

# NEW LIBRARY CATALOG

COMING APRIL 17, 2018



**During the week of April 16, Prospect Heights Library will transition to a new library catalog. You'll see a new look as you search for library materials, as well as new features, as we work to improve your library experience.**

## New Features:

- Seamlessly use the new catalog on your phone, tablet, or computer.
- Create an easy to remember username to log into the library catalog.
- Select your notice preference, including email, text, or automated calls.
- Choose your preferred pickup location from any of the 29 participating locations.

## What to Expect:

**From Saturday, April 14 through Monday, April 16, library patrons will experience downtime as we transition from one system to another. During this time period we suggest that you:**

- Bring your library card to the library! Library staff will not be able to look up your account to check out materials to you.
- Call your library to confirm that an item is on the shelf. Results in the online catalog will not be up to date while we transition from one system to another.
- Place your holds before the weekend! Library staff will not be able to place holds from April 14 through April 16, and cardholders will be unable to log into the library catalog to place holds themselves.
- Items returned to the library from April 14 through April 16 will not be checked in until we are live on the new system. Fines will not accrue.
- Your library PIN or password will transfer over to the new system in all CAPS. For example, if your PIN is currently mypin1, it will be MYPIN1 in the new catalog. If you are having trouble with your password, call the library or ask a staff member for help.
- Your reading history and lists will not be transferred over. Ask a librarian for assistance in printing your reading history and/or your lists. You can also **fill out this form** and **view an instructional video** on our website at **phpl.info**.

## Looking for more information and tutorials about the new catalog?

You can visit our website at **phpl.info**, pick up literature around the library, ask library staff for assistance, or go to **catalog.ccslib.org** to find answers to frequently asked questions.

PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT

12 N. Elm Street, Prospect Heights • 847-259-3500 • [www.phpl.info](http://www.phpl.info)