


Tutorial on the new Levin Library Catalog

August, 2011

PART I: HOW TO LOGIN TO YOUR LIBRARY ACCOUNT

You will need to be logged into the catalog to view your library account, renew items, place holds, and save searches.

- 1) Go to the library catalog at <http://artemis.curry.edu>.
- 2) Click on "Login" in upper right.
- 3) Under "Students, staff, and faculty" type your MyCurry Portal username and password. Then click "Login." *Note: Your Portal password may differ from your network login.*

 **CURRY COLLEGE**
Levin Library

Students, Staff, and Faculty

Username:
(use your Portal username)

Password:
(use your Portal password)

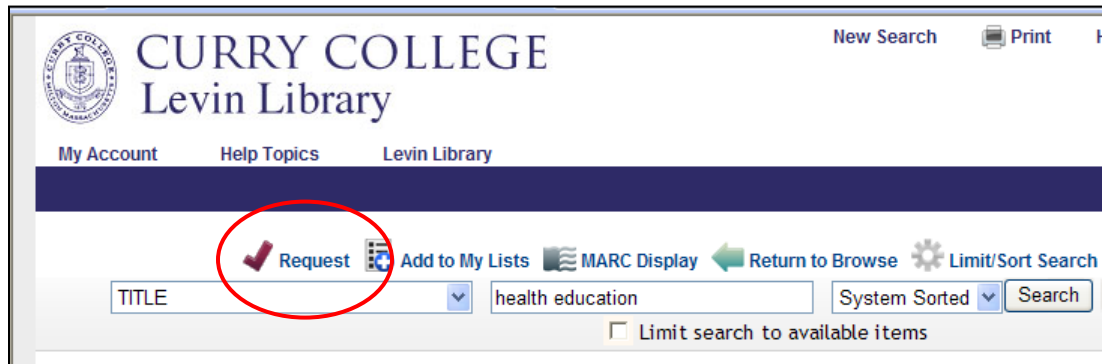
Alumni

Your Name:
(Example: John Smith)

PART II: HOW TO REQUEST AN ITEM (HOLDS)

If you'd like an item held for you at the circulation desk, you can place a request. Checked out items will be held for you as soon as they are returned, all other items will be available within one business day. You will be notified by email when your requested item is available.

- 1) When you find an item you want to request, just click on "Request" at the top right of the screen:



- 2) If you are not already logged in, you will be prompted to do so. Use your MyCurry Portal username and password.

- 3) You will see a "Request Verification" form. Fill in any special instructions (i.e. "please send to my office" and you can include a "cancel if not filled by" date (this is optional):

A screenshot of the 'Request Verification' form. At the top, it says 'You are logged in as Singley, Emily Summer'. Below that, it says 'Requesting Health education and youth : a review of research and development / edited by George Campbell.' There is a text area labeled 'Please enter any special instructions:' with the text 'Please send this item to me via intercampus mail. Thanks!'. A red box labeled 'Optional' with an arrow points to this text area. Below the text area is a section labeled 'Cancel if not filled by:' with a date picker (Month, Day, Year). A red box labeled 'Optional' with an arrow points to this section. At the bottom is a 'Submit' button.

4) Click “Submit.” You should get a message saying your hold has been placed. You will be notified by email when your item is available:

Your Request

Your request has been successfully placed.

You will be notified via your Curry email when this item is ready to be picked up.

Questions? Please call us at 617-333-2177.

PART III: HOW TO SAVE A SEARCH

If you have a search you want to use again, you can save it as a “preferred search.” You can also set up your preferred searches so that when the library acquires new items that match your search, you will receive an email notification.

1) Login to the catalog. If you are not logged in, you will be prompted to do so. For any search you would like to save, simply click on “Save as preferred search” in upper right.

NOTE: This button does not display unless you are logged in.

The screenshot shows a library catalog interface. At the top, there are navigation links: "Return to Browse", "Limit/Sort Search", and "Another Search". Below these is a search bar with "SUBJECT" and "diamonds" entered. To the right of the search bar are buttons for "System Sorted", "Sort", and "Search". A "Save as preferred search" button is highlighted with a red box. Below the search bar, there is a section titled "SUBJECTS (1-3 of 3)" and "Diamonds.". The first result is "Diamond, the spectacular story of earth's rarest treasure and man's greatest greed." by Hahn, Emily, 1905-1997. Below the title is a table with columns "LOCATION", "CALL #", and "STATUS". The table shows "Downstairs Shelves", "TN990 .H3", and "AVAILABLE".

LOCATION	CALL #	STATUS
Downstairs Shelves	TN990 .H3	AVAILABLE

2) To view or edit your preferred search, go to your library account by clicking on “Return to My Account” in upper right.

3) Click on “Preferred searches” to display your preferred search.

