

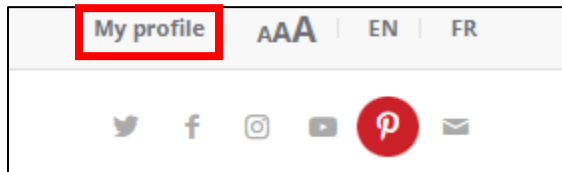
Guide to the CSLPL's online catalog (Iguana)

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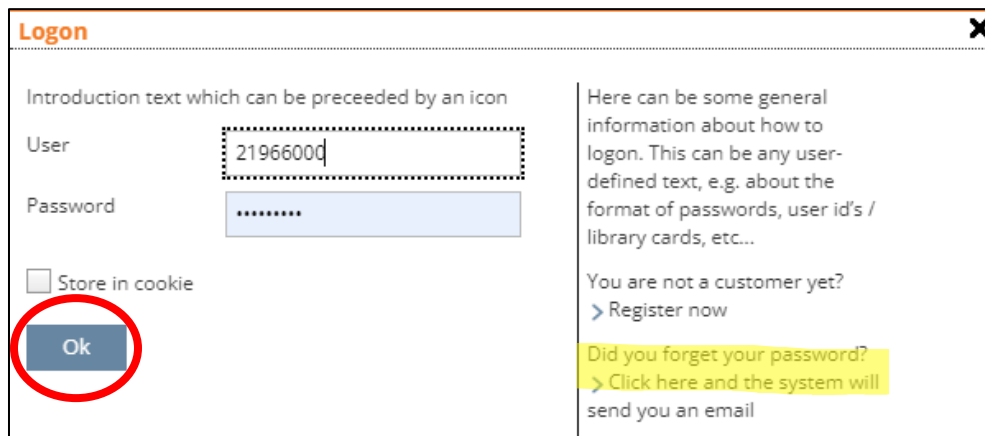
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Logging in to your library account

- 1) Visit www.csllibrary.org
- 2) Locate the **My profile** button at the top right side of the screen.



- 3) Enter your **14-digit library barcode number** and your **password**. If you do not know your password, follow the instructions on screen to try resetting your password. If not, please contact the library. Press **OK** when done.

A screenshot of a login form titled "Logon" in orange text. The form has a close button (X) in the top right corner. It contains a "User" field with the number "21966000" entered, a "Password" field with masked characters, and a checkbox labeled "Store in cookie". A blue "Ok" button is highlighted with a red circle. To the right of the form is a text area with instructions and links: "Here can be some general information about how to logon. This can be any user-defined text, e.g. about the format of passwords, user id's / library cards, etc...", "You are not a customer yet? > Register now", and "Did you forget your password? > Click here and the system will send you an email".

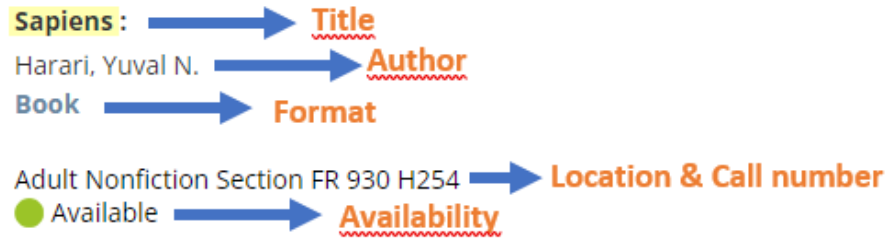
Browsing the catalog and searching for a title

- 1) Start by simply typing in the **name of a book, movie or author** in the designated search bar. You can also type in a subject (i.e. History, Cooking, Psychology). Click the **Magnifying glass** to search.



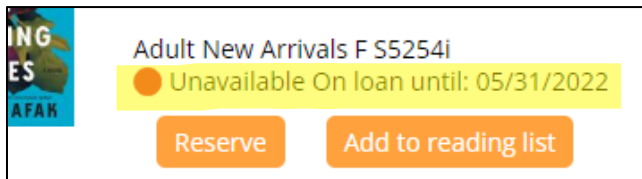
2) From the results, locate your title of choice. Here is how to read a title entry:

Book jacket



3) To limit your search results, you can **Refine results** on your search (from the right-hand side) by format (book, DVD, audiobook), language (English, French, Russian), location (adults, children), genre, etc.

4) If title is already checked out, it will say not available and it will mention the due date.

