



# ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

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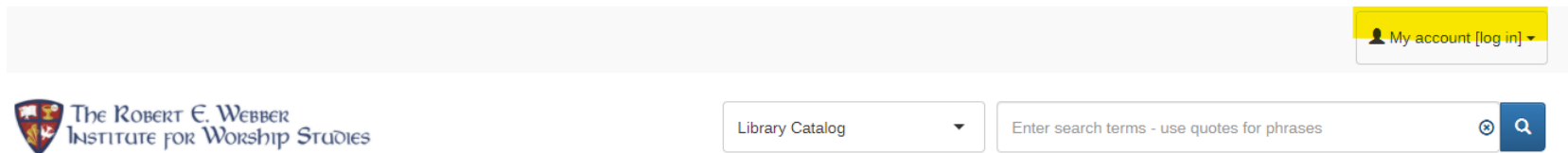
## Using Your Library Catalog Account

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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: My Account [log in]



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

# Catalog Account Features

- *My Borrowing Summary*: See your checked out items and holds
- *My Lists*: Displays lists you created with items selected from the catalog to read or use for research

Note: it is recommended that you change your password upon first login since anyone who knows your last name will know your generically assigned password.

- *My Personal Details*: Submit changes of address and phone to library staff or change your password

# Catalog Account: Cart

- Select an item from Your search results to add to your Cart
- The Cart icon will appear in the upper right-hand corner of the screen

The screenshot displays a library catalog interface. At the top right, a yellow cart icon with a notification bubble is visible, with a red arrow pointing to it. Below the header, the search bar contains the text 'selecting worship songs'. The main content area shows search results for 'selecting worship songs', sorted by Relevance. The first result is 'Selecting worship songs : a guide for leaders' by Cherry, Constance M., 1953-. The result details include the format (Book), publisher and date (Marion, Ind. : Triangle Publishing, c2011), ISBN (9781931283427), and holdings (2 copies). A table below the result shows the availability of the item across different collections. At the bottom of the result, a yellow 'Add to Cart [added]' button is highlighted with a red arrow.

You searched for (selecting worship songs) sorted by Relevance

Refine your search

**Availability**

- Anywhere (10)
- Online (6)
- Main Library (10)

**Format**

- Book (5)
- Unspecified (4)
- Website or downloadable (2)
- Printed Music (1)

**Author**

- Cherry, Constance M., (3)
- Anderson, Warren John. (1)
- Baxter, Clance (Howard), [from old catalog] (1)

All Displaying 10 of 10 results. Actions

1  **Selecting worship songs : a guide for leaders**  
by Cherry, Constance M., 1953-. Brown, Mary Markham. Bounds, Christopher T.

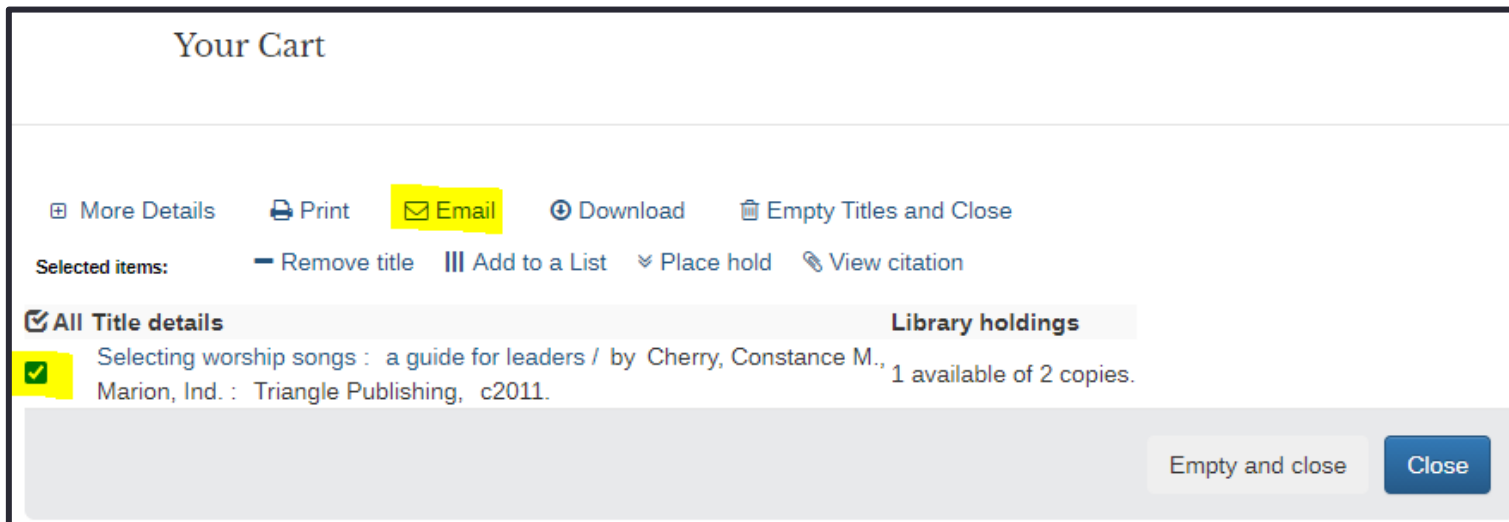
Format: Book  
Publisher and date: Marion, Ind. : Triangle Publishing, c2011.  
ISBN: 9781931283427.  
\*\*\* Show 1 more  
Holdings: 2 copies  
Currently available at:  
Main Library Course Reserves [ML 3000 .C45 2011]

Item type	Shelving location	Collection code	Full call number	Availability	On loan
Course Reserves	Course Reserves	General Collection	ML 3000 .C45 2011	Available	
Book	Stacks	General Collection	ML 3000 .C45 2011	On loan	05/01/2021

Place hold (1 active on 3 items) **Add to Cart [added]**

# Catalog Account: Cart

- The Cart allows you to select a list of items to place on hold, save to a list, or e-mail to yourself.
- To request books to be mailed to you, first email contents of cart to yourself, then forward the list to [library@iws.edu](mailto:library@iws.edu) with your mailing address.



The screenshot shows a web interface for a library cart. At the top, it says "Your Cart". Below this, there are several action buttons: "More Details", "Print", "Email" (highlighted in yellow), "Download", and "Empty Titles and Close". Underneath these buttons, it says "Selected items:" followed by "Remove title", "Add to a List", "Place hold", and "View citation". The main content area shows a table with two columns: "All Title details" and "Library holdings". The first row in the table has a checked checkbox in the "All Title details" column and the text "Selecting worship songs : a guide for leaders / by Cherry, Constance M., Marion, Ind. : Triangle Publishing, c2011." in the "Library holdings" column. To the right of this text, it says "1 available of 2 copies." At the bottom right of the cart area, there are two buttons: "Empty and close" and "Close".

# 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.
- Placing a hold does not tell staff what to do with the books or request books to be mailed to you.
- You need to also send an email to library staff at [library@iws.edu](mailto:library@iws.edu) with your title list to let us know what to do with the books.

## PLEASE BE AWARE:

- The holds queue only refreshes at intervals, so library staff may not access your hold the same day you place it. Also send us an email please!

GET HELP

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