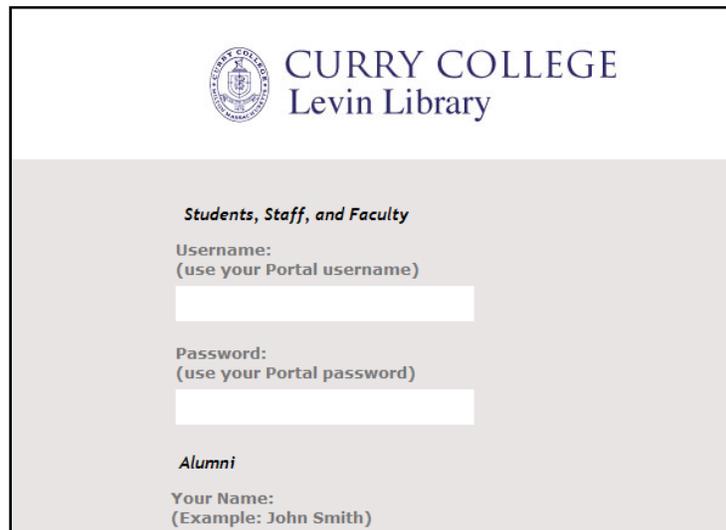


Tutorial on the new Levin Library Catalog August, 2011

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)

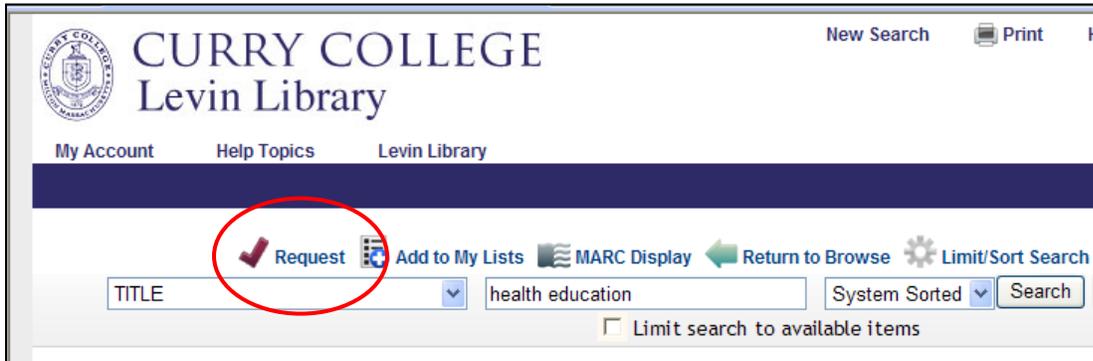
Alumni

Your Name:
(Example: John Smith)

PART II: HOW TO REQUEST AN ITEM (HOLDS)

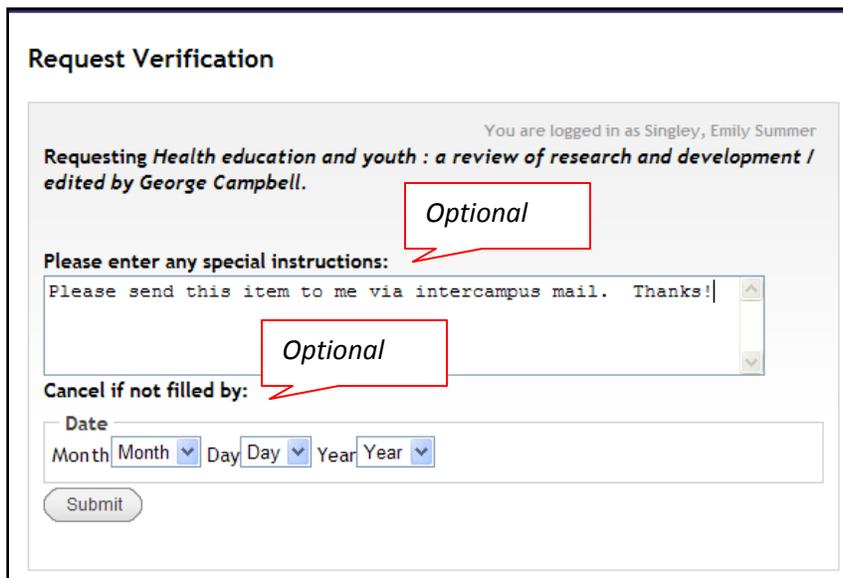
If you'd like an item held for you at the circulation desk, you can place a request. Checked out items will be held for you as soon as they are returned, all other items will be available within one business day. You will be notified by email when your requested item is available.

