

Librarily

# User's Guide

March 2012



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This document is compatible with Librarily . Information in this document may also be compatible with later versions.

03/2012

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# About this guide

Welcome to the Librarily™ User's Guide. This document explains how to use Librarily to locate library materials, place holds on them, and view your account information.

For more information about this guide, see these topics:

- [Summary of contents on page 1](#)
- [Conventions used in this guide on page 1](#)
- [Possible differences between the software and this guide](#)
- [Comments and suggestions on page 3](#)

## Summary of contents

This guide describes the functionality found in the Librarily app. Your library provides this app on their Facebook site so you can search the library catalog from within Facebook.

This guide contains these major sections:



- [About this guide on page 1](#) explains the conventions and symbols used in this guide.
- [Using Library Search on page 5](#) describes the features in the Librarily app.

## Conventions used in this guide

This guide uses terms, typefaces, and symbols to denote different kinds of information. Understanding these conventions can help you recognize the information you need more quickly.

### Symbols

This guide uses these symbols:

Symbol	Description
	<b>Tip</b> This symbol indicates additional notes or helpful tips.
	<b>Important</b> This symbol indicates important information or warnings.

## Mouse conventions

The following terms are used in this guide to describe actions you do with a mouse.

Term	Definition
<b>Click</b>	To place the mouse pointer on an icon, command, or button and quickly press and release the primary (usually the left) button once.
<b>Double-click</b>	To place the mouse pointer on an icon, command, or button and quickly press and release the primary mouse button twice.
<b>Right-click</b>	To place the mouse pointer on an icon, command, or button and quickly press and release the secondary (usually the right) button once.
<b>Drag</b>	To press and hold the primary mouse button while moving the mouse.
<b>Choose</b>	To click a button or an option from a menu, group of options, or list.
<b>Select</b>	To click once on an option in a list so that the option is highlighted. In a field, you may drag the mouse over text to select that text.

## Keyboard conventions

This guide refers to keys following the standard convention of 101-key keyboards. For example, Ctrl is the control key, Alt is the alternate key, Enter is enter or return.

When you need to press two or more keys at the same time to do an action, the keys are connected with a plus sign (+). For example, **Alt+H** means to press and hold the **Alt** key while you also press **H**.

Keys you press appear in bold type in steps. Text or numbers that you need to enter using the keyboard also appear in bold (for example, “Type **main** in the **Location** field”).

## Other conventions

In step-by-step instructions, the names of menus, buttons, fields, and other options appear in bold type (for example, “the **OK** button” or “the **Title** field”).

## Possible differences between the software and this guide

The names, labels, and sample windows in this guide reflect the default settings that are delivered to most libraries. The settings your library has chosen may be different from these defaults, depending on your library’s implementation choices. (For example, your library can change labels and select certain features.)

## Comments and suggestions

SirsiDynix welcomes and appreciates your comments on its documentation. We want to know what you think about our manuals and how we can make them better. If you have comments about this guide, please send them to [docs@sirsidynix.com](mailto:docs@sirsidynix.com).

Be sure to include the title and version number of the guide and tell how you used it. Then tell us your feelings about its strengths and weaknesses and any recommendations for improvements.





# Chapter 1: Using Library Search

Welcome to Librarily™, the Facebook portal to your library's catalog. Librarily runs the Library Search tab on your library's Facebook page. The Library Search tab lets you search for items, put items on hold, and view the status of items you put on hold or checked out and of any fines or fees you might have.

The purpose of this guide is to familiarize you with the features and functions of Librarily. It is divided into sections that describe the Librarily interface. When you choose the Help link on a page in Librarily, the Help opens to the section that describes that page. You can also navigate to different sections by following the links within the Help.