4) If you would like to be emailed about new items, click the box “Mark for email” and then “Update list.” You will now be emailed every time we get a new item that matches your search terms:

Preferred Searches (1)

Mark to Remove	Mark for Email	TITLE	Search
<input type="checkbox"/>	<input type="checkbox"/>		

SUBJECTS

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Diamonds	Search

Buttons: Delete All Searches, Update List

PART IV: HOW TO SAVE TO “MY LISTS”

You can save items of interest and organize them by topic using “My Lists.”

1) When you find an item you want to save for future reference, just click on “Add to My Lists” at the top of the page. If you are not logged in, you will be prompted to do so.

Request Add to My Lists MARC Display Return to Browse Limit/Sort

TITLE dogs System Sorted Limit search to available items

Name Vinocur, Terry.

Title Dogs helping kids with feelings [electronic resource] / Terry Vinocur.

Published By New York : PowerKids Press, 1999.

Click on the following to:
[check out or get information about this electronic book](#)

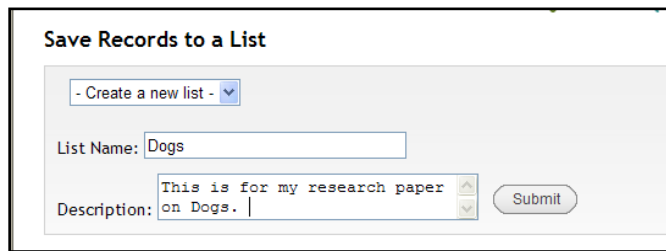
2) You will be prompted to choose a list you’ve already created, or to start a new one:

Save Records to a List

[Select a list] Submit

[Select a list]
gems
- Create a new list -

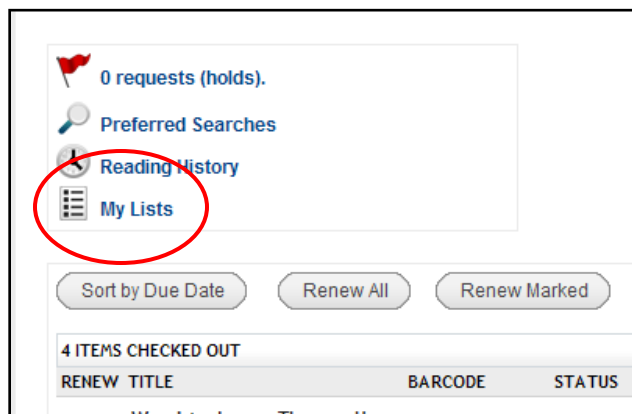
3) To create a new list, just give it a name. You can add a description as well. Click “Submit” to save your list.



The screenshot shows a web form titled "Save Records to a List". At the top, there is a dropdown menu with the text "- Create a new list -". Below this, there is a text input field labeled "List Name:" containing the word "Dogs". Underneath the name field is a text area labeled "Description:" containing the text "This is for my research paper on Dogs.". To the right of the description field is a "Submit" button.

5) To view or edit your list(s), click on “Return to My Account” in upper right.

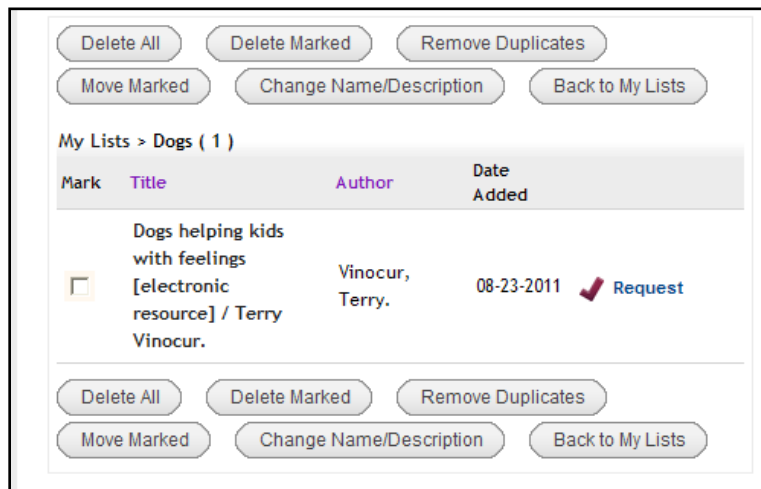
6) Select “My Lists” from the menu:



7) Your lists will display. To view the items in a list, click on the list name:



8) You will then be able to view, edit, or delete your list items. You can move items from one list to another, create new lists, and you can also request items directly from your lists:



PART V: HOW TO GET HELP

Need help? Please call the library at 617-333-2177 for assistance, or email us at eref@curry.edu.

There is also built-in help in the catalog. Just click on “Help Topics” at the top of the screen. Here you can find instructions on searching, saving your searches, and renewals.

