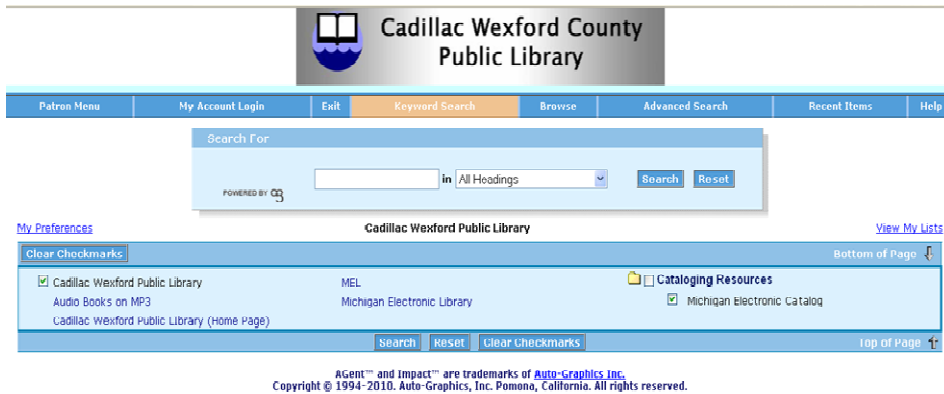


# Cadillac Wexford Public Library

## How to use the Catalog



1. Type [www.cadillaclibrary.org](http://www.cadillaclibrary.org) into your Internet Explorer.
2. Click on **Catalog** on the left hand side.
3. This brings up the card catalog for the Cadillac Wexford Public Library, Manton Public Library, and Mesick Public Library.
4. Make sure that the **KEYWORD SEARCH** button is highlighted in orange.
5. Click on the drop down menu to choose **ALL HEADINGS**, **TITLE**, or **AUTHOR**.
6. After selecting what category you would like to search, type in the information that you wish to seek.
7. This will pull up a record that will show what Cadillac Wexford Public Library has along with what is available on the Michigan Electronic Catalog (MeL).

8. A small icon on the left hand side of each record will tell if the item is available in book format, sound recording, video or ebook format.
9. Under **LOCATION** it will say Main Library which is Cadillac or it will say Manton or Mesick for the location of the book.
10. The **Call NUMBER** is where it is located on the shelves. Numbers are for Non-fiction books and fiction books are organized by the authors last name.
11. Under **STATUS** it will tell you that it is Available or it will have a due date to indicate it is checked out.

## How to Limit your search

1. Click **ADVANCED SEARCH** so that it is highlighted orange.
2. On the right hand side of the screen is a box for limiting your search.
3. The top one is for limiting by publication year.
4. The box below is for limiting by library location, material type and language.
5. Click on **Material type** and you can choose from three columns.
6. After choosing what you want, click the submit button.
7. Finish your search as usual.

## How to Reserve a Book

1. From the screen where it tells you if it is available or checked out, click on the title of the book.
2. This will bring up another window in Internet Explorer.
3. In the gray bar near the top you will find RESERVE TITLE, click on this button.
4. This will bring up another window that will ask for your Username and password. Both the Username and password are your library card number. Click the submit button.
5. The request will not show up immediately on your account information. The request must be processed first. It takes 2-3 days for your request to be processed.

## How to Login to your Account

1. Click on Catalog from [www.cadillaclibrary.org](http://www.cadillaclibrary.org).
2. Click on **My Account Login** in box next to Keyword Search.
3. Enter your Username and Password. Use your library card number for both entries.
4. Click Login.
5. Click on **Patron Menu** button.
6. To see your account, click the **My Account** in the box on the left hand side.

Next Page



7. My Circulation status will show you what you currently have checked out, what you have on reserve, what fines are due, and your previously checked out items.  
“Previously checked out items will only display if you have enabled this feature first.”
8. To log out of your account click exit.

## How to Renew your books

1. Click on the **My Account Login** in the box next to Keyword Search.
2. Enter your Username and Password. Use your library card number for both entries.
3. Click Login.
4. Click on **Patron Menu** button.
5. Click on **My Account**.
6. Click on **My Circulation Status**.
7. Click RENEW on the right hand side of the screen to see what books that you have out.
8. Another window opens up. If the record says reserved or not renewable next to it, the system will **NOT** allow you to renew the item. Otherwise, click on submit and they will be renewed.
9. If you wish to renew some but not all, click the green check mark off and those items **WILL NOT RENEW**.