

Quick Search

Go to <http://library.mandurah.wa.gov.au> or use the library computers

Type in one or more **Keywords** into the **Quick Search** box. Keywords can be part of the title, author's name or subject.

Click **OK**

Scroll through the list of items matching your search. Items may be **Available** or **Unavailable** (On-loan or On-order).

Click on the title you are looking for and you see its **full details**

If the item is available note the call no. and go and look for it on the shelf

If the item is unavailable you can place a **reservation**

If the item is not in the Mandurah Library you can place a **request**

Advanced Search

Click on the **Advanced** tab

Enter the details of the item you are looking for (eg. Author, Title, Language)

Make sure you have the right details in the correct box by using the drop down

Click **OK**

If the item is unavailable or not found you can place a **reservation** or **request**

Your PIN and online access

A PIN allows you to access your records using the internet. You can renew, request and check your details & items online. You can ask the library to email or sms notices to you.

Get a PIN by coming into the library or calling us on 9550 3650. Your PIN can be any combination of letters/digits—keep it simple and easy to remember

Use your PIN by going to the library catalogue website at

<http://library.mandurah.wa.gov.au>
or use the library computers

Enter your **ID** (card no. cl...d) and **PIN** into the blue login box on the left

Click on **Login**

You are now logged on and can view your details and renew items. You can search the library catalogue and make **reservations** and **requests**.

How to
find
renew
reserve and
request
items on the
library catalogue



Mandurah Library
my library!

<http://library.mandurah.wa.gov.au>

Search Tips

With a **Quick Search** you can select to search only through title/author/subject with your keywords by selecting from the drop down box or from the tabs

Click on **Save Selection** to save your search items, this saves a list for you to refer to, click on **My Saved List** on the left and you can view and email your list

Use the blue symbols on the right to navigate— click on the arrow to go back, magnifying glass to quick search, the house to return home

Enter your ID (card no. cl...d) and PIN in the blue menu on the left and click on **Login** before you search. You are now logged on and will not have to re-enter your details to reserve/request items.

Remember to logout when you have finished

YOUR PIN IS CASE SENSITIVE

Reservations

Place a reservation for items that

UNAVAILABLE (On-loan or On-order)

Go to <http://library.mandurah.wa.gov.au> or use the library computers

Find the item on the catalogue by doing a **Quick** or **Advanced Search**

Click on the title of the item from your search list to see the full details

Click on **Place Reservation** at the top of the screen

Enter your Borrower no. (card no. cl...d) and PIN

Select either **Mandurah Public Library** or the **Mobile Library** (type your stop in the notes section) as your pick-up location

Click on **Place Reservation** and a reservation placed screen will show

Renewals

Go to <http://library.mandurah.wa.gov.au> or use the library computers

Enter your ID (card no. cl...d) and PIN in the blue menu on the left and click on **Login**

View your details and then click on **Current Loans**

Check the boxes of the items you want to renew

Click on **Renew Selections**

Click on **Renew All** to renew all items

Requests

Place a request for items that **ARE NOT IN** the Mandurah Library

Go to <http://library.mandurah.wa.gov.au> or use the library computers

Click on **Other Libraries** from the menu on the left at the catalogue home screen

Click on the **State Library of Western Australia** under the **Other** heading

Enter your search details and click **OK**

If you find the item, note the full details (Title & Author) and click on **Services**

If the item is not found, click on **Services**

Click on **item request** for books, dvds, etc

Click on **article request** for journals, or photocopies of journal articles

Enter your card no. (cl...d) and PIN

Enter accurate details into the request form to help us find the correct item

Enter a date by which the item is required, if none, set for one year from today

Select either **Mandurah Public Library** or the **Mobile Library** (type your stop in the notes section) as your pick-up location

Click on **Place Request** and then click on **Continue**