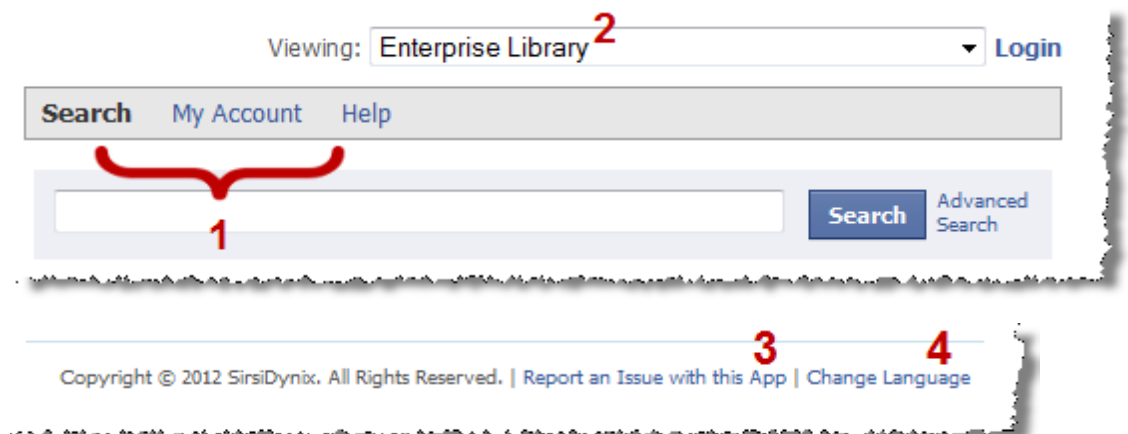


Because libraries support different tools, some features and options shown in the Help may not be available to you from your library.

To get started, choose one of these topics.

- [General information](#) on page 5
- [Searching for items](#) on page 6
- [Working with search results](#) on page 9
- [Viewing an item's details](#) on page 12
- [Using My Account](#) on page 14
- [Using Library Search](#) on page 5

## General information



### Navigating

You can find navigation links above the Search bar (1). Click the proper link at any time to go to the **Search** page, go to the **My Account** page, access online help, or log in.

### Viewing different libraries

Use the **Viewing** drop-down menu to select the library whose catalog you want to search or whose account you want to access (2).

### Reporting problems

When you click the **Report an Issue with this App** link (3), a form opens. Fill out the form and click **Send** to notify your library of the issue.

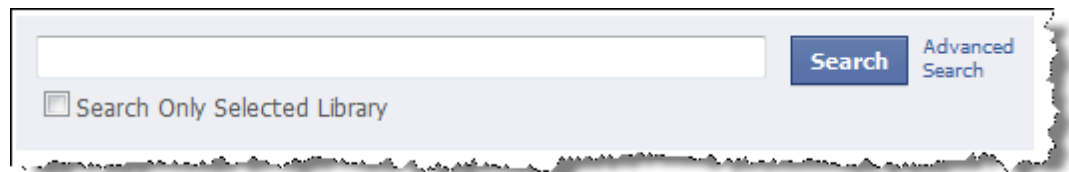
### Selecting a language

You can select the interface display language from the **Change Language** link at the bottom of the page (4). Click on the link to display the **Change Language** dialog box. Click the drop-down menu to choose your preferred language.

### Related topics

- [Using Library Search on page 5](#)

## Searching for items



### Selecting a library catalog to search

Use the **Viewing** drop-down menu to select the library whose catalog you want to search.

### Using basic search

Enter a word or phrase into the search bar and click enter to perform a basic search. A list of items matching your search keyword or keywords appears.

### Limiting the search to the current library

After you have selected a library, you can limit the results to only those item found in the selected library by selecting the **Search Only Selected Library** option.

### Using Advanced Search

If you want more search options to help you find exactly what you're looking for, click the **Advanced Search** link to open the Advanced Search window.

**Note:** Depending on your library's software setup, you may see a dialog box with fewer options than the one in the image below. If you have any questions, please contact your library.

With Advanced Searching, you can search for items that have titles, authors, or subjects that match your search terms or exclude items that match those terms. You can also use the **Keyword** field to search the other fields simultaneously. For example, if you wanted to do a search on potters but did not want results for "Harry Potter," you could put the term "potter" in the **Find items that have Subject** field (1) and "Harry" in the **Don't show items that have Keyword** field (2).

You can also limit your search by choosing item format type, item language, or by searching only for results that match your search terms exactly (3).

Once you have set up your search with the terms and limits you want, click the **Search** button to get your search results.

