



Using the Library Catalog

You can search the library catalog in the library, or on any online computer.

To search:

On the search screen, make sure “Type” is set as “keyword”.

Type in what you’re looking for – words from the title, part or all of the author’s name, the subject, or even a series or character name.

Press enter.

Look through the list of results. It will list the title, the author, which libraries have the item, and if it’s available or checked out.

You can search the library catalog from home, just like you do in the library. You can also place holds, request renewals, or just check to see what you have out and when it’s due back.



scrl.mb.libraries.coop



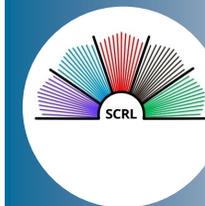
Hours

For up-to-date hours by branch, check online at:
<https://scrl.mb.libraries.coop/>

Click on “Branch hours” at the top left corner of our home page, or scroll to the bottom of the page.



South Central
REGIONAL LIBRARY



Using the catalog

In the library and online

Altona Branch

204-324-1503
scrlalibrarian@gmail.com

Manitou Branch

204-242-3134
manitoulib@gmail.com

Miami Branch

204-435-2032
miamibrary5@gmail.com

Morden Branch

204-822-4092
mordenlib@gmail.com

Winkler Branch

204-325-7174
winklerlib@gmail.com



Logging In

1. On the library website, click on My Account.
2. Enter your library card number (all 14 digits without spaces) in the first box.
3. In the second box, enter your password. This is usually the last 4 numbers of the phone number you gave the library when you signed up.

If you aren't able to log in, call the library – we can reset your password if needed.



Customize Your Account

You can customize your account in the Account Preferences tab.

- Change your username, email address, or password in Personal Information.
- Choose how you want to be notified about holds in Notifications.
- Start saving your checkout and hold history in Search and History Preferences.



MY ACCOUNT will tell you what's on hold, what you have checked out from eLibraries Manitoba, and any fines you have incurred.



Using Your Account

Placing Holds

Once you've found the item you want, request it by placing a hold. (Make sure you're logged in for this.)

1. Click on "Place Hold" beside the green checkmark on the right hand of the screen.
2. Make sure the Pickup Library is set to the branch where you want to pick up the book.
3. Check off at least one of the three Notify options. Make sure that the information is correct. (If nothing is checked off, we will not contact you.)
4. Click submit.

Renewing online

1. Login to your account.
2. Click on "Items Checked Out."
3. Computer shows the list of items.
4. Click on the little boxes along the right side of anything you wish to renew.
5. Click on "Go" button beside "Renew Selected Items" - OK .
6. Check the due date to make sure the renewal worked.

Some items can't be renewed – if there's a problem, please call us so we can check for you.



Search Tips

If you don't have enough results for your search:

- Try using less specific or fewer words.
- Search in "Keyword" instead of "Author" or "Title."
- Double-check your spelling
- Double-check your information (don't rely on memory alone).

If the result list is too long:

- Add more search terms, like author's name, or words from the title, subject, or series name.
- Search using "Title" or "Author" instead of "Keyword."
- Use the Advanced Search view.



Can't find it?

If you still can't find the item, ask a librarian about an Interlibrary Loan.



If you request an inter-library loan and then don't pick it up within a week, we have to send the book back and may charge you a \$2 non-pickup fee. There's no charge if you pick it up on time.

Contact us anytime if you have questions about your account or are having problems with a search.