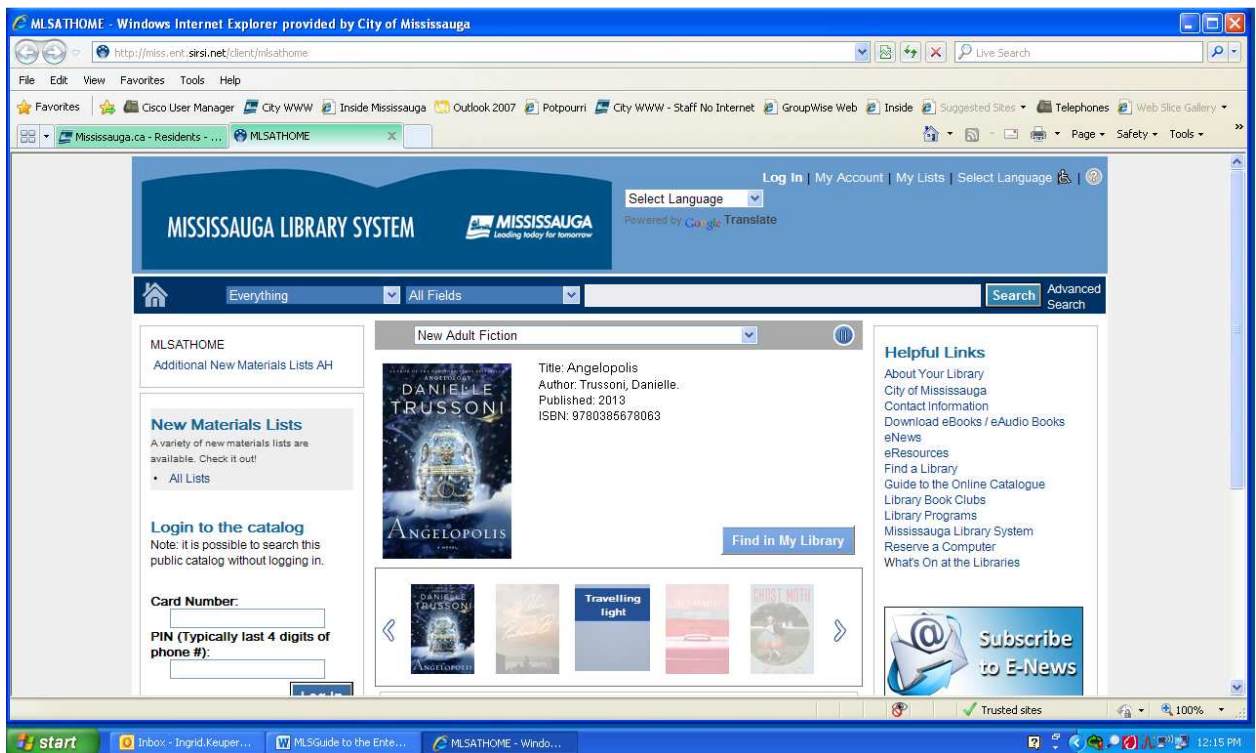


# Guide to the Enterprise Catalogue

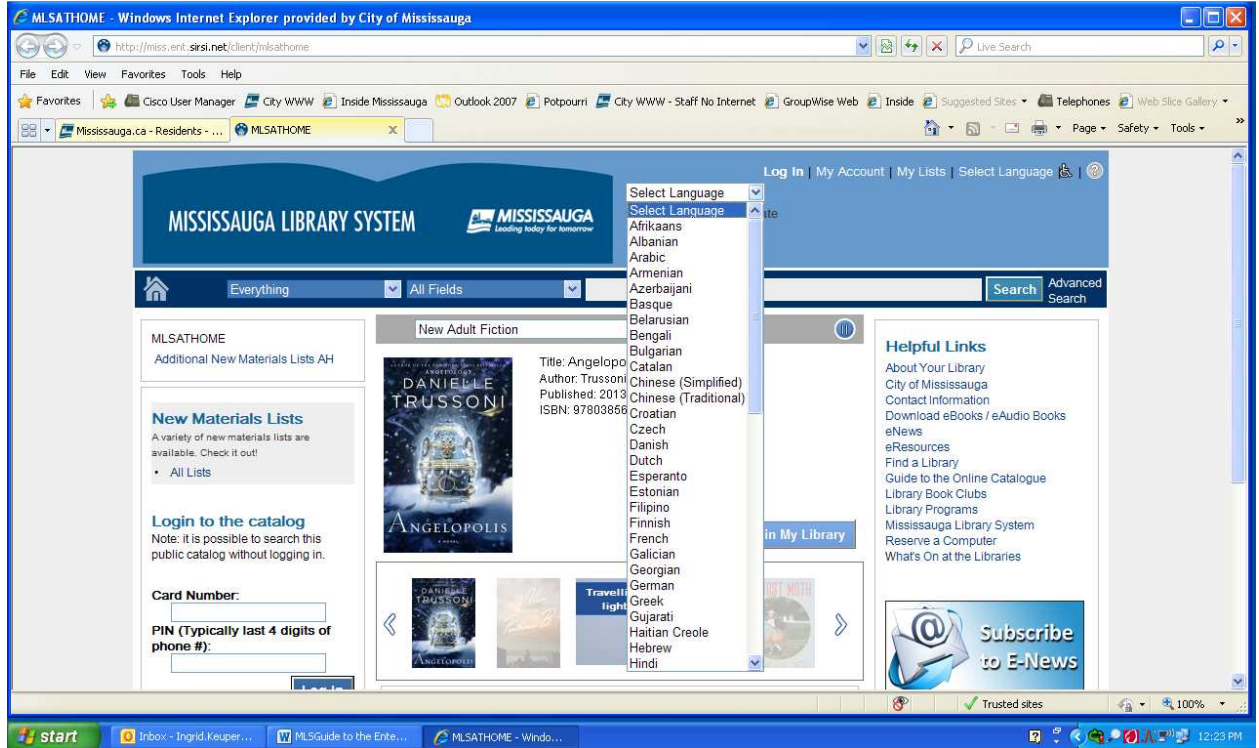
Welcome to the new Enterprise online catalogue at the Mississauga Library System. We hope that you will find the catalogue easy to use. This handout should get you started. If you still have questions please call your local Mississauga Library for help.

## Home Page

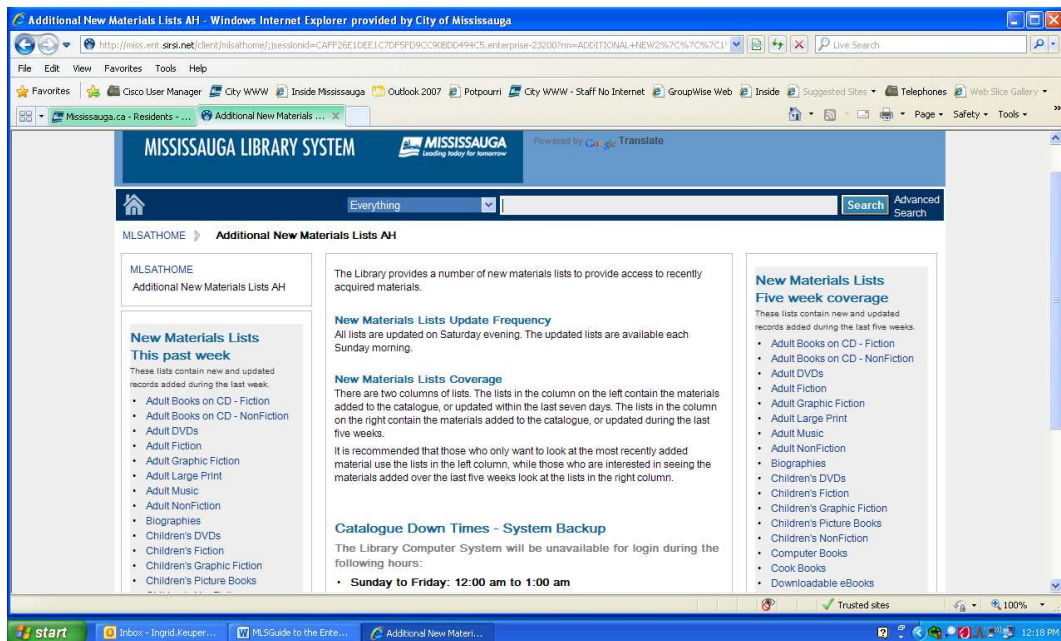


The Enterprise catalogue home page displays a search bar and bestsellers slide show. In the upper right corner of the Home page are links to **Log In**, **My Account**, and **My Lists**.