**Note:** If you limit your search in too many ways, it may not return any results.

**Related topics**

- [General information](#) on page 5
- [Using Library Search](#) on page 5

## Working with search results



### Search Results

narnia Search [Advanced Search](#)

Home » Search Results



1-16 of 16 Items

---

 **The silver chair**  
**Author:** Lewis, C. S. (Clive Staples), 1898-1963.  
**Available:** 1  
**Format:** 



Like Send Place Hold

---

 **The last battle**  
**Author:** Lewis, C. S. (Clive Staples), 1898-1963.  
**Available:** 1  
**Format:** 



Like Send Place Hold<sup>1</sup>

---

 **The chronicles of narnia**  
**Author:** Lewis, C. S. (Clive Staples), 1898-1963.  
**Available:** 1  
**Format:** 

Like Send Download<sup>2</sup>

---

 **Prince Caspian**  
**Author:** Lewis, C. S. (Clive Staples), 1898-1963.  
**Available:** 1  
**Format:** 

Like<sup>3</sup> Send<sup>4</sup> Place Hold

### Placing a hold

Holdable items in your search results have a **Place Hold** button (1) that you can click to put them on hold.

**Note:** If you are not already logged in when you try to place a hold, the system prompts you to log in.

After you click **Place Hold**, and if more than one library is available, a window opens for you to specify the library where you want to pick up the item when it is available. Once you have selected the pickup library, click **Place Hold**. The system tells you whether the hold was successfully placed or not.

If the hold was successfully placed, the Post to Your Wall dialog box appears. Click **Share** if you would like to post a message about the hold to your Facebook Wall; you can personalize the message by entering text in the **Say something about this...** text box. If you don't want to post a message to your Wall, click **Cancel**.

Once you have placed a hold on an item, you can see it in My Account under the Holds tab.

### Downloading electronic resources

Some of your searches may return items available as ebooks or other electronic resources. You can download them from your search results by clicking the **Download** link (2).

**Note:** If you are not already logged in when you try to download an electronic resource, the system prompts you to log in. If you have any questions about your login credentials, contact your library.

If you are downloading an ebook, a window opens with the available ebook formats represented by reader application icons. Choose the icon that matches your favorite reader. Once you choose an icon, your ebook begins downloading.

**Note:** If you want to see the available formats, choose the **Select a format** link. If you need to download a reader application, choose the **Download a reader** link. In addition, you may need to log in again to access certain resources. If you have any questions about your login credentials, contact your library.

### Using the Facebook Like Button

Click the Facebook **Like** button (3) to "like" an item in your search results. When you like an item, a link to it appears on your Facebook Wall and in your friends' News Feeds.

### Using the Send button

Click the Facebook **Send** button (4) to send the item's information to another person. You can send the item information to any email address you specify, or you can send it in a Facebook message to any of your Facebook friends. Start typing your Facebook friend's name to see a list of possible matches. Once you send the message, it appears in your friend's Facebook message inbox.

If you want, you can send a personal message to go along with the item information. Once you have specified the email addresses or Facebook friends you want to send the item information to, click **Send**.

**Note:** If you don't have a Facebook email address, you won't be able to send the item information directly to email addresses. To learn more about setting up a Facebook email address, see "How do I set up a free @facebook.com email address" in the Facebook Help Center.

#### **Related topics**

- [General information](#) on page 5
- [Using Library Search](#) on page 5

## Viewing an item's details

The screenshot shows a library item details page for "The chronicles of Narnia". At the top, there is a "Place Hold" button (1). Below it is the book cover and title. Social media sharing options include "Like" (2), "Send" (3), "Tweet" (4), and "+1" (5). The metadata section includes: Author: Lewis, C. S. (Clive Staples), 1898-1963; ISBN: 9780066238500; Publisher: New York : HarperCollins, 2001; Edition: 1st American ed.; Number of Available Copies: 5; Libraries With Available Copies: W.S. Parker Branch; Download: <http://www.chopac.org/cgi-bin/tools/azrev.pl?q=0007117302> (6). A "Format:" section shows a book icon. Below is a table for "Available Copies" with columns: Libraries, Material Type, Shelf Number, and Status. The table shows one entry for W.S. Parker Branch, Books, F LEWIS C, FICTION. At the bottom are "Summary" and "Reviews" tabs.

