



# ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

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## Using Your Library Catalog Account

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# Login to Your Catalog Account

- Go to [www.iws.edu](http://www.iws.edu), Resources, Library, Catalog
- Click the upper right corner link: Login to Your Account



The screenshot shows the header of the IWS Library Catalog. On the left is the IWS logo, a shield with a cross and a chalice. To its right is the text "The ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES" in a blue serif font. In the top right corner, there is a yellow button that says "Log in to Your Account". Below the main header is a blue navigation bar. On the left side of this bar, there are links: "by Subject | Tag Cloud | Subject Cloud | New Titles | Course Reserves". On the right side, there are two buttons: a green "Cart" button with a shopping cart icon, and a blue "Lists" button with a downward arrow.

- New student login:
  - ID = firstname.lastname
  - PW = lastname4iws
- Upon first login, change your password (suggestion: use same password as Moodle/Populi)
- For password help, e-mail [library@iws.edu](mailto:library@iws.edu)

# Catalog Account Features

my summary

my fines

my personal  
details

my tags

change my  
password

my reading history

my hold history

my messaging

my lists

- *My Summary*: See your checked out items and holds
- *My Fines*: See any overdue fines
- *My Personal Details*: Submit changes of address and phone to library staff
- *Change My Password*: Change your password
- *My Hold History*: Shows filled, expired, and cancelled holds
- *My Lists*: Displays lists you created with items selected to read or research

# Catalog Account -- Cart

- Search the catalog for your topic
- Select an item from the results to add to your Cart

[Select All](#) [Clear All](#) [Highlight](#) **Add to:**  **Save** [Place Hold](#)

1. [Liturgy; worship and work](#)  
by Shafer, Floyd Doud .  
Type: Book; Format: print bibliography ; Literary form: not fiction  
Publisher: Philadelphia, Board of Christian Education, United Presbyterian Church U.S.A. [1966]  
Availability: **Copies available for loan: Main Library [BV10.2 .S48] (1).**  
Actions: [Place Hold \(0 holds, 0 active\)](#) **Save to Lists** **Add to Cart**


- The Cart allows you to select a list of items to place a hold, save to a list, or e-mail to yourself.

# E-mail From Your Cart

- The Cart account allows you to e-mail a list of items
  - Use this feature to send yourself a list of books to read or retrieve
  - Use this feature to request a list of items to be mailed to you
- Note: Clicking “Send” will forward the *entire* list in your Cart, even if they are *not* check-marked.

## Your Cart

 [More Details](#) |  [Send](#) |  [Print](#) |  [Empty and Close](#) |  [Hide Window](#)

<a href="#">Select All</a>   <a href="#">Clear All</a>   Selected items : <a href="#">Remove</a>   <a href="#">Add to a list</a>   <a href="#">Place Hold</a> 			
<input checked="" type="checkbox"/>	<a href="#">Creating uncommon worship</a> : Giles, Richard, - Liturgical Press, Collegeville, MN : - xiv, 258 p. : 25 cm.	Book	Main Library Stacks (BV825.5 .G55 2004)
<input checked="" type="checkbox"/>	<a href="#">Liturgy; worship and work.</a> Shafer, Floyd Doud. - Board of Christian Education, United Presbyterian Church U.S.A. Philadelphia, - xii, [1], 109 p. 19 cm.	Book	Main Library Stacks (BV10.2 .S48)

# Catalog Account -- Lists

- The List feature allows you to create a list of items on a topic to read later, place holds, or download.
- The list can be downloaded in BibTex or RIS format for import into a citation management tool like Zotero.

[Lists](#) → *Worship liturgy*

Select All

Clear All |

 Edit List

 Delete List

 Place Hold  Tag

 Download List  Print List

	Title ▲	Author	Year
<input checked="" type="checkbox"/>	<a href="#">Creating uncommon worship :</a>	Giles, Richard,	2004
<input checked="" type="checkbox"/>	<a href="#">Liturgy; worship and work.</a>	Shafer, Floyd Doud.	1966
<input checked="" type="checkbox"/>	<a href="#">Pocket dictionary of liturgy &amp; worship /</a>	Provance, Brett S.	2009
<input checked="" type="checkbox"/>	<a href="#">Worship :</a>	Old, Hughes Oliphant.	2002

Remove Selected Items

# Catalog – Place a Hold

- Placing a hold on an item marks it in the catalog so library staff will retrieve it and hold it for you.
- BUT PLEASE BE AWARE:
  - The holds queue only refreshes once a day, so library staff may not access your hold the same day you place it.
  - Placing a hold does not request books to be mailed to you.

(Note: This may not be the best way to get books during an IWS on-site session)

GET HELP

[library@iws.edu](mailto:library@iws.edu)