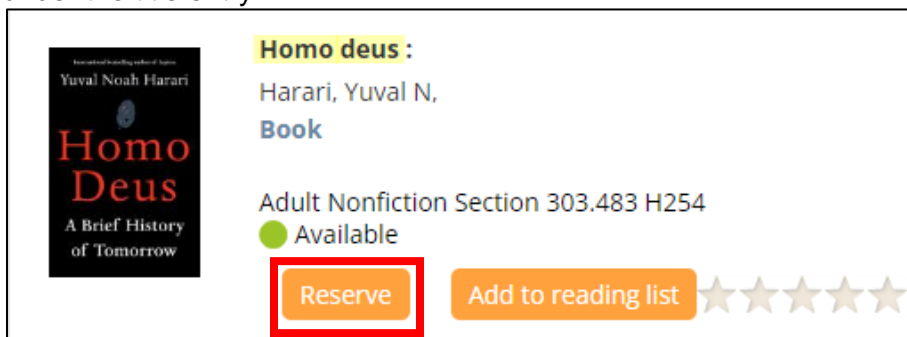


Refine results

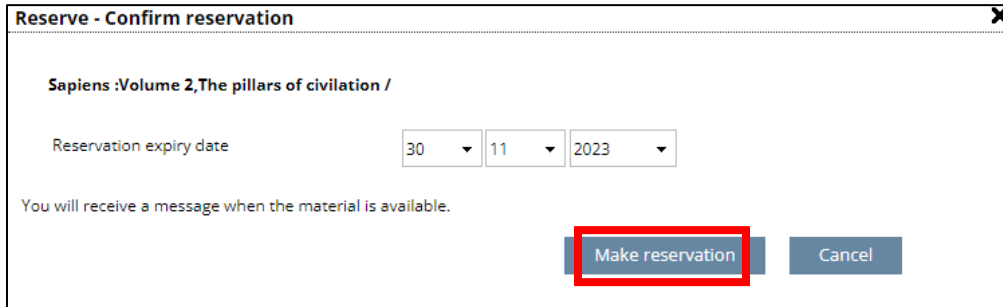
- ∨ **AVAILABILITY**
 - > Not available (3)
 - > Available (37)
 - > Magazine/Newspaper (2)
- ∨ **FORMAT**
 - > Adult Audiobook (3)
 - > Adult BluRay (1)
 - > Adult DVD (3)
 - > Adult Fiction (3)
 - > Adult Graphic Novel (2)

Requesting/reserving a title

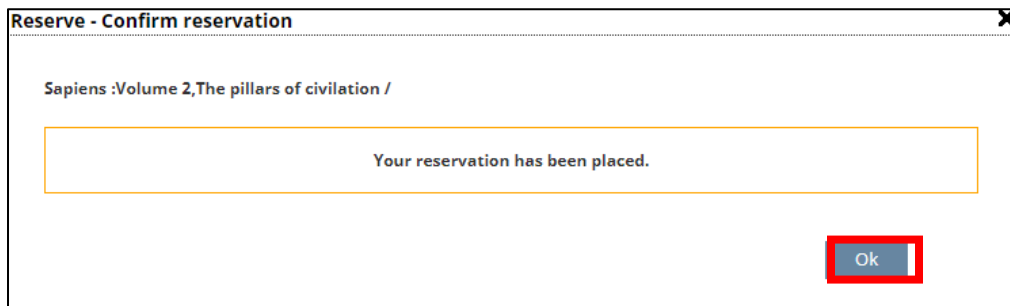
1) To request or reserve a title (i.e. put it on hold if it has a waitlist), press **Reserve** from under the title entry.



- 2) Choose your expiry date (maximum time it is held for you is 1 year). Press **Make Reservation**.

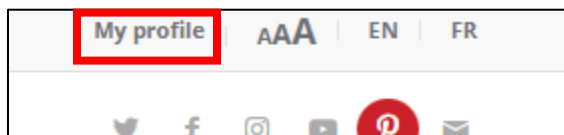


- 3) You will receive confirmation that your reservation was placed. Press **Ok**.

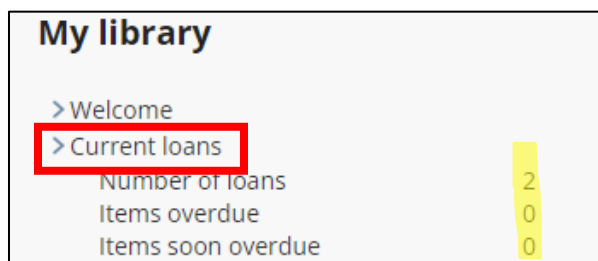


Viewing and renewing current or overdue loans


- 1) Go to **My profile** from the top right corner.



- 2) In the **My Library** menu, click on **Current loans**. Note that you will be able to see the total number of books loaned to you, as well as number of items overdue or soon overdue, directly from the My library menu. A list of all your loans will appear on the right.



3) To renew a book, Press **Renew** from under the title.



Manam /

Material type : Adult Fiction

Barcode : 31966007189272

Loan location : Côte Saint-Luc Public Library

Loan date : Nov 15, 2022

Due date : Dec 6, 2022

Number of renewals : 0

Renew

4) To renew several items (but not all of them), check the box beside the items and press **Renew selected loans**.

Current loans

Renewal is only possible with a standard loan period which starts at the day you place the renewal request. Therefore it does not make sense to try to renew titles twice in a row. At the counters you can renew titles for a longer period.


Renew selected loans

Renew all loans

Print

Send by email

1 - 2 of 2



Pas envie d'être arabe :

Material type : Adult Nonfiction

Barcode : 31966006676808

Loan location : Côte Saint-Luc Public Library

5) Alternatively, you can press **Renew all loans** to extend the due date for each title.

