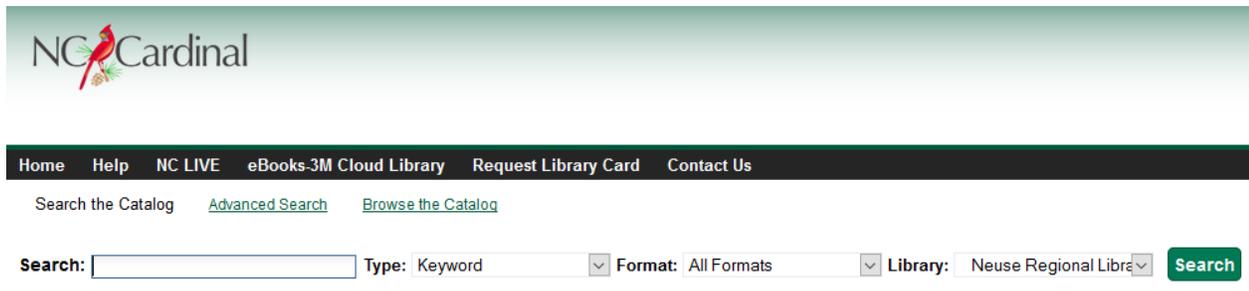


USING THE NC CARDINAL CATALOG

Welcome to NC Cardinal! This guide will provide some helpful hints for using the NC Cardinal Online Public Access Catalog, or (OPAC). When you first access the catalog, you will see this screen:



The screenshot shows the top navigation bar with links for Home, Help, NC LIVE, eBooks-3M Cloud Library, Request Library Card, and Contact Us. Below this is a search area with a search box, a dropdown menu for Type (set to Keyword), a dropdown menu for Format (set to All Formats), a dropdown menu for Library (set to Neuse Regional Library), and a Search button. There are also links for Search the Catalog, Advanced Search, and Browse the Catalog.

The easiest way to search for materials on NC Cardinal is to type keywords into the Search box on the left side of the screen. For example, if you are looking for materials on dogs, you would click in the box next to “Search:”, type in “dogs”, and then click “Search.” It’s as easy as that! We’ll look at the results in a moment, but first, let’s look at the other options under basic search.

Next to “Type:” you will find several other options for searching for NC Cardinal materials. You can search by any of the following criteria:

Keyword—finds the terms you enter anywhere in the entire record for an item, including title, author, subject, and other information.

Title—finds the terms you enter in the title of an item.

Author—finds the terms you enter in the author of an item.

Subject—finds the terms you enter in the subject of an item.

Series—finds the terms you enter in the title of a multi-part series.

You can also limit your search by format: **Books, Large Print, Audiobooks** (books read aloud on CDs or other media), **Video** (VHS tapes, DVDs, and other media), **Music** (music on CD or other media), or **Electronic Resources** (databases or other resources available electronically in the library or online). These options can be selected next to “Format:”.

Finally, next to “Library:” you can choose to limit to your search within your local branch, within the Neuse Regional Library System, or within the entire NC Cardinal Consortium.

- The NC Cardinal catalog is forgiving about plurals and alternate verb endings, so if you enter *dogs*, it will also find items with *dog*.
- You can exclude a term (NOT) using - (minus). For example, *vacations -britain* will search for materials on vacations, but not Britain.
- You can search for an exact phrase using double quotes. For example, *“Harry Potter”* will find only items with the exact phrase, not with the terms *Harry* or *Potter* alone.
- You can form more complex searches using the Advanced Search features.

SEARCH RESULTS AND VIEWING RECORDS

After hitting Search, you will be taken to a screen with results in the following format:

1.  [Four past midnight / by Stephen King.](#)
[King, Stephen, 1947-](#) [Place Hold](#) [Add to my list](#)

Book

Call number: KING
Publisher: New York, N.Y., U.S.A. : Viking, 1990.
ISBN: 0670835382
Phys. Desc.: 763p. cm.

Library	Shelving location	Call number	Status
Pink Hill Public Library	Adult Fiction	KING	Available

1 of 1 copy available at NC Cardinal.
 1 of 1 copy available at Neuse Regional Library System.

As you can see, each search results displays the title and (if applicable) the author of the item. At the top right are options to place a hold and add to a list; we'll discuss these options more later. Underneath the title and author is an icon showing what kind of material the item is, and some additional bibliographic information about the book.

Personal Author

[Dickey, Eric Jerome.](#) (1)
[King, Stephen 1947-](#) (1)

Topic Subject

[African American Men](#) (1)
[Assassins](#) (1)

Geographic Subject

[Buenos Aires \(Argentina\)](#) (1)
[Miami \(Fla.\)](#) (1)

Under this is a table showing copies of the book and their current status. Under library you will see the Library that owns the book. Shelving location and call number describe where the book is kept within the Library; consult with Library staff for more information on shelving locations and call numbers. Finally, the catalog lists the current status of each copy.