Google Translate now allows you to choose a language.



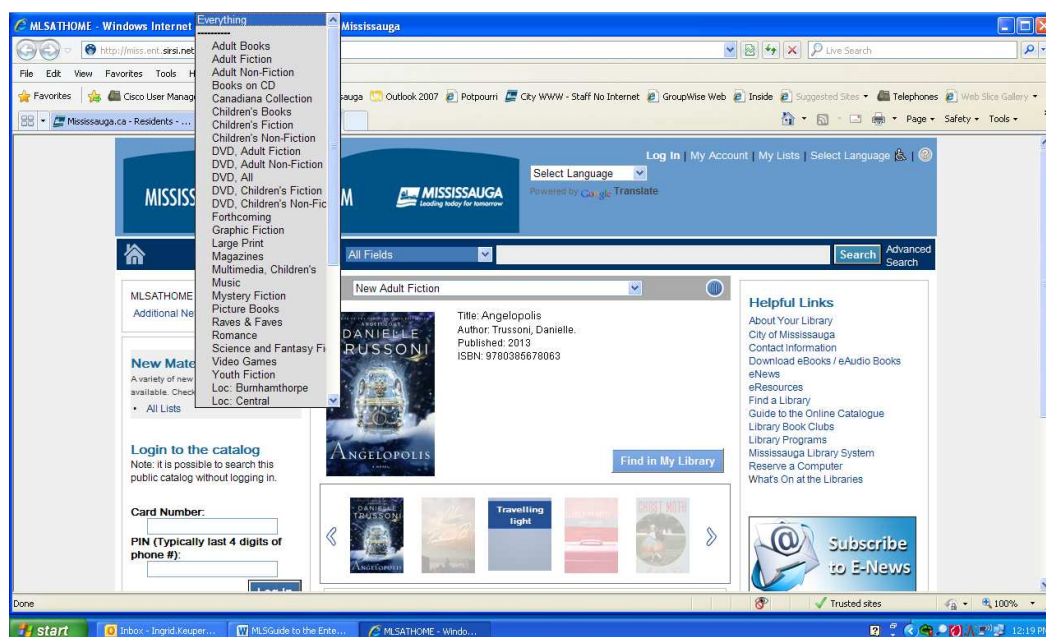
New Materials List – Stay on Top of What’s New at the Library



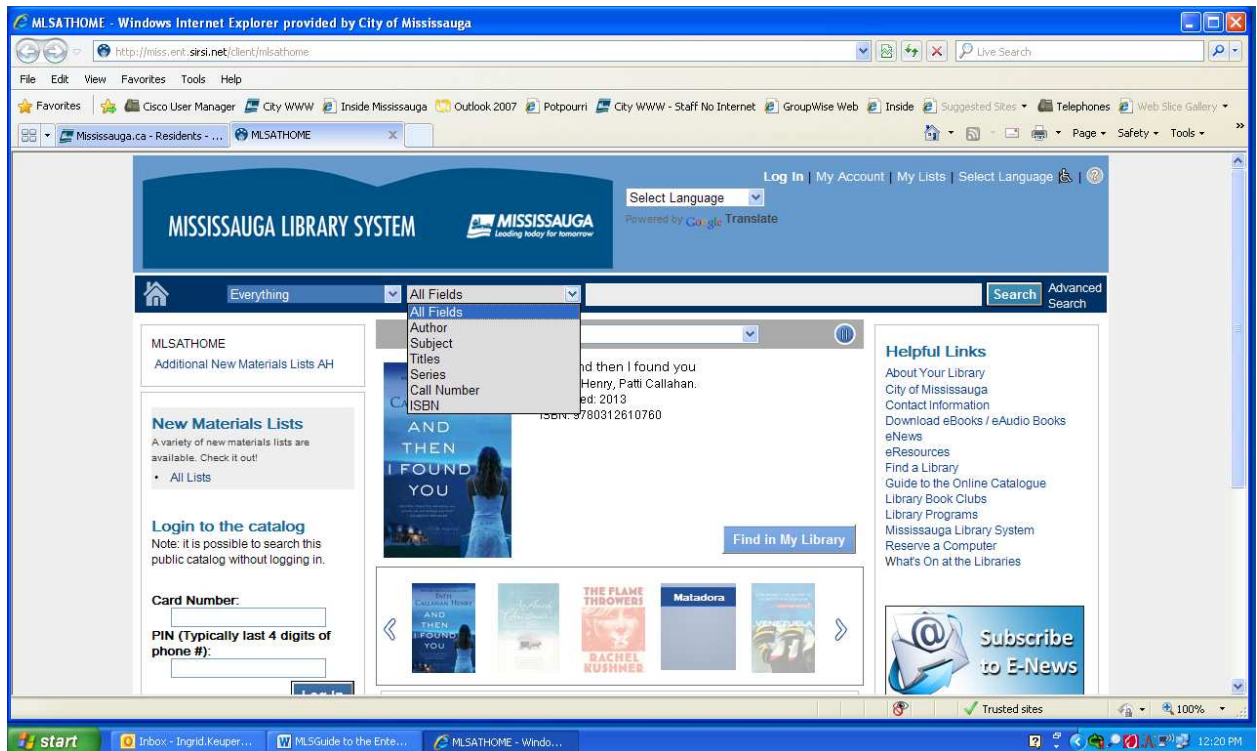
## Find an Item

A quick search can be done by just typing words into the search box in the **Search Bar** near the top of any page. You can type terms, a title (partial or full), or an author's name and the search program will find the best matches. You can also make a couple of choices to help narrow your initial search.

The box on the left, **Everything** by default, allows you to limit your search to specific Mississauga Library System locations. If you leave the selection as **Everything**, the search covers all the Mississauga Libraries that share the catalogue and also material formats.



The next box displays **All Fields** or search by author, subject, titles, series, call number and ISBN. This default setting uses a “best guess” to find matching items. Left click the box to refine your results by specifically choosing the type of search you want to perform.



After you enter your search term(s) and make your search selections, left click the blue **Search** button to the right of the search box.

### Advanced Search

If you want more control over your initial search results, try the Advanced Search (left click **Advanced Search** to the right of the blue Search button). The advanced search page is divided into five areas. You can enter as little or as much information as you want; you do not have to enter something in each area.

\* **Find items that have:** - This section presents two choices.

