Using Orange Public Library’s new CATALOG
To find it, start at our library’s home page, at www.orangepl.org. Click on the link to our New Catalog. In the TOP LEFT corner.
(Some people reported they couldn’t find the main website. We found it was because they skipped typing in the www. That is needed, unlike some websites that can leave it off and still connect smoothly.)

Once you enter our new Catalog site, you will find it VERY different from the appearance of our previous shared consortia catalog through PalsPlus. You may recognize the links to JerseyCat and Jersey Clicks for more info., but our Quick search box on the front page is specifically for searching our Orange Public Library. We are inputting each item’s record one at a time, so all of our collection will not be searchable overnight. Many items will only be found by browsing our shelves in person and/or asking reference staff to help you find something. We’ll try our best, but the transition will take time.
You MAY Login at the left. However, You do Not need to login to search the catalog.
If you accidentally “lose” the left login panel, it just means that “column” has collapsed to let you view more of the main screen. You can open that panel up again by clicking on the tiny arrow in the middle of that far left vertical bar when the column appears to have disappeared.

If you want to place holds, to keep a wish list or to create a “backpack” as it is called on the “kids page,” you will need to login to your personal account. Although your same OPL library card is good in the new system, we need to re-enter your information into our local system. If you haven’t checked out any books since June 1st, 2012, we may still need to enter your information before you can use this feature. Please phone the library, 973-673-0153, to ask staff to enter your library card info. or stop by the Circulation Desk upstairs or Children’s desk downstairs, as appropriate.

Login at the left. Your Barcode is your library card #. Children can get their card numbers even if they want to leave their cards on file in the Children’s Room. USERPASS is the default password for everyone until you reset it online. When you login it will prompt you to create your own password. Strong passwords combine both letters and numbers. If you forget your password, you can phone the library and we can reset it back to USERPASS at any time so you can login and get to your account.

NEW to Orange users: You can now Pre-Register ONLINE for your library card. Self-registered patrons can begin entering their card application information online and save time when they come to bring in their proof of residency documentation to the library in person.

Because our AutoGraphics Illuminar software is a NEW circulation and catalog system for us, for those of you who have moved in the past year, changed your preferred phone number, or who want to save yourselves waiting time at the library IF your current library card # and USERPASS have not yet been entered/activated – you may use this same NEW Self-registration screen. Enter your info. as “new” user registration, even though you are only “new” to this system, not new to Orange Public Library.

Click in the left column (where you either don’t have a library card yet, or your card number from before and “USERPASS” doesn’t work because your info. is not yet in the system.) – Then the pop-up window shown in the middle by the 2nd arrow will allow you to enter your information and let you start the process to get the most out of your library account.
The system will prompt you if you forget to put in a phone number or that you live in the U.S. 😊
OK, once you’ve got that figured out, you might relax and look over the rest of the page while you wait for the response to show up in your email (usually just 2-5 minutes).

Besides the search box where you can start putting in keywords (like the author’s last name and some significant words from the title, for example) You’ll find

- a handy reminder of when we are open;
- an Events Calendar for upcoming programs, special events, and Library Board meetings. Click on specific dates for more info.
- a News Feed providing access to the latest featured news stories provided by Yahoo.
- Links to JerseyCat— with info. on what items other libraries in NJ may have available for your use through interlibrary loan and to Jersey Clicks, a listing of NJ State-provided databases for your further research. Note: Click on the words to the left, not the icons on the right.
Once you login, you’ll have access to your account and to more personalized searching help.

Warning: For privacy purposes, Your past checkout history is ONLY available if you specifically request for us to turn that on inside your account. This would allow you to see what you had checked out previously, but have since returned. As you can see, there are other features you can investigate later.
On the left you’ll see your personal lists and browsing history. There is a link back to the library’s website.
Scroll down the page, you see “below the fold,”

Where news continues to scroll by and we see important library-wide announcements. As of June 11, 2012, these were our Current Announcements:

- the notice that our catalog is NOT to be considered representative of our complete collection, as we are “rebuilding” our listing in our new catalog system, and
- our clickable announcement about our Summer Reading program 2012.
Quick search, then modifying or using advanced search examples.

I did a sample search for “Percy Jackson,” knowing that there is a series by Rick Riordan known as *Percy Jackson and the Olympians* by Rick Riordan. Only found 1 Title! Knowing we own several books in the series, but not which ones, or what might be checked out or not yet in the computer, I tried a different way. I typed in the author only, “Riordan;” I got 5 hits this time for Riordan in Orange. Many of our items we are entering in a very brief format just so they are slightly more “findable” and to speed up checkout. These books only have minimal info. so far, as we type in only brief author and title info. for each book checked out if it is not already in the system minimally. This way, we can find a few more leads. – suggestion for Transition...

Once I see an item of interest, I click on the title to “open” the record for a better look.
I can then **add an item to my list** for later searching when I’m at the library or for later reading. *In the “kids’ catalog,” the list created is called their “backpack.”* Or, if it is “checked out” I can **reserve this title** so the library staff will save it for me when it is returned or found.

**Note:** an Advanced Search screen is also available. This allows you to tailor or refine your search more precisely or to expand it by looking in other libraries at the same time as you search our own catalog.

Users can also search in a **simpler, colorful “Kids Catalog”** by keywords.

In the example below, I tried to search for Angelina Ballerina books by keying in the simplest keywords, since some titles and subjects don’t include the word ballerina. *(Ignore top “Explore” groups for now).*

**More Questions or Need some help?** Stop by the Reference desk upstairs or the Children’s Desk downstairs, or email esutterlin@orangepl.org