Current loans

Renewal is only possible with a standard loan period which starts at the day you place the renewal request. Therefore it does not make sense to try to renew titles twice in a row. At the counters you can renew titles for a longer period.

Renew selected loans

Renew all loans

Print

Send by email

6) Once your books are renewed, you will get a confirmation. Press **Ok**.

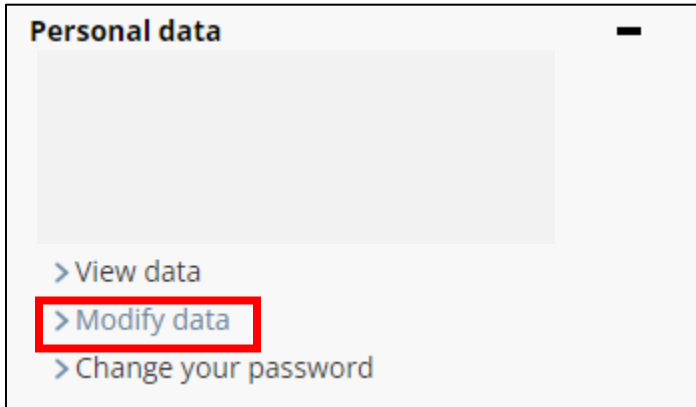
Renewal request

+ 1 titles have been renewed successfully (click + for details)

Ok

Activating and viewing loan (reading) history

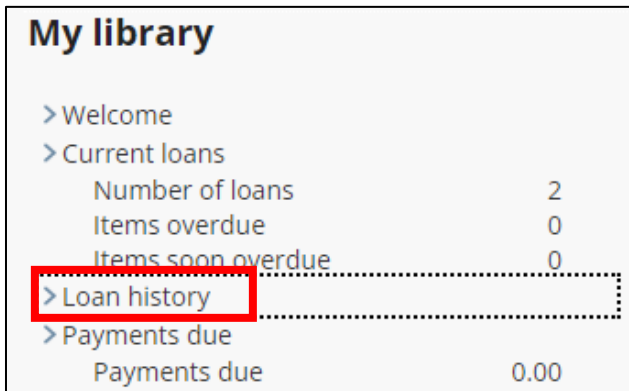
- 1) To activate your loan history, click on **Personal Data** from the My library menu. Click **Modify Data**.



- 2) Under Preferences, check the box to turn on **Loan History flag**. Then click on **OK**.



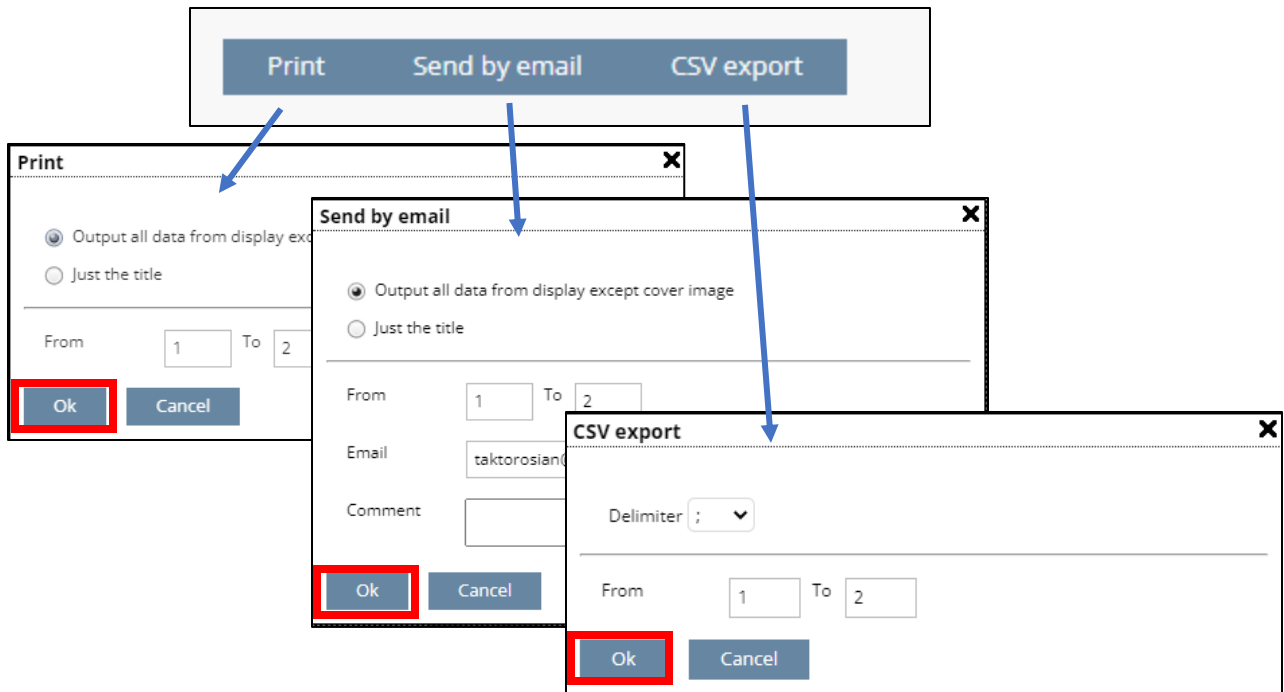
- 3) To view your loan history (i.e. all the items that you have checked out in the past), press **Loan history** from the My library menu.