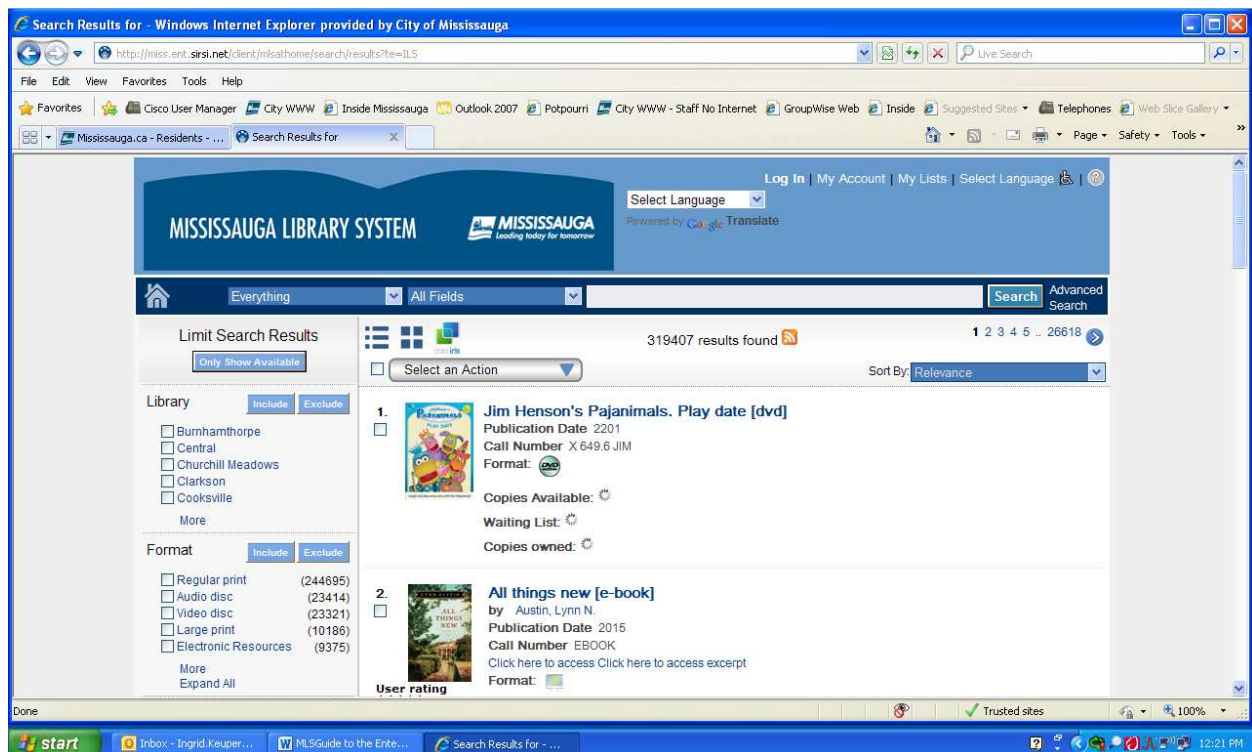
1. **All these words:** - Enter search terms, parts of titles or authors' names. The search will look for all of the words or numbers in any order. Example: **mississauga authors** or **authors mississauga** (you do not need to use capitals).
2. **This exact phrase:** - enter a title or author's name or any other phrase. The search will look for matches to the phrase in the order that the words or numbers are entered. Example: **lost villages of mississauga** (a title).

\* **Don't show items that have:** - Use this in conjunction with **Find items that have:** to exclude certain words or numbers from your search. Example: **mississauga authors** in **All these words:** and **authors** on **These unwanted terms:**

\* **Additional limits:**



1. **Format type:** - Left click **Any Format** to see a list of all the available formats, such as DVD
2. **Language:** - Select the language of the item you want.
3. **Library:** - Used to select a specific library's holdings to search. This choice allows you to choose from all the Mississauga Libraries that share the catalogue.
4. **Title:** - You can search for a specific title by entering it here instead of on the **This exact phrase:** line. You can also exclude a specific title from your results by selecting **Don't show**.
5. **Author:** - Used the same as the **Title** search.
6. **Subject:** - Used the same as the **Title** search.

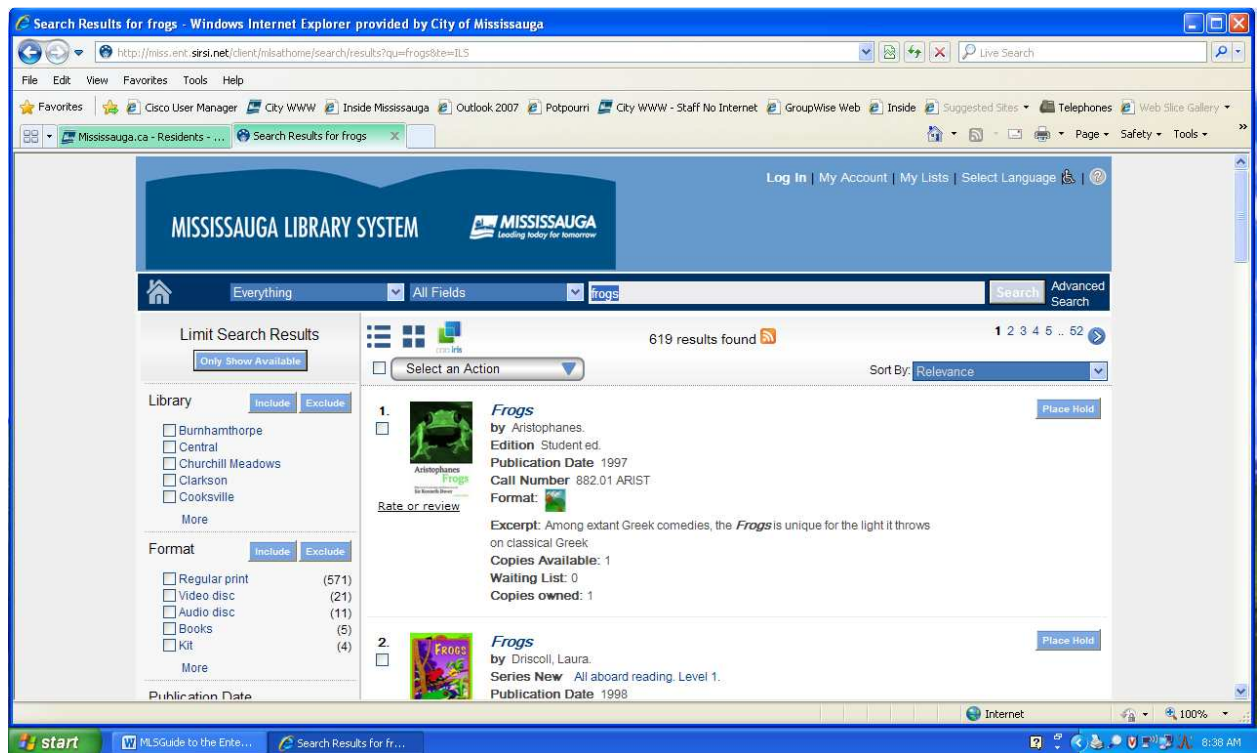


- \* **Only Show Available** – Select this option and only items checked in that will be displayed.
- \* **Search Targets Limits** – This is similar to the Library search, but is used to select specific Mississauga Library locations. You can select any number of locations to search. You do not need to select the **Library Search** box.

After you have made all of your selections, left click the red **Advanced Search** button in the lower right corner of the window.

## Search Results

After you click the **Search** or **Advanced Search** buttons you will be presented with a list of items that best match your search terms and settings.



## Refine Your Search Results

You can easily refine your search using the **Limit Search Results** facets listed along the left side of the page. At the top of the column you will find a red **Only Show Available** button. Left click it to see only the items that are currently checked in. The rest of the filters all work the same. Each section displays a specific type of information, such as format. Only the first five items are shown initially in each

section. Click the **More** button to see an additional ten items or **Expand All** to see the complete list. Work in one section at a time. Select an item by left clicking the check box in front of it. You can select as many or as few items as you want. After you make your selections, left click either the **Include** or **Exclude** button. Repeat for the other sections as you wish. Each time you click the **Include** or **Exclude** buttons, your search results will be updated to reflect your choices. The selections of facets will also update depending on the choices you make. If you include only **Books** under Format, all the other choices under Format will disappear. If you exclude **Books** under Format, all the authors who only wrote books will disappear from under the Author facet.