**Place Hold** 1

**The chronicles of Narnia**

2 3 4 5

**Author:** Lewis, C. S. (Clive Staples), 1898-1963.  
**ISBN:** 9780066238500  
**Publisher:** New York : HarperCollins, 2001.  
**Edition:** 1st American ed.  
**Number of Available Copies:** 5  
**Libraries With Available Copies:** W.S. Parker Branch  
**Download:** <http://www.chopac.org/cgi-bin/tools/azrev.pl?q=0007117302> 6

**Format:**

▼ Available Copies

Libraries	Material Type	Shelf Number	Status
W.S. Parker Branch	Books	F LEWIS C	FICTION

► Summary

► Reviews

### Detail display

When you click on a search result title or image, the item's details display.

The different sections contain item summaries, reviews, and basic item information. Click the Available Copies section for item library, type, shelf number, and availability. Click on the Summary and Reviews tabs to see any available item summary or reviews.



### Placing a hold

Holdable items have a **Place Hold** button (1) that you can click to put them on hold.

**Note:** If you are not already logged in when you try to place a hold, the system prompts you to log in.

After you click **Place Hold**, a window appears for you to specify the library where you want to pick up the item when it arrives. Once you have selected the pickup library, click **Place Hold**. The system tells you if the hold was successfully placed or not.

If the hold was successfully placed, the Post to Your Wall dialog box appears. Click **Share** if you would like to post a message about the hold to your Facebook Wall; you can personalize the message by entering text in the **Say something about this...** text box. If you don't want to post a message to your Wall, click **Cancel**.

Once you have placed a hold on an item, you can see it in My Account under the Holds tab.

### Using the Facebook "Like" button

Click the Facebook **Like** button (2) to "like" an item in your search results. When you like an item, a link to it appears on your Facebook Wall and in your friends' News Feeds.

### Using the Send button

Click the Facebook **Send** button (3) to send the item's information to another person. You can send the item information to any email address you specify, or you can send it in a Facebook message to any of your Facebook friends. Start typing your Facebook friend's name to see a list of possible matches. Once you send the message, it appears in your friend's Facebook message inbox.

If you want, you can send a personal message to go along with the item information. Once you have specified the email addresses or Facebook friends you want to send the item information to, click **Send**.

**Note:** If you don't have a Facebook email address, you won't be able to send the item information directly to email addresses. To learn more about setting up a Facebook email address, see "How do I set up a free @facebook.com email address" in the Facebook Help Center.

### Using the Twitter "Tweet" button

If you are a Twitter user, click the **Tweet** button (4) to tweet about the item in your search results on your Twitter account. If you are not already logged in to Twitter, a window appears and prompts you to log in to Twitter.

### Using the Google "+1" button

If you're a Google+ user, click the **+1** button (5) to post the item in your search results to your Google+ profile. If you are not already logged in to Google, a window appears and prompts you to log in to Google.

### Downloading electronic resources

If the item is an ebook or other electronic resource, you will see a link or list of links to available files under the **Download** heading under the item's picture (6). You can download the item by clicking one of the links.

### Related topics

- [General information on page 5](#)
- [Using Library Search on page 5](#)

## Using My Account

My Account lets you view your checkouts, holds, and any fines you may have.

Go to the My Account page by clicking **My Account** from the menu at the top of the page. If you are not already logged in, the system prompts you to log in before you can access the My Account page.

There are three My Account tabs: **Checkouts**, **Holds**, and **Fines**. Click on a tab to open it.

### Checkouts

The Checkouts tab has three sections: My Current Checkouts, My Group Checkouts, and My Checkout History.

**Note:** If you are not a member of a group, you won't see My Group Checkouts. Depending on your library's software setup, you may not see My Checkout History.

Checkouts Holds Fines Logged in as USER1

▼ My Checkouts

**Total Items Checked Out: 3**

**! Total Items Overdue: 2**

Renew Selected

<input type="checkbox"/>	Title	Author	Due Date
<input type="checkbox"/> ! <sup>1</sup>	Restoring old houses	Hutchins, Nigel, 1945-	2/6/12
<input type="checkbox"/> !	Sporting knives	Kertzman, Joe.	2/6/12
<input type="checkbox"/>	Me, stressed out?	Schulz, Charles M.	2/21/12

▶ My Group Checkouts

▶ My Checkout History

### My Checkouts

The My Current Checkouts section displays the items that you have currently checked out. If you have any items that are overdue, they appear at the top of the list with an exclamation point icon (**1**).

If you want to renew items, check the box next to the item you want to renew and click the **Renew Selected** button.