- 4) A list of your loan history will appear on the right. At the top, you will see the date of the last item you checked out, the total number of items you have checked out to date, as well as the total number of items you have put on reserve to date.

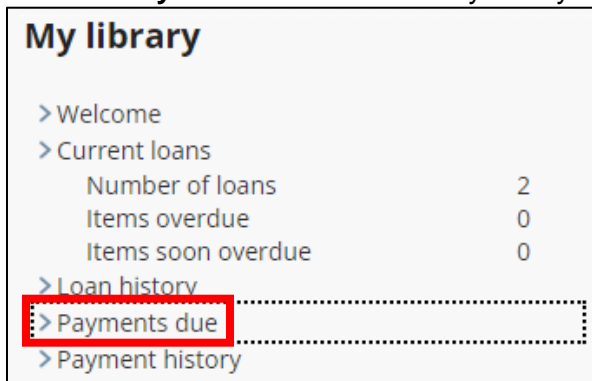
Loan history	
Last loan date	Nov 15, 2022
Total loans ever	2
Total reservations ever	2

- 5) You have the option to **print, email, or export CSV** (excel file) your history. Choose the data you would like to include. Press **OK** to confirm when done.



Viewing fines/due payments

- 1) Click on **Payments due** from the My library menu.



- 2) A list of your fines will appear on the right, including the date the fine was issued.

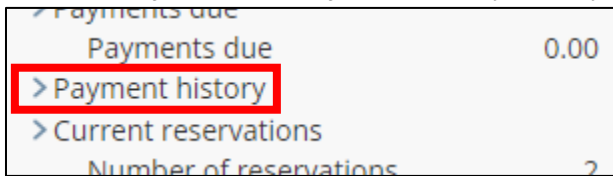
Payments due

Total: 10.00

Payment type	Title	Notes	Amount
Sale	1 USB	Sale 11/16/2022	10.00

Viewing payment history

- 1) Click on **Payment history** from the My Library menu.



- 2) The list of your payment history will appear on the right, including the payment date.

Payment history				
Summary				
Sales	10.00			
Total amount	10.00			

Payment type	Payment date	Amount	Payment method	Details
Sales	Nov 16, 2022	10.00	Payment Cash	USB


Viewing current reservations (holds)

- 1) Click on **Current reservations** from the My library menu. Note that you will see the total number of reservations, as well as the available reservations, directly from the menu.



- 2) A list of all of your holds will appear on the right. Here you will see your position on the waitlist (Reservation queue), when you reserved the title (Reserved since), and until when it is reserved.

1 - 2 of 2



The island of missing trees /

Author : Shafak, Elif, 1971-

Shelfmark : [ADUNEWARR] F S5254i

Material type : Adult Fiction

Position in reservation queue : 3

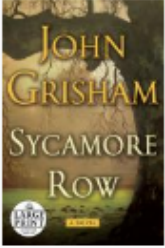
Reserved since : Nov 16, 2022

Reserved until : Nov 16, 2023

Pickup location : Cote Saint-Luc Public Library

Cancel
Suspend
Change expiry date

- 3) If a hold is ready for you, it will be the first one in the list. The **Available since** date is the date the item became available to you. The **Available until** date is the date until when the front desk will be holding the item for you.

	Sycamore Row
	Author : Grisham, John.
	Shelfmark : [ADULP] LTF G869sy GPB
	Material type : Adult Fiction Large Print
	Available since : Nov 10, 2022
	Available until : Nov 14, 2022
	Reserved since : Nov 4, 2022
	Reserved until : Nov 4, 2023
Pickup location : Côte Saint-Luc Public Library	
31966006565944	

- 4) You can **Suspend** (freeze) your hold if you want to make sure that you don't get it within a certain time frame (example: when you are away on vacation)

Reserved until	: Nov 16, 2023	
Pickup location	: Côte Saint-Luc Public Library	
Cancel	Suspend	Change expiry date

- Enter the date until when you would like to suspend and press **OK**.

Suspend ✕

Suspend until date:

Ok

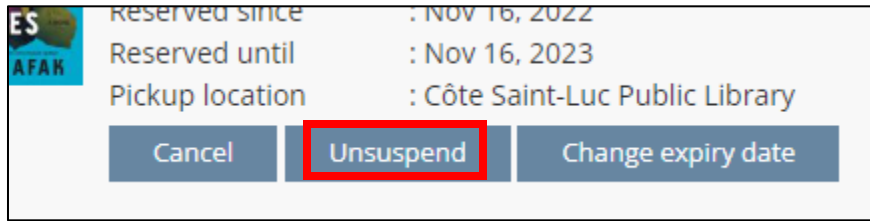
- You can also **Suspend indefinitely**

Suspend ✕

Suspend until date:

Suspend indefinitely

- Press **Unsuspend** when you are ready to borrow it again.