Every search result page will also have a sidebar such as the one to the left that gives you the option to further limit the search by a number of options, including author, subject, series, and other limiters.

Clicking on a title will bring you to that title's record. The same information will be displayed on this screen, but with additional options to print or email the record. You will also find, next to each call number, the option to text the call number to your phone to assist with searching for the book's physical location.

[Search Results](#) Showing Item 1 of 2 [Next](#)

Four past midnight / by Stephen King.
[King, Stephen 1947-](#) (Author).

 Book

Available copies

- 1 copy at NC Cardinal. ([Show](#))
- 1 copy at Neuse Regional Library System.

Current holds

0 current holds with 1 total copy.

[Place Hold](#)
[Add to my list](#)
[Print / Email](#)

Location	Call Number / Copy Notes	Barcode	Shelving Location	Status	Due Date
Pink Hill Public Library	KING (Text)	39149005618145	Adult Fiction	Available	-

Record details

- ISBN: 0670835382
- Physical Description: 763p. cm.
- Publisher: New York, N.Y., U.S.A. : Viking, 1990.

MANAGING YOUR ACCOUNT

Your patron account can be accessed from any page of the catalog by clicking the green “My Account” button located at the top right corner.

My Account

Log in to Your Account
Please enter the following information:
Library Card Number or Username
PIN Number or Password
Please include leading zeros and no spaces.
Example: 0026626051
If this is your first time logging in, please enter the first 4
letters of your last name in all capitals.
[Forgot your password?](#)
 Stay logged in? **Log in**

Clicking this button will bring up a screen where you will be prompted to enter your library card number on the left and your PIN number or password on the right. Enter your full library card number with no spaces. Your default PIN number is the last four numbers of your library card number. You can change this to a password as described below.

After clicking “Log In”, you will be taken to the Account Summary page. At the top right, you will see a status bar that shows you the current status of your account in terms of items out, holds, arrived holds and fines.

4 Checked Out | **1 On Hold** | **0 Ready for Pickup** | **\$0.00 Fines**

The main portion of the screen will contain the tabs where you can find out more about your account or make changes.

Account Summary | **Items Checked Out** | **Holds** | **Account Preferences** | **My Lists**

Account Summary

Items Currently Checked out (2)	View All
Items Currently on Hold (0)	View All
Items ready for pickup (0)	View All

Account Summary – Gives an overview of how many items you have checked out, how many you have on hold, and how many are ready for pickup.

Items Checked Out – Shows the detailed information for each item that is checked out.

Holds – Shows a list of your current holds as well as a history of past holds.

Account Preferences – Allows the user to change several account settings. This is where you can change your PIN to a new password of your choosing. You can also set up your account to remember your borrowing history by clicking on the Search and History Preferences tab.

My Lists – Allows the creation and maintenance of saved lists.

PLACING HOLDS AND KEEPING LISTS

After you are logged in, you can place a hold at any time by clicking on the Place Hold link. This can be found at the top right of either an individual search result or the record itself, as demonstrated in the Search Results section above.



After clicking this link, you will be taken to the menu displayed to the right. Select your pickup location. Then select the method that you would prefer to be notified (email, phone or text). You can select multiple options. If you select text messaging, you must identify your mobile carrier. Please note that any normal carrier charges for text messaging will apply. Click submit and your hold will be placed. Library staff will notify you by the chosen method when your item arrives.

Place Hold

Four past midnight / by Stephen King.
[Advanced Hold Options](#)

Pickup location:

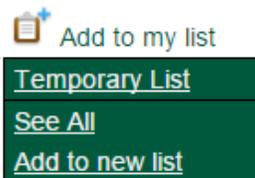
Notify when hold is ready for pickup?

Yes, by Email
No configured Email address. See "My Account" for setting your Email address.

Yes, by Phone
Phone Number:

Yes, by Text Messaging
Mobile carrier: Note: carrier charges may apply
Mobile number: Hint: use the full 10 digits of your phone #, no spaces, no dashes

Every item in the catalog may also be added to lists. Lists are a good way to keep track of items that you do not wish to check out now but may at a later date. Begin by clicking on the "Add to my list" link on the item's record.



You may add the item to a temporary list, but you will need to save the list before logging off or you will lose the list. Click on "See All" to see your existing lists and select one to add items to, or click "Add to new list" to create a new list. Lists can be created this way or through the Account Preferences screen as described previously.