



ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

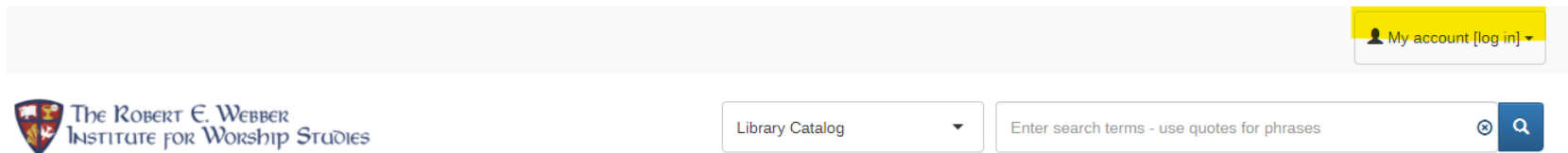
Using Your Library Catalog Account

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Login to Your Catalog Account

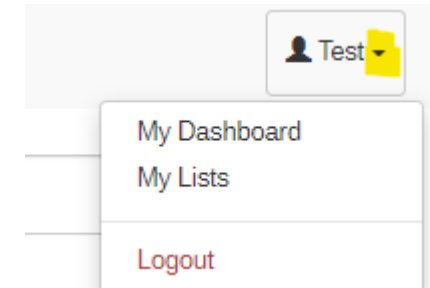
- Go to www.iws.edu, Resources > Library > Catalog
- Click the upper right corner link: My Account [log in]



- New student login:
 - ID = firstname.lastname (this is your IWS email prefix before @)
 - PW = lastname4iws
- Upon first login, change your password
- For password help, e-mail library@iws.edu

Catalog Account Features

Use the pull-down arrow next to your account name to access your catalog account.



- *My Dashboard*: 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
- *My Personal Details (on the My Dashboard page)*: Submit changes of address and phone number to library staff or change your password
- **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 Dashboard



Library Catalog

Enter search terms - use quotes for phrases

Test

My Dashboard

My Lists

Logout

[Home](#) [Advanced Search](#) [Course Reserves](#) [Lists](#)

board

My Library Dashboard

My Borrowing Summary

at Main Library

Welcome,  Test Patron [test.patron]



Checked Out

0

You have nothing checked out.

[View Borrowing History](#)



On Hold

0

No active holds.

My Account



[My Personal Details](#)



[My Lists](#)



[My Messages](#)



[My General Preferences](#)



[Patron Group](#)

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 shopping cart symbol and 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 shelving locations and collection codes. At the bottom of the result, a yellow 'Add to Cart [added]' button is highlighted, with a red arrow pointing to it.

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.

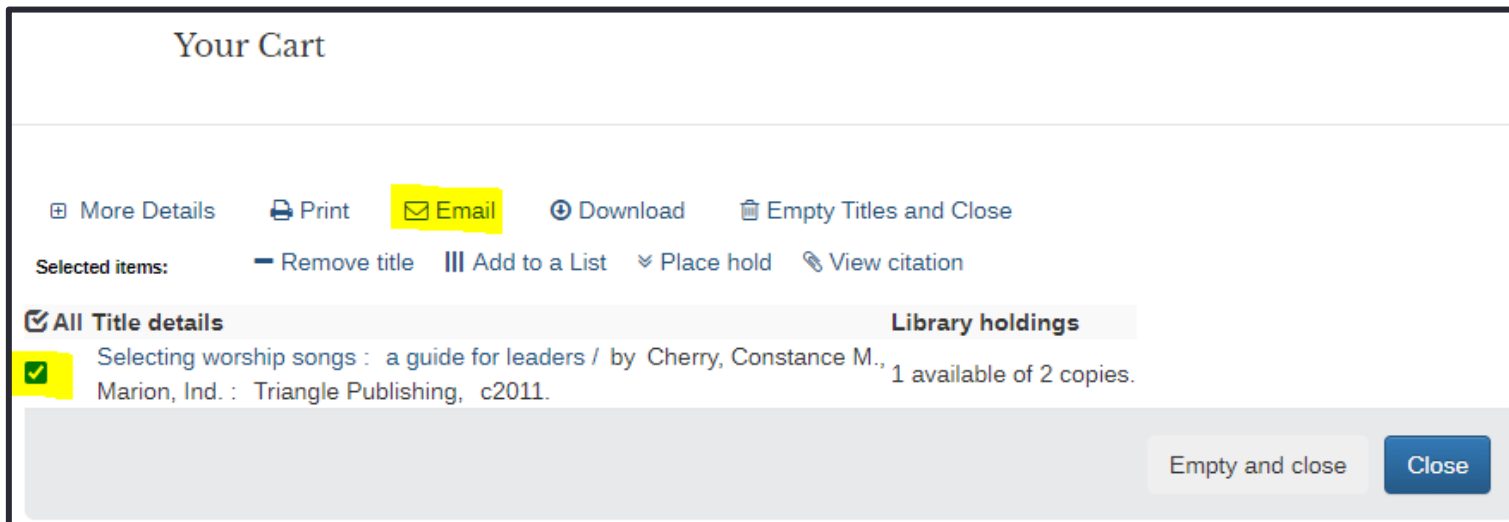
Format: Book
Publisher and date: Marion, Ind. : Triangle Publishing, c2011.
ISBN: 9781931283427.
*** Show 1 more
Holdings: 2 copies
Currently available at:
Main Library Course Reserves [ML 3000 .C45 2011]

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 the cart to yourself, then forward the list to library@iws.edu with your mailing address.



Your Cart

More Details  Print Email  Download  Empty Titles and Close

Selected items:  Remove title  Add to a List  Place hold  View citation

<input checked="" type="checkbox"/> All Title details	Library holdings
<input checked="" type="checkbox"/> Selecting worship songs : a guide for leaders / by Cherry, Constance M., Marion, Ind. : Triangle Publishing, c2011.	1 available of 2 copies.

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 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