### My Group Checkouts

If you belong to a user group, the Group's Current Checkouts section displays all the items that are currently checked out by all the members of your group.

### My Checkout History

This section displays the title and author of each item in your checkout history, as well as the date it was returned to the library.

### Holds

The Holds tab has two sections: My Holds and Group Holds.

**Note:** If you are not a member of a group, the Group Holds section won't appear in your Holds tab.

Checkouts **Holds** Fines Logged in as USER1

---

▼ My Holds

**Total Items On Hold: 2**

**! Holds Ready For Pickup: 1**

	Title	Author	Date Placed	Pickup Library
<b>!</b> <b>1</b>	<input type="checkbox"/> Tom Sawyer	Twain, Mark, 1835- 1910.	10/12/11	Main Library
	<input type="checkbox"/> Harry Potter and the deathly hallows	Rowling, J. K.	10/12/11	Main Library

### My Holds

You can view all your holds in the My Holds section. Any holds that have arrived and are now available for you to pick up appear at the top of the list with an exclamation point icon (**1**).

From this section, you can also cancel a hold, edit a hold's pickup location (library), or suspend a hold. To perform one of these actions, select the item you want and then click one of these buttons:

- **Cancel Hold.** Selecting this button cancels the hold and remove the item from the My Account holds list.
- **Change Pickup Location.** Selecting this button opens a window where you can select the new pickup location. Click **Change** to change the location or **Cancel** to go back.
- **Suspend Hold.** Selecting this button opens a window with a Start Date and an End Date field. Click either field to bring up a calendar and select a date. Click **Suspend** to suspend the hold or **Cancel** to go back.

### My Group Holds

If you belong to a user group, the Group Holds section displays all the items that are currently on hold by all the members of your group. See [My Holds on page 16](#) above for more information on how to modify the holds in My Group Holds.

### Fines

The Fines tab has three accordion sections: My Fines/Blocks, My Group Fines, and My Payment History.

**Note:** You must have a payment history attached to your library account to see My Payment History.

The screenshot shows a web interface with three tabs: 'Checkouts', 'Holds', and 'Fines'. The 'Fines' tab is active. In the top right corner, it says 'Logged in as USER1'. Below the tabs is an accordion section titled 'My Fines/Blocks' which is expanded. It contains a table with three columns: 'Description', 'Reason', and 'Amount'. There is one row of data: 'A noose for the marshall', 'Overdue materials', and '\$3.00'. Below the table, it shows 'Total Amount Due: \$3.00' and 'Pay This Amount: \$0.00'. There is a 'Check out with PayPal' button and the text 'The safer, easier way to pay'. Below the main section are two collapsed accordion sections: 'My Group Fines' and 'My Payment History'.

<input type="checkbox"/>	Description	Reason	Amount
<input type="checkbox"/>	A noose for the marshall	Overdue materials	\$3.00

**Total Amount Due: \$3.00**  
**Pay This Amount: \$0.00**

Check out with **PayPal**  
 The safer, easier way to pay

▶ My Group Fines

▶ My Payment History

### My Fines/Blocks

The My Fines/Blocks section displays an itemized list of all the fines and blocks attached to your account and allows you to pay them online using PayPal.

The itemized list of fines includes your fines' associated item titles or descriptions, the reasons for the fines, and the amounts you owe.

You can pay your fines in person at your library, or you can pay them online using PayPal. To pay fines online, click the boxes next to the fines' item titles or descriptions. To select all fines, click the box next to the Item Title/Description header at the top of the list. The total amount of all your selected fines appears above the PayPal button. If you have any library credit, that amount can be added to the payment. Click the PayPal button to pay the amount selected.

**Note:** Depending on your library's software setup, online payment with PayPal may or may not be available. If you have any questions, please contact your library.

### My Group Fines

If you belong to a user group, the My Group Fines section displays the total fine amount assessed to all members of the group. You can pay the amount by clicking the PayPal button. If you have any library credit, that amount can be applied to the payment. See [My Fines/Blocks on page 17](#) for more information on how to make online payments.

### **My Payment History**

You can view a history of any payments you have made to fines in the Payment History section. This section displays the dates you made payments and the amount that was paid.

### **Related topics**

- [General information](#) on page 5
- [Using Library Search](#) on page 5