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. The form is titled 'Request Verification' and shows the user is logged in as 'Singley, Emily Summer'. The item being requested is 'Health education and youth : a review of research and development / edited by George Campbell'. There are two red boxes with the word 'Optional' written inside. The first box is around the 'Please enter any special instructions:' label, and the second box is around the 'Cancel if not filled by:' label. The 'Please enter any special instructions:' field contains the text 'Please send this item to me via intercampus mail. Thanks!'. The 'Cancel if not filled by:' field has a date picker with 'Month', 'Day', and 'Year' dropdown menus. A 'Submit' button is at the bottom.

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.

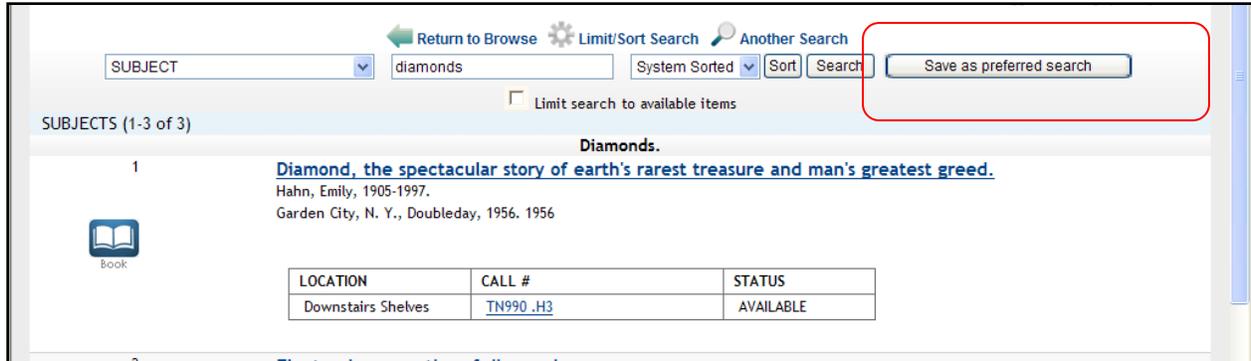
Questions? Please call us at 617-333-2177.

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.

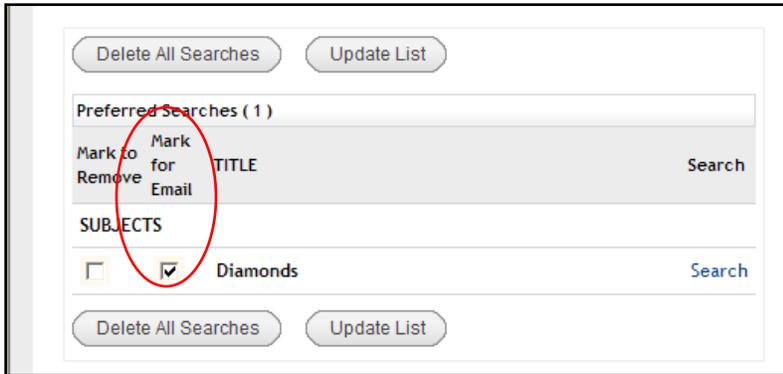
NOTE: This button does not display unless you are logged in.



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.

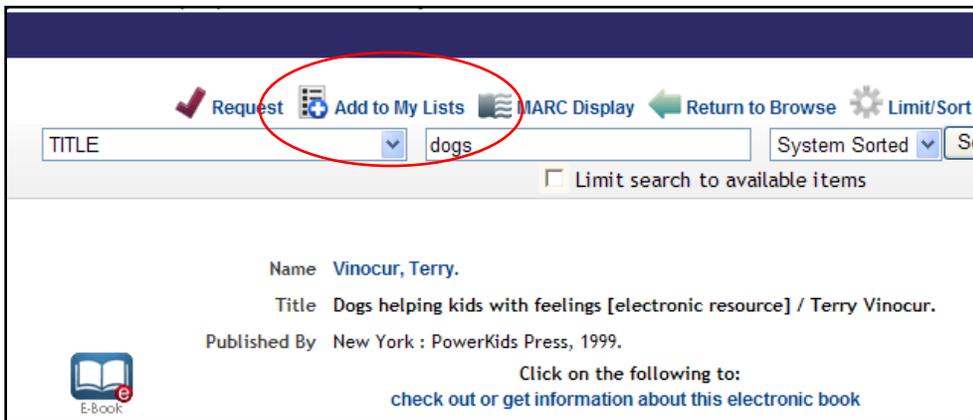
4) If you would like to be emailed about new items, click the box “Mark for email” and then “Update list.” You will now be emailed every time we get a new item that matches your search terms:



