

Our online catalog (<http://acorn.biblio.org/beacon>) lets you search for items, renew your material and place holds from anywhere, anytime.

LOG IN!: Begin by clicking on "**MY ACCOUNT**" and then enter your library card number. Your initial password will be the last four digits of your phone number. You will be prompted to change it the first time you log in (7 characters with at least one number and one letter). Your account will show what you have checked out at that time.

RENEWING ITEMS & PLACING HOLDS: To renew items, go to the "**ITEMS CHECKED OUT**" section of your account and check off the boxes next to the items you wish to renew and click on "**RENEW SELECTED ITEMS**". If you wish to select all your checked out items, you can click on the word "**ALL**" in the Select column.

You can place holds on materials from the online catalog. Search for the item you want, then click "**PLACE HOLD.**" Once you have placed a hold, the item will appear in your account, under "**ITEMS ON HOLD.**"

ACCOUNT PREFERENCES: In Account Preferences, you can tell the library how you would like to be notified when an item you have on hold is available. Account Preferences is also where you can specify your preferred font size and the number of results you see per page in the catalog. You can also save your default search locations. Since your library is connected to other libraries now, you can search just your library or the entire Bibliomation group. Items requested from other libraries will be delivered to Beacon Falls Library via C-Car, just like InterLibrary Loans have been in the past.

BOOKBAGS: Bookbags are a way for you to create lists of library materials. You can keep these lists private or make them public. To add an item to a bookbag, search for it in the catalog and choose **MORE ACTIONS**. From the Bookbags section of your account, you can add new bookbags, delete items from existing bookbags, and share bookbags.