

## How to Renew an Item

Click on **my account**.

Enter the **barcode number** from your library card.  
Enter your **pin number** [last 4 digits of your home phone number].

Click on the **Items Out/Renew** button.

All the items you have out and their due dates will be listed.

Click the box on the left side of the item, then click the **Renew** button.

Watch the dates to make sure that each item you wish to renew has been changed.

You will not be able to renew items that other people are waiting for, that are overdue, or that you have renewed twice before. If you need to renew a third time call or visit the library.

## How to View Your Holds in TRACpac

Click on **Titles on Hold** to display the items you have on hold and their status. To change the status of a hold, click on the appropriate box(s) and click **Change Status**. To cancel a hold, click on the appropriate box(s) and click on **Cancel Request**.



**Need Help!** Online help is available at any screen.

Click on **Help?** button in the top right corner of your screen.

## General Information

Use the **add to my list** button to view multiple items. Go to **my lists** to view your selection.

Manage the book lists you create by clicking on the **My List** button located at the top right corner of the screen. To view the deletion date for your lists, to rename, or to delete lists, click on the **Manage Lists** button.

When entering author's names, always use last name first.

You can omit punctuation in your search term.

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Click on **Tutorials** — You'll find web-based tutorials that explore the major features of TRACpac, show how to do a basic search, how to log in and out and how to request a library item. Each tutorial is a Flash movie. Click a link to load and watch the tutorial on your computer.

Click on **Other Resources** — includes links to Ask a Question, e-resources (online databases), and TAL Online catalogue.

Click on **About TRAC** — includes links to the websites of TRAC partners and a feedback page for you to send comments and questions about TRACpac.



# TRACpac

*The automated catalogue of ...*

- Marigold Library System •
- Northern Lights Library System •
- Peace Library System •
- Yellowhead Regional Library •

available at:

[www.tracpac.ab.ca](http://www.tracpac.ab.ca)



## Tips & General Information for Library Customers

January 2008



## What is TRACpac?

TRACpac, the online catalogue for Marigold and its partners, contains nearly 3 million items. With a valid library card residents can place holds on material or renew items from home or at their library.

## Access to TRACpac

You can get to TRACpac by going to [www.tracpac.ab.ca](http://www.tracpac.ab.ca)

You can also get to TRACpac from Marigold's website: [www.marigold.ab.ca](http://www.marigold.ab.ca)

Along the left hand column you will see a link to **search the catalogue**.



Click on this to go to TRACpac.

## What can you do on TRACpac?

Place holds on items in the catalogue and have them sent to your local library.

Look at your account and see what you've got checked out from your library.

Renew items.

View your holds.

Read book reviews, summaries, tables of contents and find lists of other titles in a series.

View book covers.

Browse for recommended titles, including the CAM (Complementary & Alternative Medicine) collection and Best Sellers.

Explore links to other resources.

## How to Search and Place a Hold in TRACpac

Select a method of searching (title, author, anyword, etc.)

Type in the search terms you wish to use and click on the **GO** button or press **ENTER**.

Check the publication date before placing a hold—sometimes having the latest information is important.

Click on the **Available copy** link.

The **Available copy** link will take you to the **Available copy** page.

If you wish to place a hold, click on the **Request** link.

Enter the barcode number from your library card and your PIN (the last 4 digits of your home phone number).

Click **Login**. The system will confirm your request.

Check where you would like to pick up the item when it becomes available—TRACpac usually defaults to your LOCAL library location.

Click **Request**. You are also given the opportunity to cancel your hold at this point.

If you wish to place more holds, click on **return to searching**. Otherwise click on **logout and return** if you are finished using TRACpac.

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## How to Access your Patron Information in TRACpac

Click on **My Account** at the top of the screen.

Enter the barcode number from your library card and your PIN (last 4 digits of your home phone number).

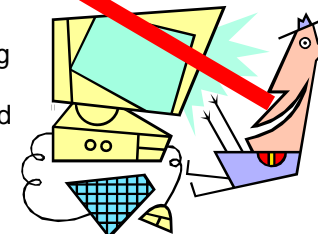
Click **Login**. The system displays the **Account Overview** screen.

Select one of the options on the screen or along the blue tab:

- Items Out/Renew** View items checked out to you and renew items
- Titles on Hold** View your holds and check the status
- Fines/Messages** View the blocks (fines, messages, overdue items, etc.) on your account
- Patron Information** View your account information and request changes
- Holds History** View the holds you have placed during the year

When you are done using TRACpac, click on the **logout** button.

TRACpac will also log you out if the session is inactive for a period of time.



**You can do all of this in your library, from home or anywhere else with Internet!**

Visit a library near you—or contact Marigold headquarters at **1-800-332-1077** for more information about TRACpac and other Marigold Services