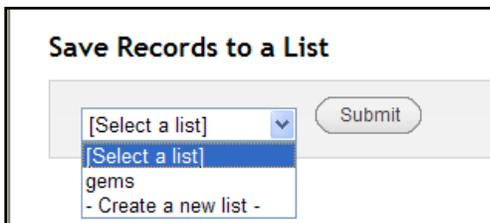
PART IV: HOW TO SAVE TO “MY LISTS”

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

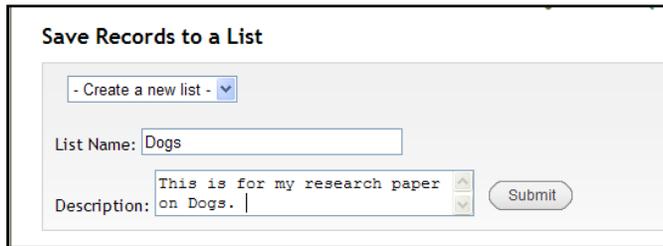
1) When you find an item you want to save for future reference, just click on “Add to My Lists” at the top of the page. If you are not logged in, you will be prompted to do so.



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



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



Save Records to a List

- Create a new list -

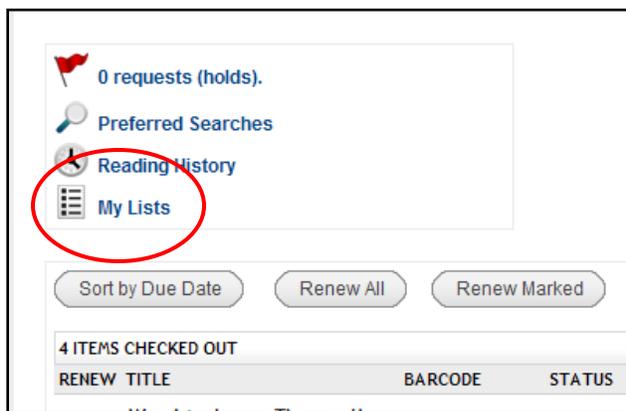
List Name: Dogs

Description: This is for my research paper on Dogs.

Submit

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

6) Select “My Lists” from the menu:



0 requests (holds).

Preferred Searches

Reading History

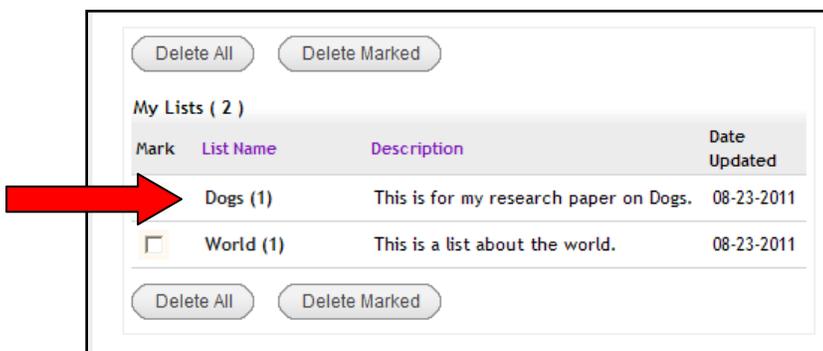
My Lists

Sort by Due Date Renew All Renew Marked

4 ITEMS CHECKED OUT

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



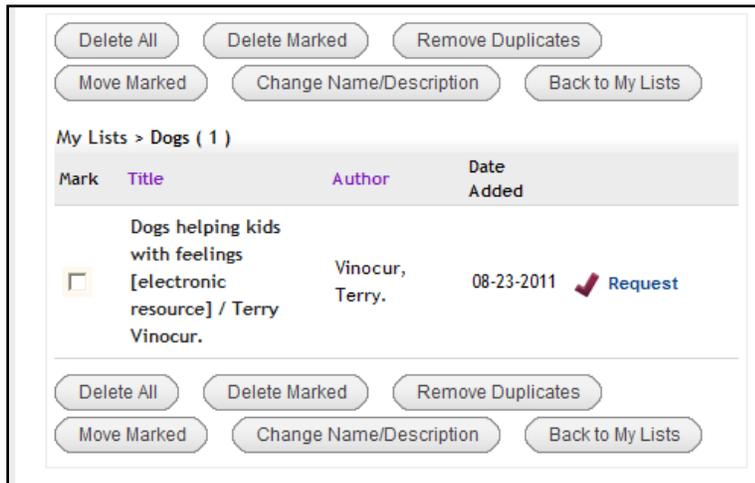
Delete All Delete Marked

My Lists (2)

Mark	List Name	Description	Date Updated
<input type="checkbox"/>	Dogs (1)	This is for my research paper on Dogs.	08-23-2011
<input type="checkbox"/>	World (1)	This is a list about the world.	08-23-2011

Delete All Delete Marked

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.

