



Using The Catalogue

In the Library and Online



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.



Account Log In

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



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.



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.

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.



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



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.

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.

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

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



SCRL Website



South Central REGIONAL LIBRARY

Altona, Manitou, Miami, Morden & Winkler



Altona Branch

Branch Administrator Rachael Friesen

Phone (204) 324 1503

Email Address sctlaltona@gmail.com

General Inquiries altonacirc@gmail.com

67 2nd Street NE Unit 130 (Altona Mall)

PO Box 650

Altona, MB R0G 0B0

Manitou Branch

Branch Administrator Angela Lovell

Phone (204) 242 3134

Email Address manitoulib@gmail.com

General Inquiries manitoucirc@gmail.com

418 Main Street

PO Box 432

Manitou, MB R0G 1G0

Miami Branch

Branch Administrator Raina Teigrob

Phone (204) 435 2032

Email Address miamilibrary5@gmail.com

530 Norton Ave.

PO Box 431

Miami, MB R0G 1H0

Morden Branch

Branch Administrator Gail Hildebrand

Phone (204) 822 4092

Email Address mordenlib@gmail.com

General Inquiries mordencirc@gmail.com

514 Stephen Street

Morden, MB R6M 1T7

Winkler Branch

Branch Administrator Jess Martens

Phone (204) 325 7174

Email Address winklerlib@gmail.com

General Inquiries winklercirculation@gmail.com

160 Main Street

Winkler, MB R6W 0M3

Branch Hours:

Altona, & Morden

Monday: Closed

Tuesday: 10:00am – 8:00pm

Wednesday: 10:00am – 5:00pm

Thursday: 10:00am – 8:00pm

Friday: 10:00am – 5:00pm

Manitou

Monday: Closed

Tuesday: 10:00am – 12:30pm
1:00pm – 7:30pm

Wednesday: 10:00am – 12:30pm
1:00pm – 5:30pm

Thursday: 10:00am – 12:30pm
1:00pm – 5:30pm

Friday: 10:00am – 12:30pm
1:00pm – 5:30pm

Miami

Monday: Closed

Tuesday: 10:00am – 8:30pm

Wednesday: 10:00am – 12:30pm
1:00pm – 5:00pm

Thursday: 1:00pm – 5:30pm

Friday: 12:00pm – 4:00pm

Winkler

Monday: Closed

Tuesday: 10:00am – 8:00pm

Wednesday: 10:00am – 8:00pm

Thursday: 10:00am – 8:00pm

Friday: 10:00am – 5:00pm

All Branches of SCRL are **CLOSED**
the Saturday before a long weekend.