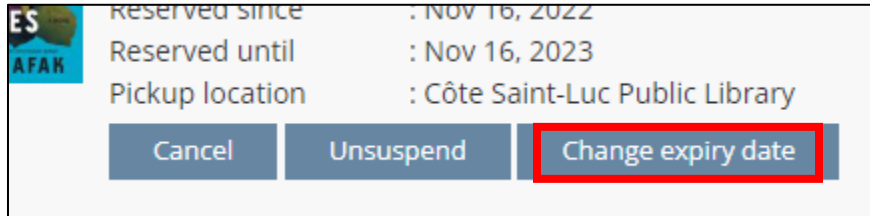


ES
AFAK

Reserved since : NOV 16, 2022
Reserved until : Nov 16, 2023
Pickup location : Côte Saint-Luc Public Library

Cancel **Unsuspend** Change expiry date

- 5) You can also **Change expiry date** so that the hold gets cancelled after that date.

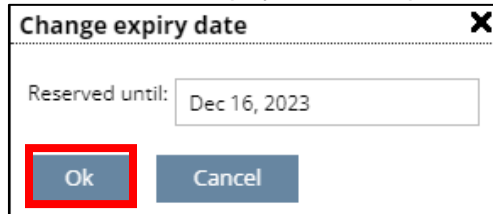


ES
AFAK

Reserved since : NOV 16, 2022
Reserved until : Nov 16, 2023
Pickup location : Côte Saint-Luc Public Library

Cancel Unsuspend **Change expiry date**

- Enter the new expiry date and press **Ok** to confirm.



Change expiry date ✕

Reserved until:

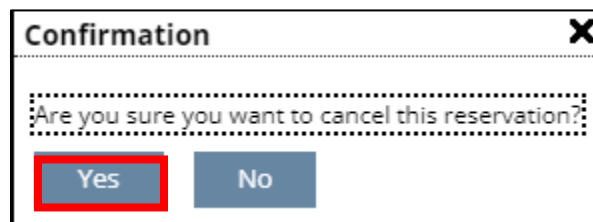
Ok Cancel

- 6) If you would like to remove your hold, press **Cancel**. Press **Yes** to confirm. Press **Ok**.



Reserved until : Nov 30, 2023
Pickup location : Côte Saint-Luc Public Library

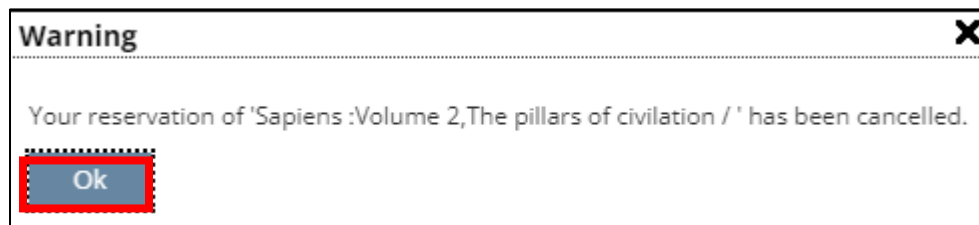
Cancel Suspend Change expiry date



Confirmation ✕

Are you sure you want to cancel this reservation?

Yes No



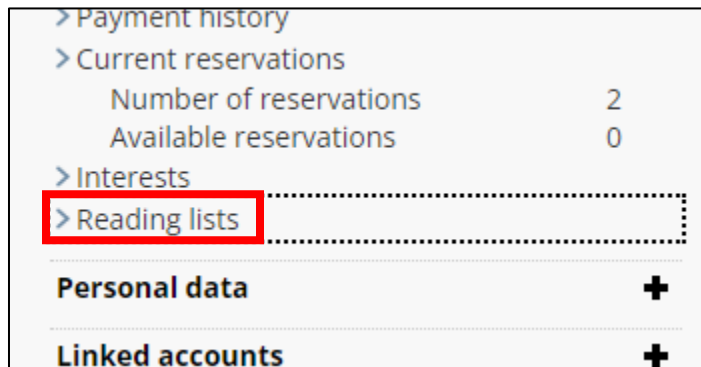
Warning ✕

Your reservation of 'Sapiens :Volume 2,The pillars of civilization / ' has been cancelled.

