

Can't Find What You Want?

If you can't find what you want in the TRACpac catalogue, your library card allows you to search **TAL Online - The Alberta Library's** database. Searching this database lets you see and request materials from most Alberta libraries (cities, universities, community colleges, and those libraries not part of TRAC). To **Request** a book go to www.talonline.ca.

For further information or assistance, contact your local library or regional library system, or leave feedback at www.tracpac.ab.ca/leave-feedback



TRAC is a partnership of Marigold Library System, Northern Lights Library System, Peace Library System and Yellowhead Regional Library and their member libraries.

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Want to Save Your Search?

You can set up a search that will email results to you on a weekly or monthly basis.

Do your search from any **Search** page.

- When you have your results, select **Save Search** on the left side menu, fill in the page form, and select **Save Search** again.
- Find or change your **Saved Searches** from **My Account** on the left dashboard or under the **My Account** tab at the top.

No Results?

If you searched and did not get any results, try these strategies:

- Check your search text. If there is a *Did You Mean* suggestion, click the suggestion to launch a new search.

Related searches on the left dashboard:

- You may also see a **More** link next to the suggestion. Click the link to see more suggestions.
- Use **Narrow Your Search Options** suggestions if you get too many results.
- Use the **Help** tab for more suggestions on searching.
- Call or email your library for assistance.

E-Resources

Besides the catalogue, multiple databases (also known as E-Resources) may be searched for information. Select **E-Resources** from the **Search** tab submenu to see the different databases, arranged by category, that are available.

Enlarge Text – To increase the font size of the site, use the **Large Text** button in the top left corner of the screen.

Don't Forget!

Check the left side dashboard for links to:

- New Titles - new books, new videos, new sound recordings, new large print books
- Resources - TAL Online, bestsellers, OverDrive and Special Collections

When **searching** items results will display:

- Type of materials - book, audio, DVD, Blu-ray
- Subjects - general description of story type, place, characters, and plot
- Authors - if there is more than one author for a series
- Publications dates
- Most popular titles in a series, other series the author has published
- Related searches - other similar books, authors, and plots
- Language - if it's available in second language
- Search tips and saved searches

Tips and General Information for Library Customers



Online Catalogue

www.tracpac.ab.ca

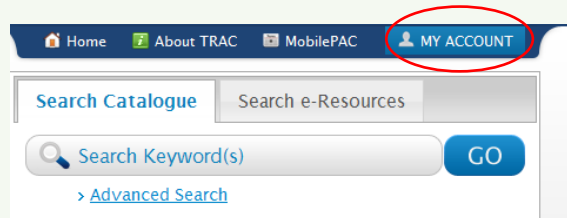
Use TRACpac to search over 170 libraries with holdings of over 3 million books, DVDs and other materials.

TRACpac lets you:

- Manage your library account
- Search for and order library materials
- Renew library materials
- Keep track of what you have read
- See bestsellers and other lists to help you find great books and audiovisual materials
- Access downloadable eBooks and Audiobooks from OverDrive
- Search through a wide variety of E-Resources

Access Your Library Account

Log on at www.tracpac.ab.ca to access your library record from home, workplace or the library.



- Click on **My Account** in the upper right corner. Type in your 14 digit library barcode and your 4 digit password (PIN) - Usually the last 4 numbers of your phone number.
- Select your local library from the **Choose your local library** drop down list in the upper right corner.
- Always **Log Out** before you leave the website. Logging out protects your personal information. The **Log Out** button is located on the left side menu below your name.

Overview of the Screen

The page is arranged in three sections: the menu across the top, the dashboard down the left side of the page, and the dashboard in the center.

After you **Log In**, the main menu options (tabs) are *Library Info*, *Search*, *My Account* and *Help*.

Library Info: Displays the hours of operation, website address (if applicable) and location information for the library you have selected using the **Choose your local library** drop down list in the upper right corner.

Search: To search for and order materials.


My Account: Manage your library account - check **My Record** for your library registration information (contact information, change or set your username and/or password, view messages). You can also view your **Items Out**, **Requests list**, **Fines & Fees**, enable, disable or view your **Reading History**, and view your **Saved Searches**. You can **change your preferences**, **cancel or suspend hold requests**, check on the **statuses of requested items**, **renew items** already checked out, and **make and keep a list of items** to order at a later date (Saved Title Lists).

Help: Provides information on a variety of topics, including how to:

- Change your password
- Create a username
- Search the catalogue
- Place a request

How to View or Renew Items Out

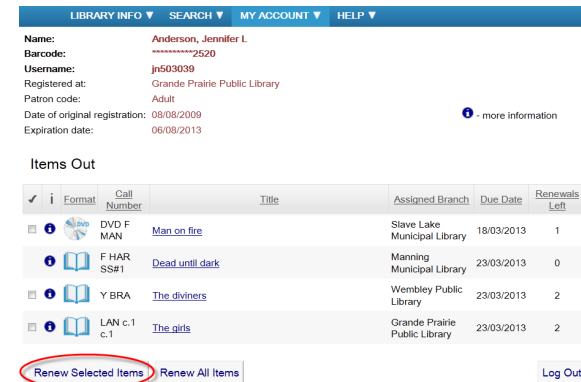
While logged into TRACpac:

- Click **My Account**
- Click on **Items Out**. The **Items Out** page displays the item call number, title, and format (book, magazine, DVD, etc.), assigned branch, due date, and number of renewals left.
- To view details about an item, click on the  icon

To Renew one or more items:

- Select the check box beside the item(s) and click on **Renew Selected Items** at the bottom of the items list.

NOTE: you will not be able to renew an item if: it is on hold for someone else; there are no renewals left; you have fines over \$10.00; or your card expires during the new renewal period.



Search the Catalogue

Keyword Search

While logged into TRACpac:

- Select the **Search** tab and then **Keyword** from the submenu.
- Enter the keywords in keyword search box. Note: The keyword box will search within the title, author or subject of an item.
- **Search by:** Allows you to specifically search for any field (any words), title, author, series, genre, subject.
- **Limit by:** Allows you to select a specific type (format) of material. To limit your search results to only items available at your selected library, use **All formats at this branch**, etc.

- **Sort:** Allows you to sort the list by a variety of different categories, i.e. **Author**, then **Publication date** will show the author's most recent publications first.
- **More Search Options:** Provides more options to limit searches. Click on **Set Search Options** after selecting your parameters. Click **Reset** to clear your search options.

Browse Search

Browse Search allows you to browse by index (title, author, subject, series or call number) until you find something of interest.

Advanced Search

Advanced Search is a focused keyword search, combining up to four search terms and selecting a search field for each one.

- You can set search options to limit an advanced search by selecting **More Search Options**. Click on **Set Search Options** after choosing the parameters. Click **Reset** to clear search options
- **And** - search results match both search terms.
- **Or** - Search results can match the search text before **Or**, the search text after **Or**, or both search terms.
- **Not** - Search results must match the search text before **Not**, but must not include the search text after **Not**.

