Search - Online Catalog

Ephrata Public Library

To Access the Catalog
1. Open your web browser
2. Click into the Address Bar
3. Type search.lancasterlibraries.org
4. Press enter on the keyboard

You will now be on the home page for the library catalog.

Searching the Catalog
1. Click into the Search bar
2. Type the title or author of the item you’re looking for
3. Press Enter on the keyboard

Filters
You can filter your searches to limit the results you’re getting. The filters are displayed on the left side of the screen. You can check off various filters to limit the results to exactly what you’re looking for.

What do the filters mean?
Availability: Limit if the item is available to checkout in a Lancaster County Library. This does not limit to your home library, it’s checking availability in any Lancaster County Library.
Search Found In: Limit where in the record it’s pulling your search from. For example, if you check off Title it will show results where your keyword appears in the title of the material.
Format: Select if you want printed material, DVDs, etc.
**Collection:** The location of the material, encompasses both regular and children’s collection. Will give you options for specific types of material, as well.

**Location:** Select which library you would like the material to be from. (Or if the material is available at that particular library.) Separates children’s collection.

**Language:** Select the language you would like the material to be in.

**Subject:** Limit your search by a particular subject when looking for a topic, instead of a particular title.

**Genre:** Limit the type of material you’re looking for. This is great for keyword searches.

**Place:** Limit where the material takes place. (For example, view only materials taking place in England.)

**Publish Date:** Limit the publish date of the material you are viewing.

**Advanced Search**

1. Make sure you’re on the homepage of the catalog (search.lancasterlibraries.org)
2. If you aren’t on the homepage, click the Library System of Lancaster County logo at the top of the screen
3. Click **Advanced Search**

**Logging into an Account**

1. Click **My Account** at the top of the screen
2. Click in the white bar asking for **Name**
3. Type your **Last Name**
4. Click in the white bar asking for **Barcode**
5. Type your **Library Barcode** located on the back of your library card
6. Click in the white bar asking for **PIN**
7. Type the **PIN** (password) you’ve created
8. Click **Submit**
Requesting an Item
You can request up to 5 items on your account.
1. Search for the item you would like to request
2. Find the correct item
3. Click the Request It button
4. If necessary, check off which item you would like to request (For example, Season 1 Disc 1 of a TV series.)
5. If necessary, click the drop down and select the library where you would pick up your material
6. Click Submit

Requesting Multiple Items
If you would like to request more than one item at a time, you can add them to your virtual cart.
1. Search for an item you would like to request
2. Click Add to Cart located on the right
3. Repeat for any other items you’d like to request
4. Click My Cart in the top right corner of the screen
5. Click Request it at the top left corner of the screen
6. If necessary, select which volume/disc and where you would like to pick it up. (If you have more than one item that requires you to pick a volume/disc make sure to keep scrolling until you see the next series name on the left.)
7. Click Submit

The holds will appear on your account page.

Requesting Multiple Discs in a Series
If you’re requesting a series of DVDs, and you want to place both Disc 1 and Disc 2 on hold, it can look like your option to order DVDs in the same set disappeared! That’s not the case.
1. Search for the material you’d like to request
2. Click Request It on the correct season
3. Select the disc you’d like to hold
4. Click Submit
5. Click Edit Hold (This button appears where Request it was previously)
6. Select the next disc you’d like to request
7. Click Submit

Repeat these steps until you’ve requested all the discs you want, or until you hit your 5 hold limit!
Clearing Your Cart

If you add items to your cart to make lists or request holds, they won’t automatically clear.

1. Place items on hold, or add items to a list.
2. Click My Cart
3. Click Clear my Cart
4. A box will pop-up asking if you’re sure. Click Yes.

The items are cleared from your cart. If you wanted to keep some of the items, you can delete individual items from the cart by clicking the Remove button located on the right side of each item.

Renewing Materials

Renew your own materials from home

1. Log into your Account
2. Click My Account at the top of the screen
3. Click Checkouts
4. Check off the materials you would like to renew
5. Click Renew Marked

What’s the difference between Renew All and Renew Marked?

Renew Marked: Check off the materials you would like to renew using the boxes located on the left.
Renew All: Renew everything on your record.
Managing Holds
You can manage and track your holds (items requested) from home!
1. Click My Account
2. Log into your account if necessary
3. Click Holds on the left side

When the item says Ready for Pickup you can go pick it up at the library listed. If it lists anything else, it means that item is not quite ready for you yet.

Canceling a Hold
You can cancel holds from home.
1. Go to the Holds page (See above)
2. Check the Cancel box next to the item you no longer want
3. Click Update List at the bottom or top of the page
4. Click Yes

The items checked off will be removed from your holds list. Do not click cancel all, unless you want to cancel ALL of your requested items.

Paying a Fine
If you have a fine over $3.00, you can pay it from home using a credit card
1. Log into your Account
2. Click My Account at the top of the screen
3. Click Fines/Fees
4. See an overview of the fines on your account. Scroll to the bottom of the list.
5. Click Pay Online
6. If you only want to pay part of your fine, uncheck any fees you’d like to wait to pay
7. Enter the required information
8. Click Submit

Reading History
You can keep a reading history in your account. If you turn on the reading history option, it will start tracking items you check out after you’ve turned it on.
1. Log into your Account
2. Click My Account
3. Click Reading History
4. Click Save Reading History
Creating a List
You can create lists to keep track of things you’d like to read or watch in the future.

1. Search for an item
2. Click on the Title to open the record
3. Click Add to Cart
4. Repeat for any items you want to add to your list
5. Click My Cart
6. Click Save to List
7. Click Save to New List
8. Type a Name for the list
9. Type a Description for the list (Not required.)

10. Click Create

The items will be saved to your list. In the future you can add items to your list by following the same steps, but selecting the name of your list instead of Save to new list.

Delete an Item off a List
You can remove items from the lists you create.

1. Click My Account (Log in if necessary)
2. Click My Lists
3. Click the name of the list you’d like to remove an item from
4. Check off the item you’d like to remove
5. Click Delete Marked

This will remove the item from your list.
Change Email
You can change which e-mail address you have associated with your library account.
1. Log into your account if necessary
2. Click My Account
3. Click Change Email
4. In the box that pops up, type your e-mail address
5. Make sure the e-mail you’ve entered is correct
6. Click Submit

Change PIN
You can change the PIN (password) you use to log into your account.
1. Log into your account if necessary
2. Click My Account
3. Click Edit Pin
4. In the box that pops up, enter your old PIN
5. Enter your new PIN

Classic Catalog
If you’re struggling with the new look you can switch back to the old catalog view.
1. Scroll to the bottom of the page
2. Under Library Links click Classic Catalog

This will take you back to the old look.