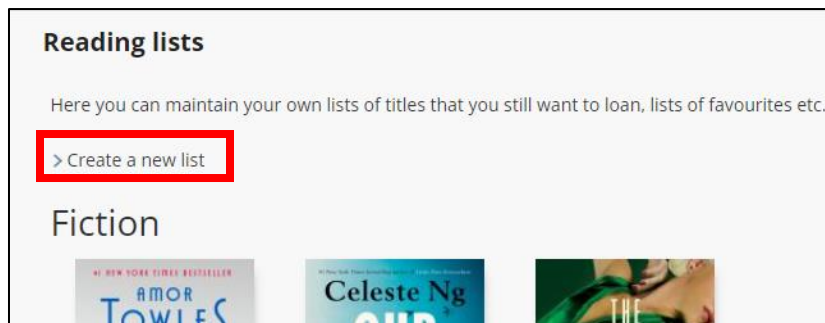
Ok

Creating reading lists

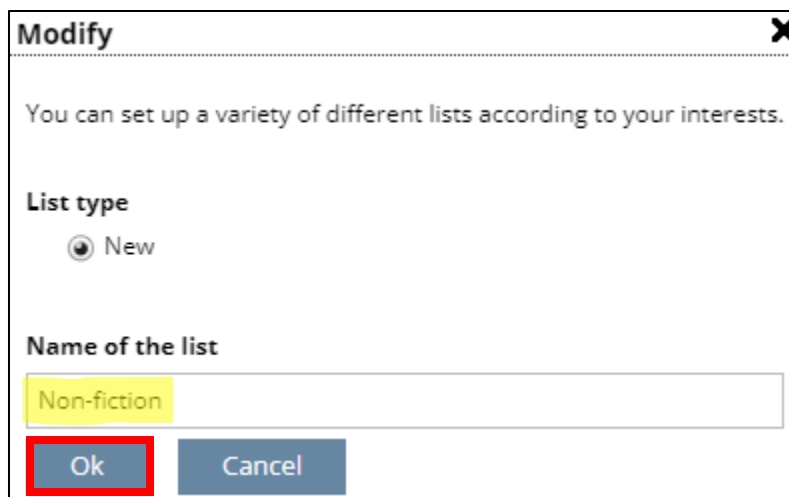
- 1) From the My library menu, go to **Reading lists**. Here you will see your reading lists, your favorites and titles you have rated.



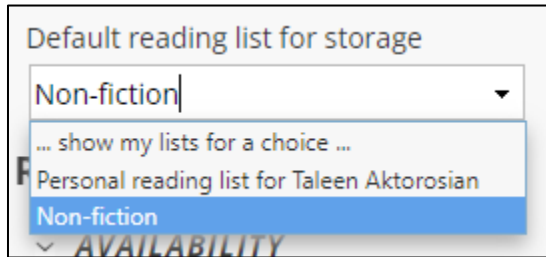
- 2) To create a list, select **Create a new list**.



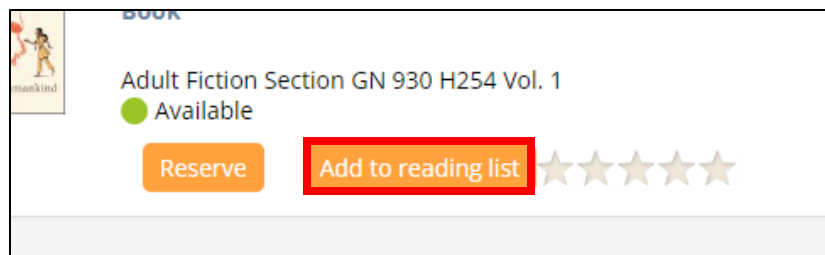
- 3) Enter a name for your list and press **Ok** to create.



- 4) Now that you have created a reading list, you can add titles to it whilst browsing the catalog. You will need to **select the reading list** first from the Options menu. (*Note: *Personal reading list* is the default list that titles will be added in).



- Press **Add to reading list** for the item you would like to keep in the selected list.



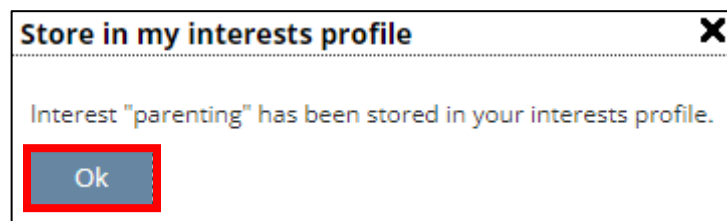
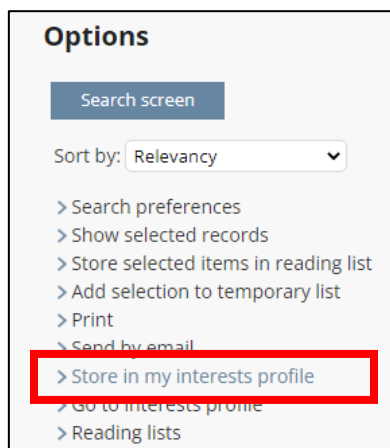
Creating interest lists

This feature allows you to create topics that you are interested in so that you get notified when new material is received. You can set up an author or a subject.

