



## Introducing NC Cardinal!

You're now part of a state-wide consortium of 93 locations in 26 public library systems from Nantahala in the west to Ocracoke in the east. That means you have easy access to over 4.2 million library items.

This information sheet will give you instructions for the most frequently used activities. If you'd like to try some of other features, please ask your librarian for more information. We're all learning this together—let's have fun!

### LOGGING INTO YOUR ACCOUNT

To place holds, see what you currently have checked out and when it's due, find out if you have any bills, etc., you will log in with your library card number and PIN.

Log in to Your Account  
Please enter the following information:

**Library Card Number or Username**  
Please include leading zeros and no spaces.  
Example: 0026626051

**PIN Number or Password**  
If this is your first time logging in, please enter the last 4 digits of your phone number. Example: 0926

Stay logged in?

[Log in](#) [Forgot your password?](#)

When you click on [Log in](#), you'll see a brief overview of your account in the upper right corner.

Notice the [Logout](#) button. It's a good idea to logout when you have finished looking at your account, especially if you're using a public computer.

Elisabeth Keppler [My Account](#) [Logout](#)

2 Checked Out 5 On Hold 1 Ready for Pickup \$10.00 Fines

The Account Summary area of the screen allows you to click in various places to see more details.

Account Summary [Items Checked Out](#) [Holds](#) [Account Preferences](#) [My Lists](#)

**Account Summary**

Items Currently Checked out (2) [View All](#)  
Items Currently on Hold (5) [View All](#)  
Items ready for pickup (1) [View All](#)

Fines: \$10.00

[Fines](#) [Payments](#)

Title	Author	Checkout Date	Due Date	Date Returned	Balance Owed
<a href="#">Sizzling sixteen</a>	<a href="#">Evanovich, Janet</a>	01/16/2014	02/06/2014	(fines accruing)	\$10.00

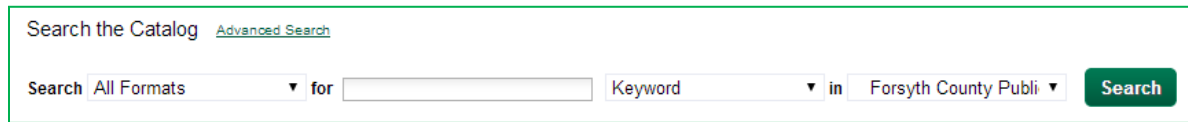
For example, clicking [View All](#) beside **Items Currently Checked out** shows what you have and when it's due. You can even click on a check box for items you'd like to renew.

Renew Selected Titles [Go](#) ?

<input type="checkbox"/>	TITLE / AUTHOR	RENEWALS LEFT	DUE DATE	BARCODE	CALL NUMBER
<input type="checkbox"/>	<a href="#">LET'S BUMP UP THE LIGHTS!</a>	2	02/07/2014	0112517743434	DVD TV SERIES RATING NR
<input type="checkbox"/>	<a href="#">THIRTY-THREE TEETH / COTTERILL, COLIN</a>	1	02/07/2014	0112515338591	FICTION

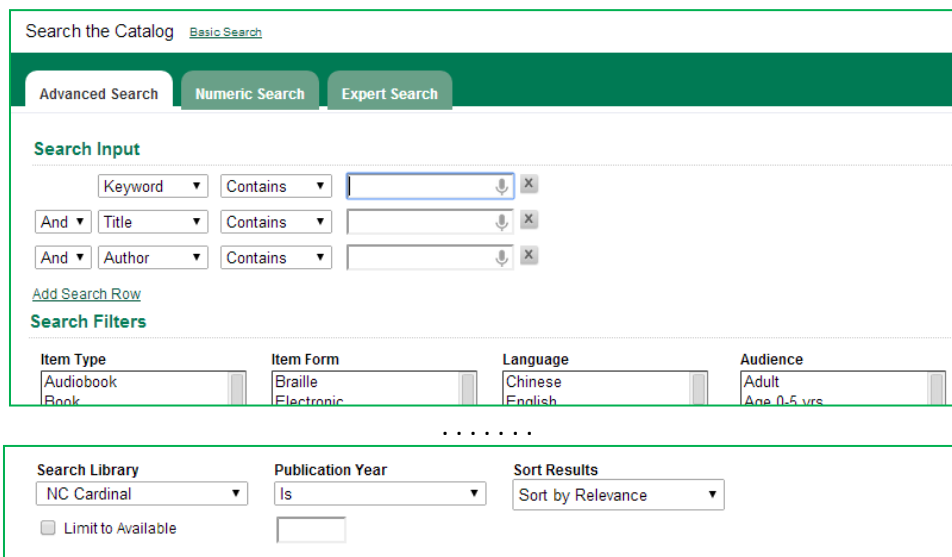
# USING THE ONLINE CATALOG

## BASIC SEARCH



As you'd expect, this is the quickest way to search the catalog. Simply choose the format you want from the drop-down menu (All, Audiobook, Book, Music or Video), enter your search term, and select the type of search term (Keyword, Author, Subject, Title, etc.) By default, you'll be searching in the **Forsyth County Public Library** catalog. For access to materials across North Carolina, click on the drop-down arrow and type N. The search library will change to **NC Cardinal**. Then click on **Search** and you're done. To enter a more specific search, click on [Advanced Search](#).

## ADVANCED SEARCH



This allows you to combine search terms, specify a publication year, limit the results to available copies, and choose how you want the results sorted. The Search Filters in the center of the screen may be confusing. For the most part, Item Type and Language are the only two that will have any effect. You can always return to the simpler method by clicking on [Basic Search](#).

## YOUR RESULTS



This example is showing only basic details about the book. Clicking on **Show More Details** will display much more. Notice that you can again choose your sort order and limit the results to available copies only. On the right, notice the **Place Hold** button. Click there to request the item. If you haven't already logged in, you'll be asked to enter your library card number and PIN. Verify the library where you want to pick the item up and click on **Submit** and you're done!