Your facet choices are displayed at the top of the column. If you want to remove a selected facet, left click the red X in front of it. Left click the **Clear All** button to remove all your facets.

### **Available Facets**

**Library:**

**Format:**

**Publication Date:**

**Language:**

**Author:**

**Subject:**

**Genre:**

**Geographic Location:**

**Publisher:**

**Series:**

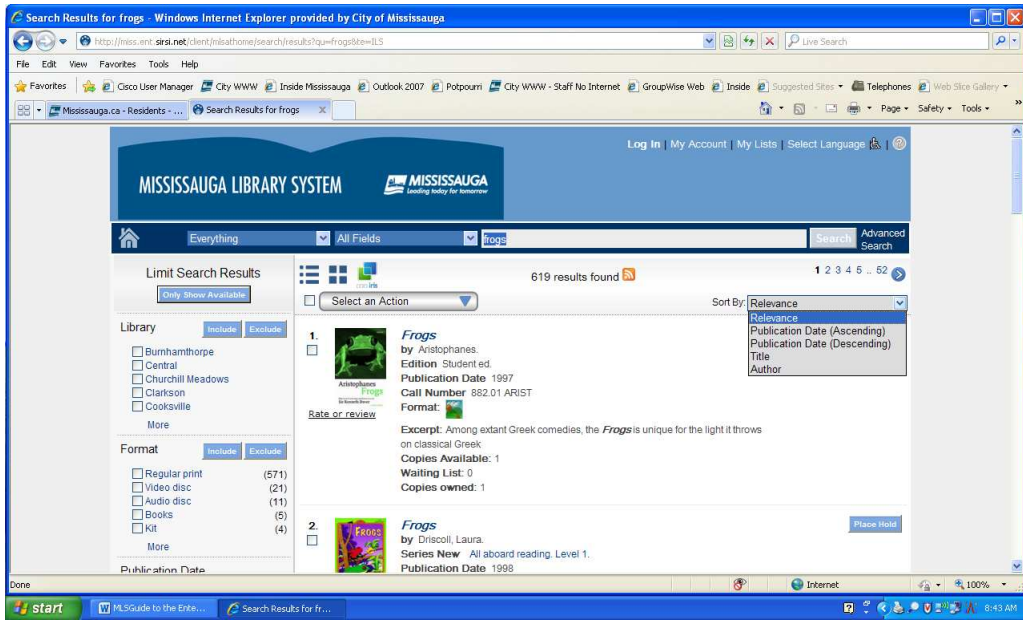
**Setting:**

**Topic:**

**Timeframe:**

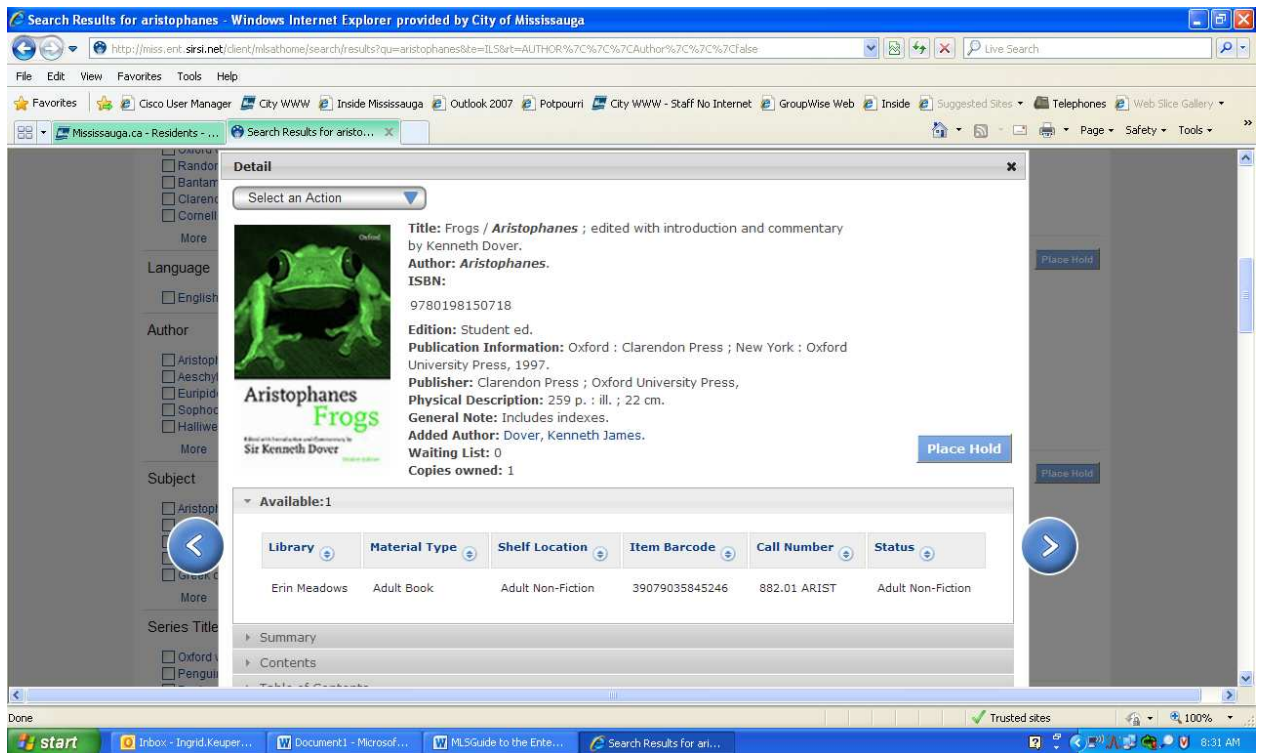
### **Sort Your Results**

You can sort the results by **Publication Date**, **Title**, or **Author** using the drop-down menu to the right of **Sort By:** in the upper right corner of the search results.



## Item Details

The list of results shows basic information for each title such as the author, publication date, the number of copies available and the number of holds on the item.





When you left click a title, the screen darkens and a pop-up window appears. The window displays information about the title, the libraries that have a copy of the item, and the item's call number (catalog number). Check the **Status** column to see if it is checked in, checked out, in transit, or on hold for someone else.

If a Mississauga Library location has a copy, it will be listed first. In this example the Burnhamthorpe Library has a copy of *Where the Wild Things Are* and it is checked in on the shelf in the Juvenile Fiction section.

Search Results for where the wild things are - Windows Internet Explorer provided by City of Mississauga

http://miss.ent.sirsi.net/client/misathome/search/results?qu=where+the+wild+things+are&ite=IL5&it=TITLE\_ALL%7C%7CTitles%7C%7Cfalse

File Edit View Favorites Tools Help

Search Results for where...