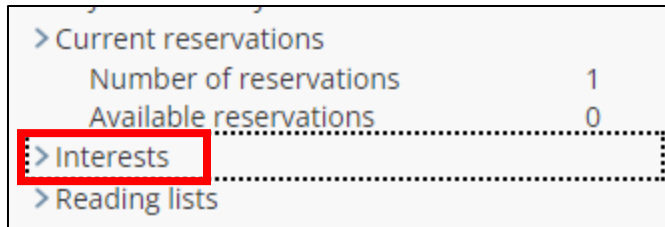
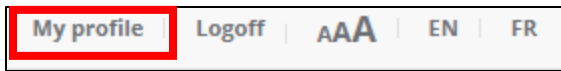
- 1) Start by entering a genre, topic, or author in the search bar.



- 2) From the Options menu, select **Store in my interests profile**. Press **Ok**.



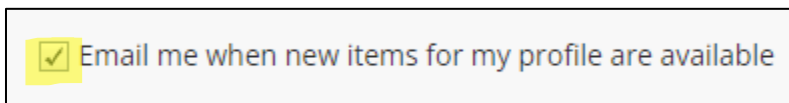
- 3) To see the list of your interests, go to **My profile** and click on **Interests** from the My library menu.



- 4) Click on the topic under **Interest profile** to see a list of books that may interest you.

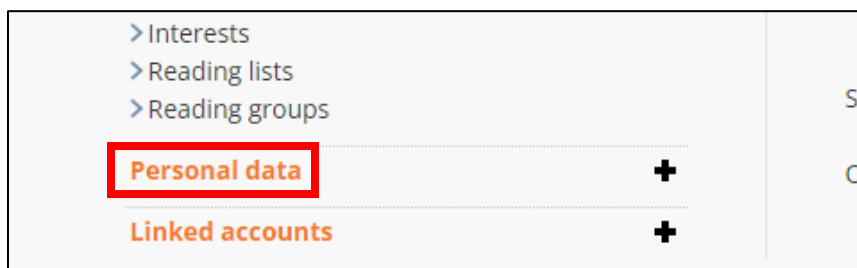


- 5) To receive email notifications of new items in your interest profile list, check the box.

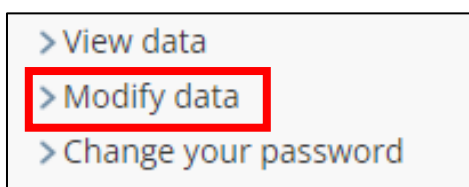


Modifying your data

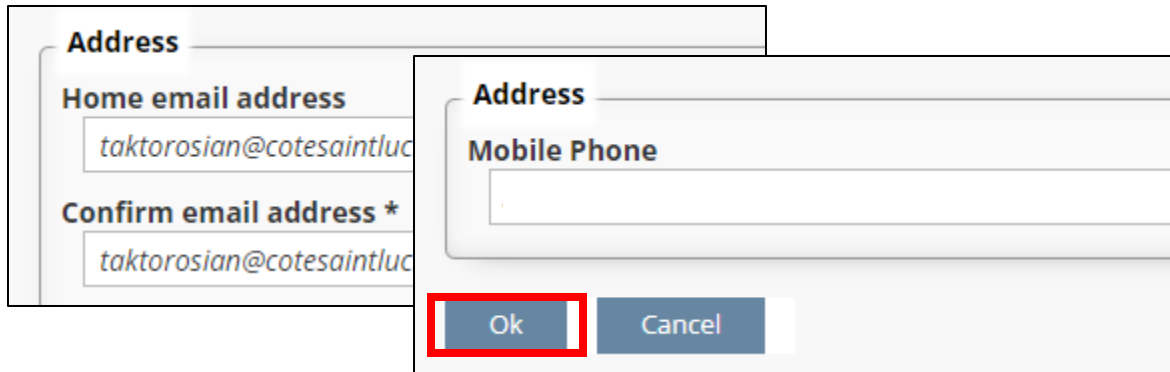
- 1) From the My library menu, click on **Personal data**



- 2) Select **Modify data**



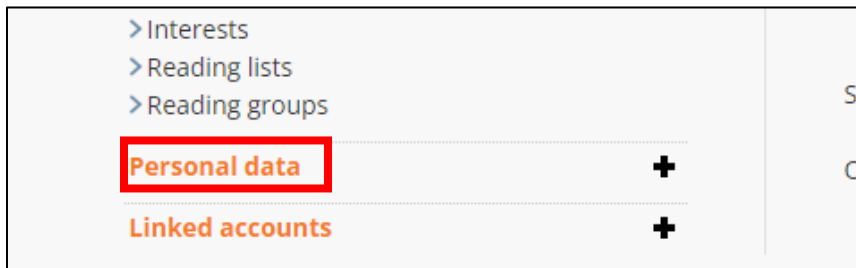
- 3) Here you can change your email address or phone number in your library account. Press **Ok** when done. This is the email or number we will use to contact you.



The screenshot shows a form with two overlapping sections. The top section is titled 'Address' and contains a 'Home email address' field with the text 'taktorosian@cotesaintluc' and a 'Confirm email address *' field with the same text. The bottom section is also titled 'Address' and contains a 'Mobile Phone' field. At the bottom of the form, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red border.

