### What is Webcat?

Webcat is Whittier Public Library's online catalog, a powerful tool that will help you locate all types of information quickly and easily.

## What You Can Do

Search

Search *Webcat* for the Library's hundreds of thousands of holdings.

Preview Your Selections

See book covers and read book reviews and summaries of selected books.

See What's New

Read the list of books, audiobooks, CDs and DVDs that have just been added to Whittier Public Library's collections.

■ Find a Recommendation

Peruse bestseller and recommended reading lists and find out which of these titles are available in the Library.

■ Find it Fast

Click on *Find It Fast*, then on one of 28 categories from *A to Z* to *The Unexplained*. Click on a subcategory and get a list of titles. It really is fast, fun and easy!

■ Make a Recommendation

Recommend that we order a title that is not in our collection. Just click on *I Need Material*, then *Recommend to Order*.

Access Your Library Account With Webcat, you can also check your account, renew items, and place holds on circulating materials.

## Our Online Library

Whittier Public Library offers an entire library on the web: www.whittierlibrary.org.

— accessible from any computer, anywhere.

- WPL Catalog Home Page
- Click on Find Books, DVDs, CDs, Etc
- Reading Recommendations
- Good Reads award-winners and best sellers.
- Adults tab Book Bites and Book Bites
   Newsletter for a treasure trove of suggestions for the eclectic reader.
- Scroll to the bottom of the Home Page for New This Month. Go to the Catalog Home Page for New This Week.
- Databases: Click on Virtual Library for
- Magazine and newspaper articles
- Mango Languages online language learning system
- General, business and health research databases
- Numerous resources for students
- Children's and Teens" Home "Pages
- Online Homework Help\*

  Lots of resources for the student, as well as live job search help
- Job Hunting\*
- Go to Job Search
- Go to Online Homework Help Adult Education and Career Center
- Whittier Links Connections to other Whittier institutions, organizations and City departments
- Whittier History Digital Collections Historical photographs and newspapers
- Newsletter Quarterly news from WPL



<sup>\*</sup>Access requires your WPL card.

# Using Webcat Searching the Catalog

Begin your search in the Catalog window. You do not have to log in to perform a catalog search!

You can select *author* or *title* if you are looking for books by a certain author or a specific title. Otherwise, you can perform a general words or phrase search. Click on the down arrow—" v "—to make your selection.

For author searches, you may enter either first and last name (e.g. Sue Grafton), or last name and first name, (e.g. Grafton, Sue).

Click on the **Search** button.

Catalog		ord O Browse			
				words or phrase V	Search
			words or phrase author		
	library:	ALL	V	title	
	,		J	subject	
Power Search			series		
				periodical title	

The search results will list brief information about the item: call number, publication date, title, author and copy availability. For more information or to place a hold if the item is checked out, click on **Details**.

# Placing a Hold

Click the Details bar for the item you want to hold. Click on "Place Hold" under the "Keep" box on the right-hand side of the page.

Enter your Library Card number (barcode number on your WPL card) and your PIN number. (You do not have to complete the "Alternate ID" or Expiration Date boxes.)

Please Note: A \$1.00 charge will be added to your account for each hold placed.

## 7ime Saver 7ip!

If you will be placing more than one hold, you can log in to Webcat once from the log-in menu in the upper right-hand corner of the screen. Then you may place as many holds as you want without having to re-enter your **User ID** and **PIN**. Don't forget to log out when you are finished.

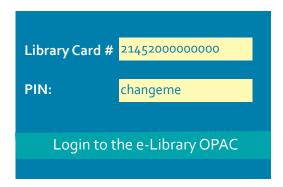
## Logging In

Logging in is required only to access your account to place a hold or renew an item. You do not have to log in just to search the catalog!

This is how to log in to **Webcat**:

In the Library Card # box, enter the barcode number (without spaces) from your WPL card. In the PIN box, enter your password.

The default PIN is changeme. Once you have logged in, you may change your PIN.



## ■ Need Assistance?

Just ask for help at the Reference, Children's or Circulation Desk.

If you are trying to log in from outside the Library, please call the Reference Desk or email us at lib@whittierlibrary.org.

Whittier Central Library – Reference Desk 7344 South Washington Avenue Whittier, CA 90602 562.567.9946 or 9947

Whittwood Branch Library – Reference Desk 10537 Santa Gertrudes Avenue Whittier, CA 90603 562.567.9953