Detail

Select an Action

WHERE THE WILD THINGS ARE

STORY AND PICTURES BY MAURICE SENDAK

Title: *Where the wild things are* / story and pictures by Maurice Sendak.  
Author: Sendak, Maurice.  
ISBN:  
9780064431781  
9780060254926  
9780060255213  
9780064430555  
9780060255206

Publication Information: Harper & Row, 1963.  
Publisher: Harper & Row,  
Physical Description: [37] p. : col. ill. ; 24 x 26 cm.  
Series: Every child ready to read.  
General Note: Caldecott medal winner. Imprint varies.  
Abstract: This story of "the night Max wore his wolf suit and made mischief of one kind and another" enjoys an enduring popularity with children, teachers and librarians.  
Subject Term:  
Fantasy -- Juvenile fiction.  
Caldecott Medal -- Juvenile literature.  
Added Title: Randolph Caldecott Medal (1964)  
Waiting List: 0  
Copies owned: 100

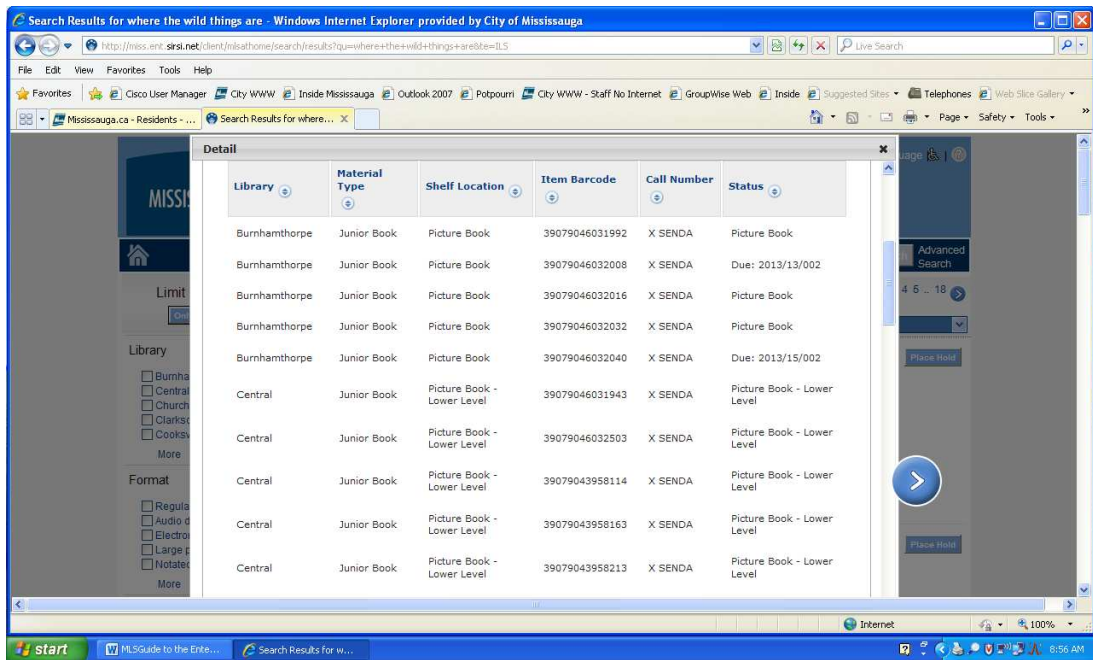
Place Hold

Place Hold

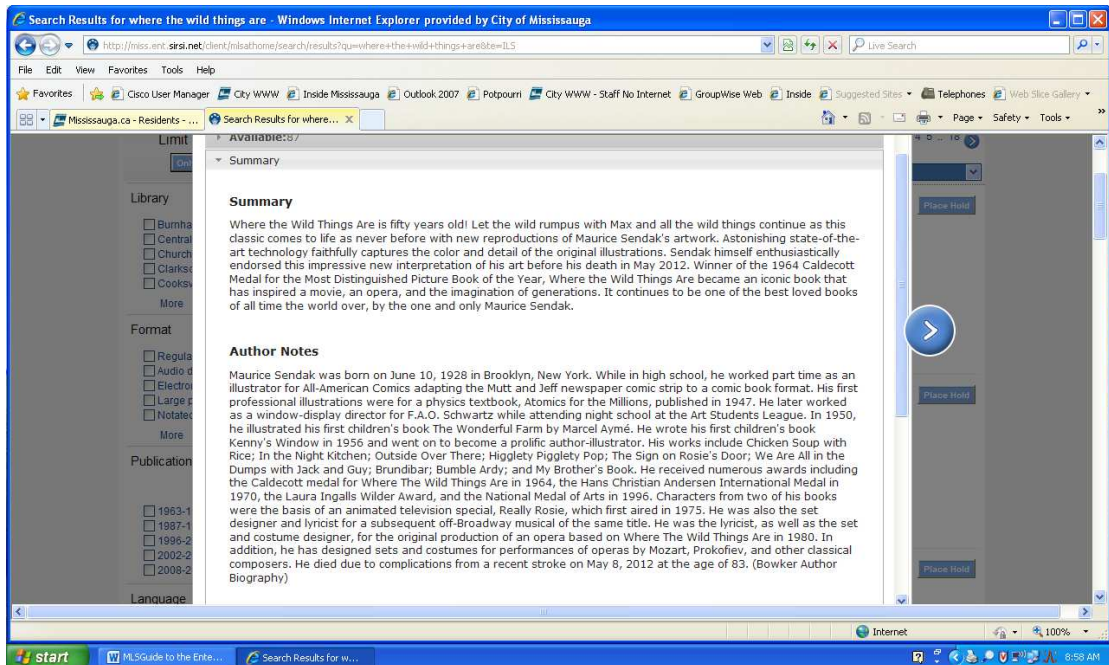
Place Hold

Available:78

start Inbox - Ingrid.Keuper... Document1 - Microsof... MLSGuide to the Ente... Search Results for w... 8:33 AM



The lower part of the window holds other information, such as a summary, reviews, excerpts, and a Google Preview, if available. Left click the item once to expand it and again to collapse it.

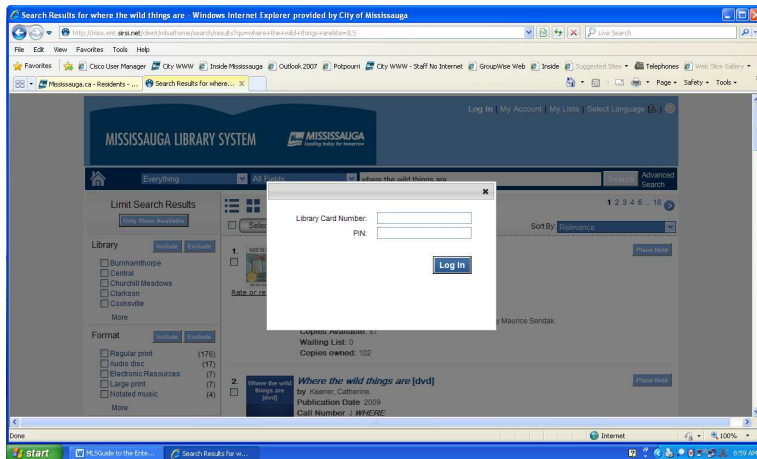


You can use the blue **Previous** and **Next** buttons to move through your results one at a time, or left click the **Close** button at the top right corner of the window to return to the list of results.

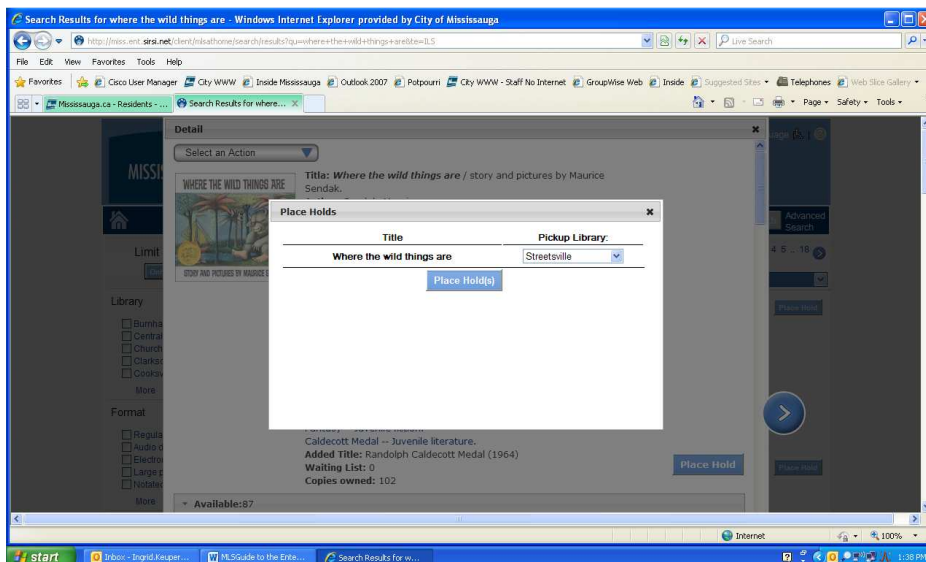
## Place a Hold

There are four ways to place a hold. Two are available in the results list view and two in the detailed information view.