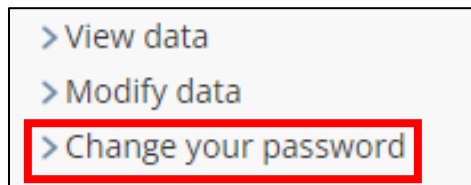
Changing your password

- 1) To change a password, click on **Personal Data** from the left-hand side menu.



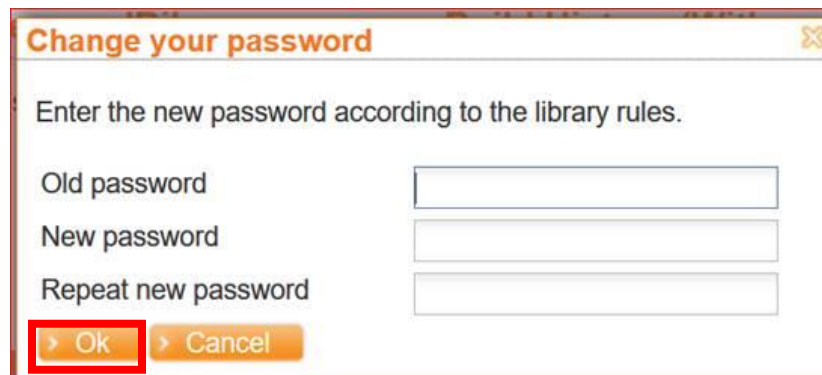
The screenshot shows a vertical list of menu items. The items are: '> Interests', '> Reading lists', '> Reading groups', 'Personal data', and 'Linked accounts'. Each item has a plus sign (+) to its right. The 'Personal data' item is highlighted with a red border.

- 2) Click **Change your password**



The screenshot shows a sub-menu with three items: '> View data', '> Modify data', and '> Change your password'. The 'Change your password' item is highlighted with a red border.

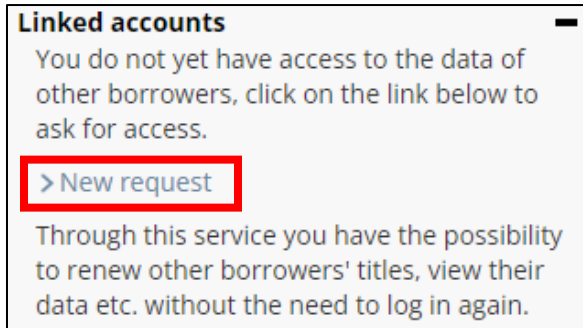
- 3) Enter the old password. Then enter a new password. Repeat it on the next line. Press **OK** to confirm.



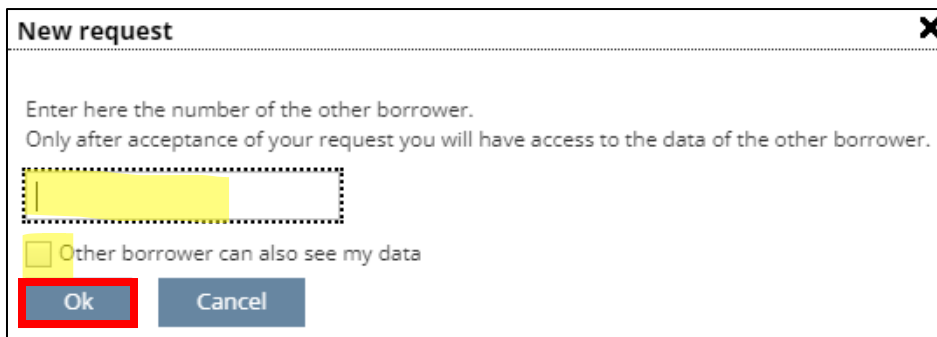
The screenshot shows a dialog box titled 'Change your password'. It contains the instruction 'Enter the new password according to the library rules.' and three input fields: 'Old password', 'New password', and 'Repeat new password'. At the bottom, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red border.

Linking and viewing linked accounts

- 1) In order to link two accounts, click on **New Request** under Linked Accounts.



- 2) Enter the other member's **barcode number**. Check the box if you would like the linked member to view your data. Press **Ok**.



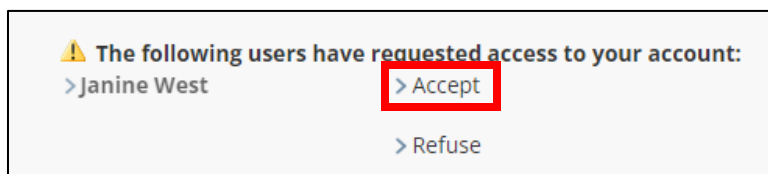
New request

Enter here the number of the other borrower.
Only after acceptance of your request you will have access to the data of the other borrower.

Other borrower can also see my data

Ok Cancel

- 3) You will see a message under Linked Accounts that you are *Waiting for Acceptance* of the other person.
- 4) Once the other member logs in to their account, they will get the following message on their welcome page. Press **Accept** to link the two accounts.



- 5) Each member will now have a note under Linked accounts with the name of the other.

