

ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

Using Your Library Catalog Account

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Login to Your Catalog Account

- Go to <u>www.iws.edu</u>, Resources, Library, Catalog
- Click the upper right corner link: Login to Your Account



- 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

Catalog Account Features

my summary

my fines

my personal details

my tags

change my password

my reading history

my hold history

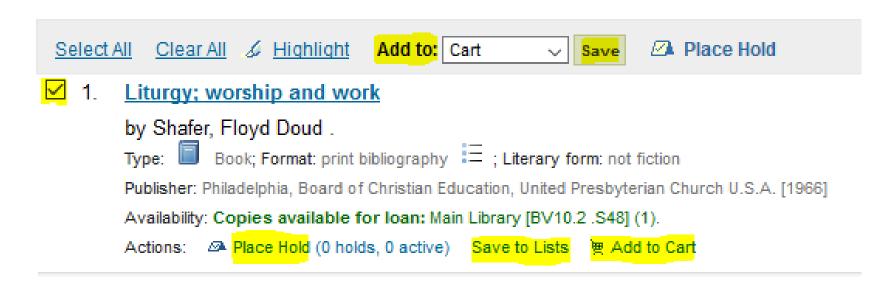
my messaging

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



 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

Frint

Empty and Close

Hide Window

Hide Window

More Details

Hide Window

More Details

Frint

Empty and Close

Hide Window

More Details

Hid

| Select All Clear All Selected items : Remove Add to a list Place Hold | | | |
|---|---|------|--|
| | <u>Creating uncommon worship : Giles, Richard,</u> - Liturgical Press, Collegeville, MN : - xiv, 258 p. : 25 cm. | Book | Main Library Stacks (BV825.5 .G55 2004) |
| <u>~</u> | Liturgy; worship and work. 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.



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