1. In the results list view, left click the red **Place Hold** button to the right of a title.
2. If you are not already logged in, a log in window will pop up on your screen.



3. Enter your entire 14-digit library card number (located under the bar code). Do not include the spaces.
4. Enter your PIN, which is usually the last four digits of your phone number.
5. Left click the red **Log In** button.
6. Review your choice in the next window. Be sure the **Pickup Library** is correct



7. If everything is correct, left click the red **Place Hold(s)** button.

8. If you decide you do not want to place the hold, left click the **X** in the upper right corner of the window which will return you to your search results.
9. After you place your hold, left click the red **OK** button to return to your search results.

It is also possible to place a hold on several titles at once.

1. Be sure you are viewing the list of search results.
2. Left click the check box to the left of each title you want to request.
3. Left click **Select an Action** at the top or bottom of the list of results.
4. Select **Place Hold(s)** from the menu that appears
5. Log in if you are asked to do so.
6. Review your selections.
7. Confirm your request by clicking the red **Place Hold(s)** button.

At present, you can only do multiple holds for titles on the same page of search results.

You can also place a hold from the detailed information page for an item.

1. Left click an item's title to go to the detailed information page.
2. Left click the red **Place Hold** button to the right of the title at the top of the window.
3. Or, left click **Select an Action** and then select **Place Hold(s)** from the menu that appears.
4. Log in if you are asked to do so.
5. Review your selections.
6. Confirm your request by clicking the red **Place Hold(s)** button.

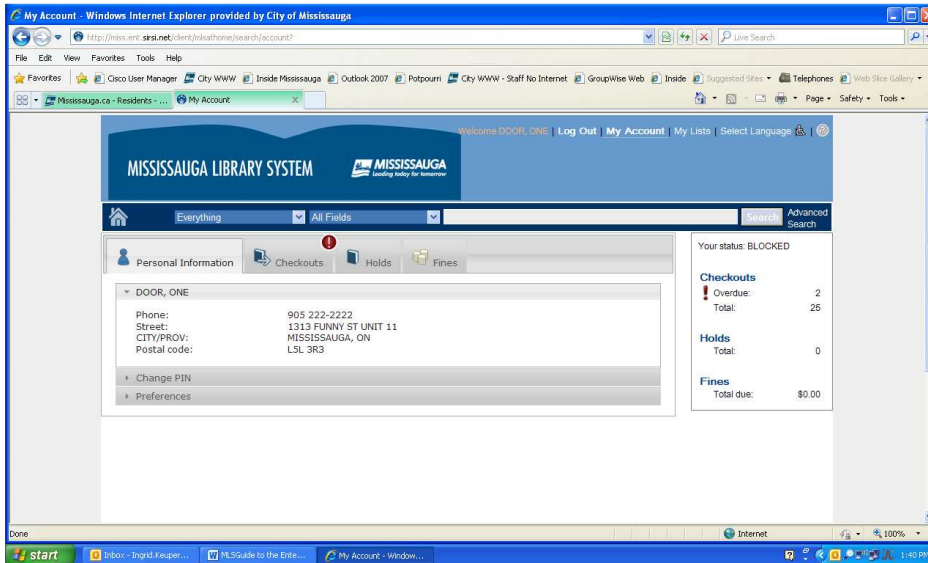
## **My Account**

My Account is the place to see what items you have checked out, when they are due, renew items, view your hold requests, and see if you have any fines. You can also change your PIN if you do not want to use the last four digits of your phone number.

1. Left click **My Account** in the upper right corner of the web page.

2. Enter your 14-digit library bar code number. Do not include the spaces.
3. Enter your PIN.
4. Click the red **Log In** button.

After you log in, the account page will appear.



Be patient, as it sometimes takes a few seconds for it to load. The account page has two text areas. The one on the right displays an overview of your current number of items checked out, the number of holds you are waiting on, and the amount of fines you owe. The box on the left provides detailed access to your account information, checkouts, holds and fines.

If using a Library Public Use Workstation

**NOTE:** A 'timeout' has been added to the Enterprise profile used at public use workstations: <http://miss.ent.sirsi.net/client/mlsinbranches> . When a customer logs in to their account, they can walk away and forget to logout. Now after three minutes of inactivity they will be automatically logged out. A workstation will also return to the landing page after three minutes of inactivity, regardless of whether someone is logged in.

### Personal Information Tab

Left click the Personal Information tab to view the information that the Library has on file for you. If any of the information is incorrect, please contact the Library to have it corrected.

To change your PIN



1. Left click the gray **Change PIN** bar.
2. Enter your old **PIN**.
3. Enter your new **PIN**.
4. Retype your new **PIN**.
5. Left click the red **Update** button to finalize the change.

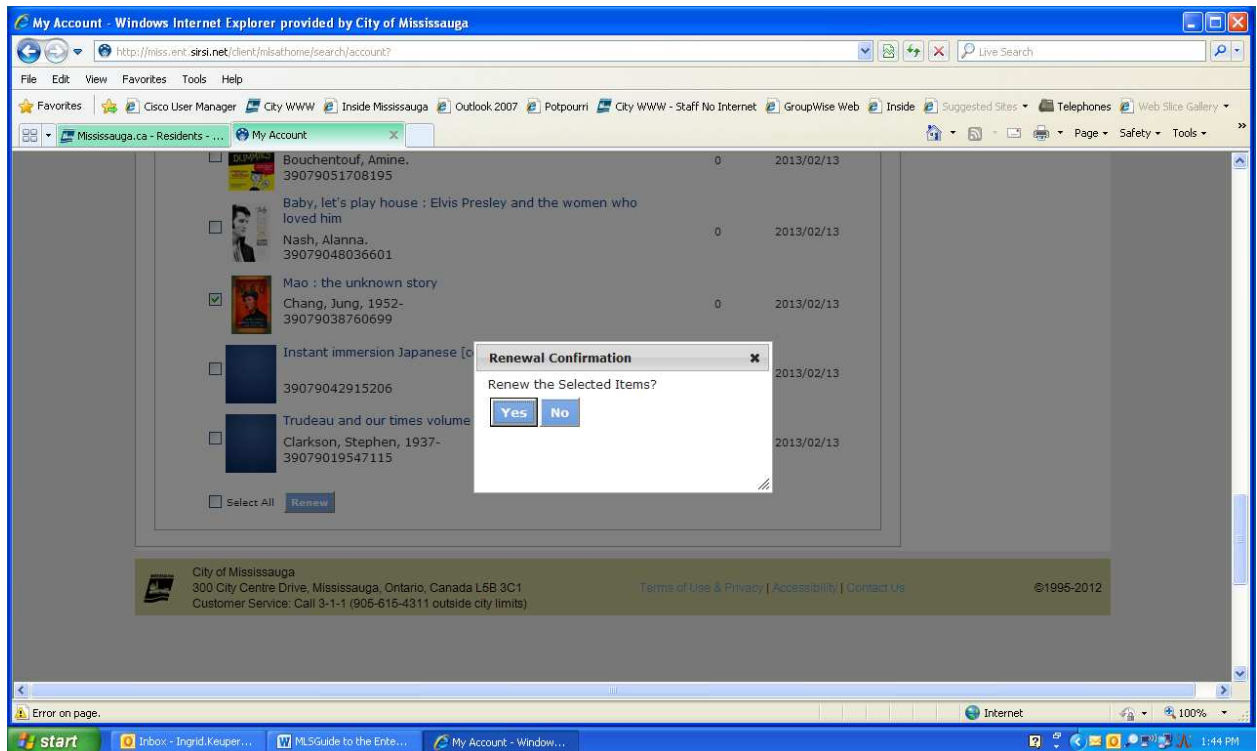
### **Checkouts Tab**

Left click the **Checkouts** tab to see what items you have checked out and when they are due.

