdown menu is open, showing "[New List]" as an option. A callout box on the left shows the "My Lists" sidebar with the "Show list details..." option highlighted.

To add your selections to a new list, select [New List] from the dropdown menu. Then click on the Move to button.

Lists - - continued

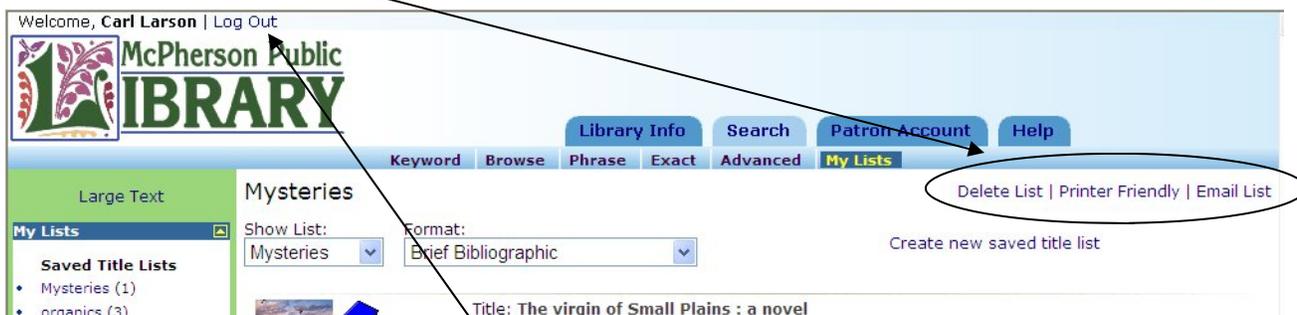
Choose a name for your new list and click on the Create List button.



To add your selections to an existing list, simply select the appropriate list from the dropdown menu and click on the Move to button.

What else can I do with my lists?

You can email the lists to friends, print your lists, or delete them, by selecting one of these options:



How do I log out of my account?

Simply click on the Log Out link above the library logo.

I forgot to log out of my account! Will it be available for anyone to view or use?

While it is always best to log out of your account when you are finished, POLARIS automatically logs you out of your session after five minutes if there is no activity.

What if I have problems or have additional questions?

Don't hesitate to stop by the library or call us at (620) 245-250. We will be happy to assist you in mastering your POLARIS account.