

Topsfield Town Library

Using the online library catalog

The library catalog can be accessed from

- any computer in the library or
- any computer connected to the Internet

By keying in one of two addresses:

www.topsfieldtownlibrary.org or www.mvlc.org

Select **Catalog**, then **Select a library**

Click on **Topsfield** – and click on **go to catalog**

To Search for an Item:

Search for an item using the following options:

- General Keyword
- Author Keyword
- Title Keyword
- Subject Keyword

To Request an Item:

Click **Request Item** for the title desired

- Login information will be required:
 - **Borrower Barcode** is your complete library card number.
 - **PIN Number** is the last four digits of your phone number (*unless changed by you at your home library.*)
- Click **Login**.
- Select **Pick-up location**.
- Click **Request**.

Once your request is submitted, the program will inform you that your request will remain in place for one year or the arrival of your item, whichever comes first.

- Click **Return to searching** for additional items or **Logout** at the end of the session.

Additional Features Using the

online library catalog

Viewing Patron Account

- Click the **My Account Login** tab to see a summary of all items out.
- Click the **Checked out/Renew** hyperlink to see and renew checked out items.
- Click any of the other hyperlinks for more detailed information.

Creating Reading Lists

- Create your reading lists while logged in to the catalog.
- Search titles, select and click **Add to My List** to create a list.
- Open **My List** to select titles and move them into new lists that you can name.

You can create multiple reading lists for your various needs.

Interlibrary Loan Services

Materials may be requested from libraries outside the Merrimack Valley Library Consortium (MVLC). Please ask a staff person about this interlibrary loan service. For assistance with this service, please call 978-887-1528 and ask for the Reference Department located on the second floor.