You can also renew items from this tab.

**Renewing an Item** - Most items can be renewed twice unless they have been requested by another person.

1. Locate the item you want to renew.
2. Check for any messages below the title stating "This item cannot be renewed." If it appears, you cannot renew the item.
3. Left click the check box to the left of the item (not visible in the handout) if it is eligible to be renewed.



4. Repeat for any other items you want to renew.
5. Left click the red **Renew** button at the top or bottom of the list of checked out items. Click it only once; it can be slow to respond.
6. Left click **Yes** in the Renewal Confirmation pop-up window.
7. Check the new due date for the item (it should now appear at the bottom of the list of checked out items).

If all your items are eligible for renewal, you can renew them all at once by left clicking the **Select All** check box found to the left of the red **Renew** buttons.

### Holds Tab

You can manage your holds on the Holds tab. You can view your current holds and see what your current position is in the queue. You can also perform four management tasks.

### Cancel Hold(s)

If you decide you do not want an item, you can cancel it.

1. Locate the item you want to cancel.
2. Left click the selection box to the left of the item.

3. Repeat for any other items you want to cancel.
4. Left click the red **Cancel Hold(s)** button.
5. Left click **Yes** in the confirmation window.

### **Edit Pick Up Location(s)**

You can change the pickup location to another Mississauga Library location that is more convenient.

1. Locate the item you want to change.
2. Left click the selection box to the left of the item.
3. Repeat for any other items you want to change.
4. Left click the red **Edit Pickup Location(s)** button.
5. Select the Library where you want to pick up your item(s).
6. Left click **Change**.
7. Left click **Yes** in the confirmation window.

### **Suspend Hold(s)**

If you are going to be unable to pick up an item at the library for a period of time, but do not want to lose your place in the hold queue, you can suspend your hold(s).

1. Locate the item you want to suspend.
2. Left click the selection box to the left of the item.
3. Repeat for any other items you want to change.
4. Left click the red **Suspend Hold(s)** button.
5. Pick the **Start Date** for when the suspension should begin.
6. Pick the **End Date** for when the suspension should end.
7. Left click **Suspend**.
8. Left click **Yes** in the confirmation window.

### **Cancel Hold Suspension(s)**

If you decide that you do not need to wait for a suspension to end, you can cancel it early.

1. Locate the item you want to cancel the suspension on.
2. Left click the selection box to the left of the item.
3. Repeat for any other items you want to change.
4. Left click the red **Cancel Hold Suspension(s)** button.
5. Left click **Yes** in the confirmation window.

## Fines Tab

The fines tab allows you to view any fines that you may have. You cannot pay your fines online. Remember, if your fines exceed \$39.99 you cannot check out or renew any items.

The screenshot shows the 'My Account' page for the Mississauga Library System. The 'Fines' tab is selected, showing a table of accruing fines. The table has two columns: 'Title' and 'Estimated Fine'. There are two entries in the table:

Title	Estimated Fine
La chanson française et francophone 39079026875061	\$20.00
American poetry. The nineteenth century, volume 2 39079043519601	\$20.00

Below the table is a 'Payment History' section. To the right of the main content, there is a summary box with the following information:

- Your status: BLOCKED
- Checkouts**
  - Overdue: 2
  - Total: 25
- Holds**
  - Total: 0
- Fines**
  - Total due: \$0.00

## My List

My list is a way to keep track of items you might want to check out some day. At first you will have available only a Temporary list. The Temporary list only lasts for your current session on the Enterprise catalogue. If you want to keep the list, you must create a permanent list.

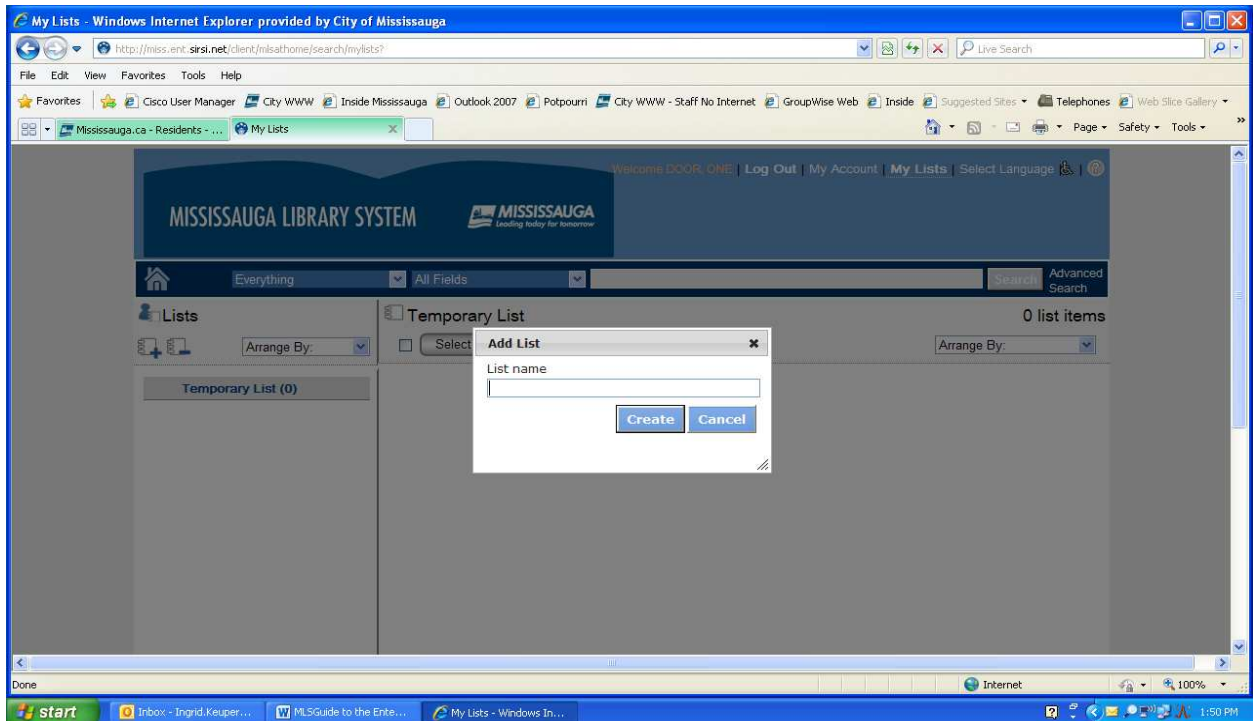
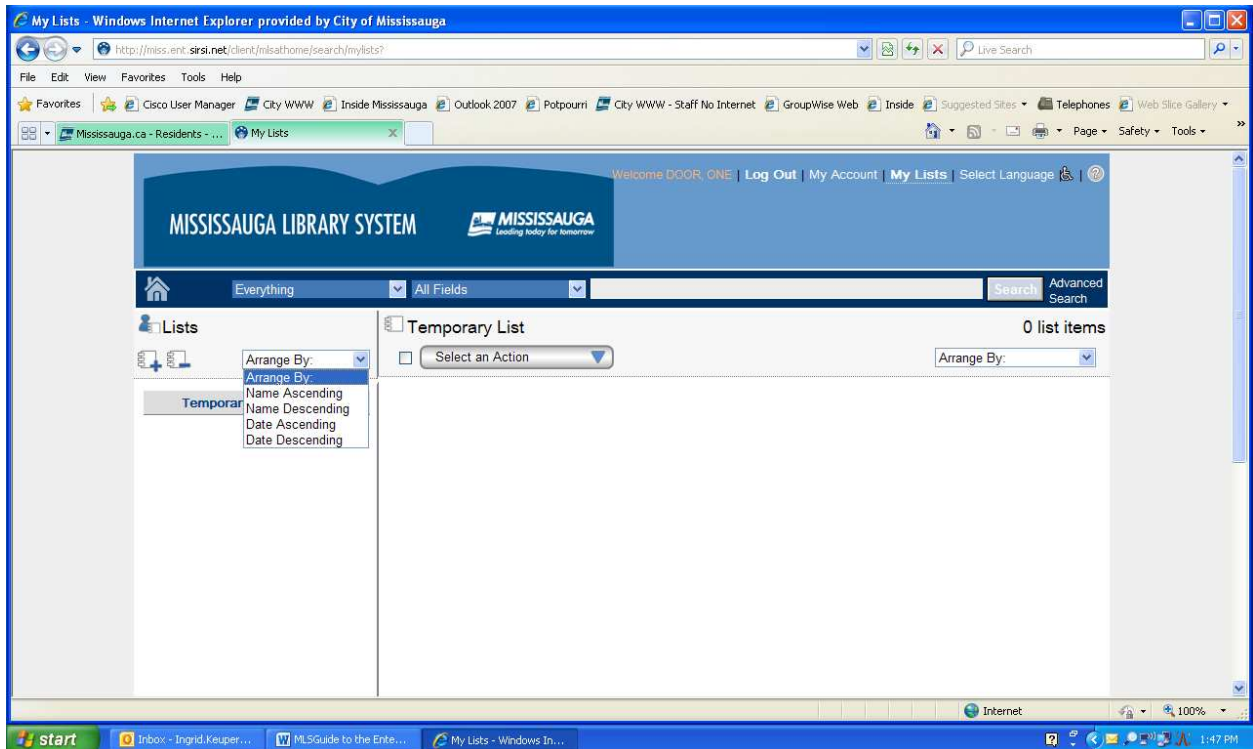
## Creating Lists

1. Log into your account.
2. Left click **My Lists** at the top right of the page.
3. Left click the **New List** button (see picture under **Viewing My Lists**).
4. Give the list a name.
5. Left click the **Create** button.

### **Add an Item to Your Lists**

1. Log In – you cannot access your saved lists unless you are logged in.
2. Perform a search.
3. Left click the selection box to the left of the item you want to add to your list or left click the item's title.
4. Left click **Select an Action**.
5. Select **Add to My Lists** from the menu that appears.
6. Select the list to which you want to add the item. Do not use the Temporary List if you want to save it.
7. Left click the **Add** button.
8. Left click the **X** in the upper right corner of the confirmation window to return to your search results.



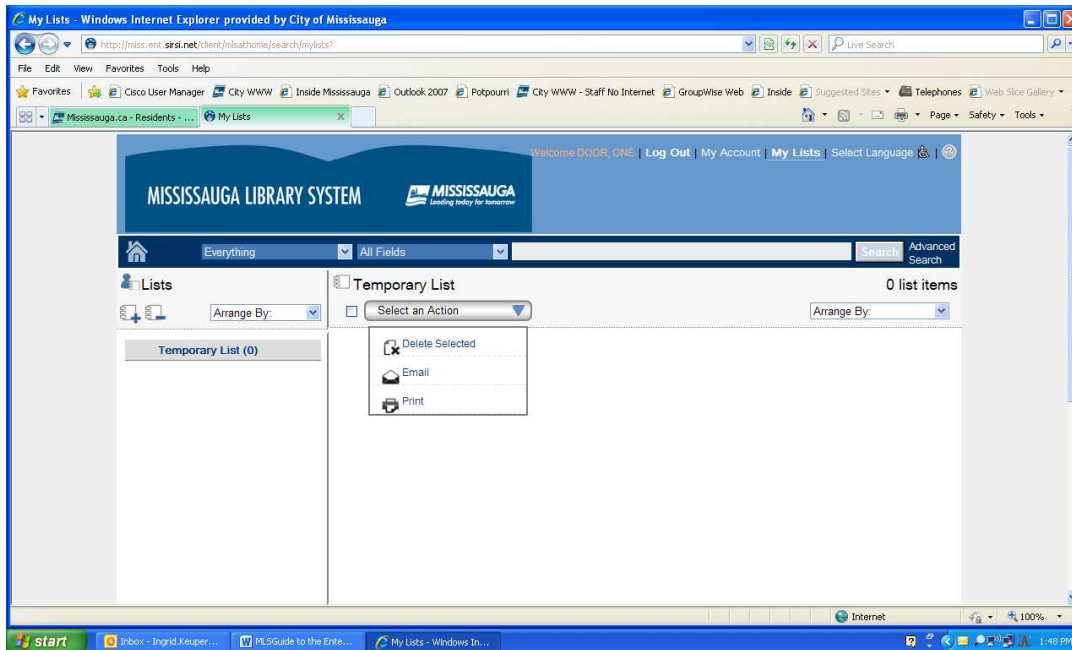


If you select **Make this your default list** after you choose a list, all future items will be automatically added to that list. You can change your default list under **Preferences** on the **Personal Information** tab.

## Viewing My Lists

1. Left click **My Lists** in the upper right corner of the page.
2. Log into your account.
3. Select the list you want to view from the left side of the page.

You can create additional lists by left clicking the New List button.



## Managing Your Lists

There are several tasks you can perform while viewing your lists.

### Place Holds for Items in Your List

1. Select the items in your list on which you want to place a hold.
2. Left click **Select an Action**.
3. Select **Place Hold(s)** from the menu
4. Continue as directed in the **Place Hold** section above.

### Delete Items from Your List

1. Select the items you want to delete.
2. Left click **Select an Action**.
3. Select the list you want to view from the left side of the page.

4. Select **Delete Selected** from the menu.
5. Left click **Yes** in the confirmation window.

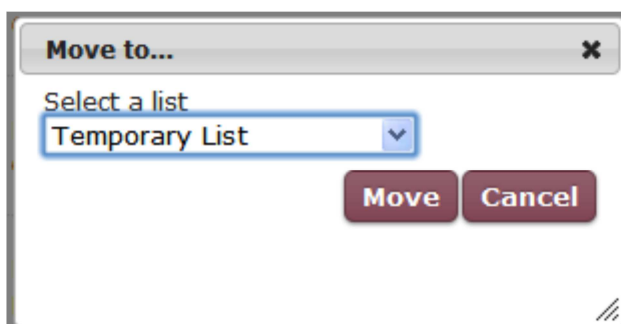
### **Email or Text Your List**

1. Select the items you wish to email.
2. Left click **Select an Action**.
3. Select **Email** or **Text It To Me** from the menu.
4. Enter a valid email address or phone number and mobile carrier.
5. Left click **Send Email** or **Text It To Me**.

### **Print Your List**

1. Select the items you wish to print.
2. Left click **Select an Action**.
3. Select **Print** from the menu.
4. A new web page will open displaying the items you selected to print.
5. Print the web page as you normally would.

**Move or Copy an Item to a Different List** (You must first create another list to use these features.)



1. Select the items you wish to move or copy.
2. Left click **Select an Action**.

3. Select **Move** or **Copy** from the menu.
4. Select the list you want to move or copy the item to.
5. Left click **Move** or **Copy**.

### **Log Out**

When you are finished working with the Enterprise catalogue, be sure to click **Log Out** at the top right of the screen.