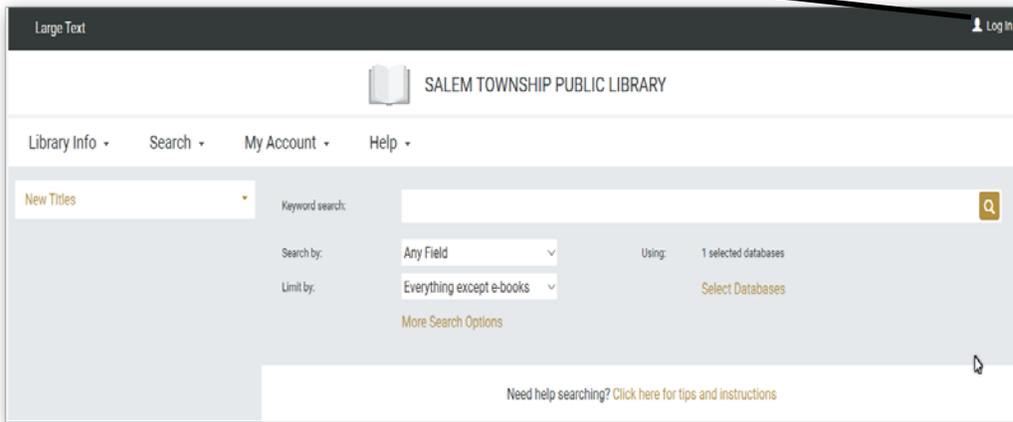


Logging into your account through our catalog:

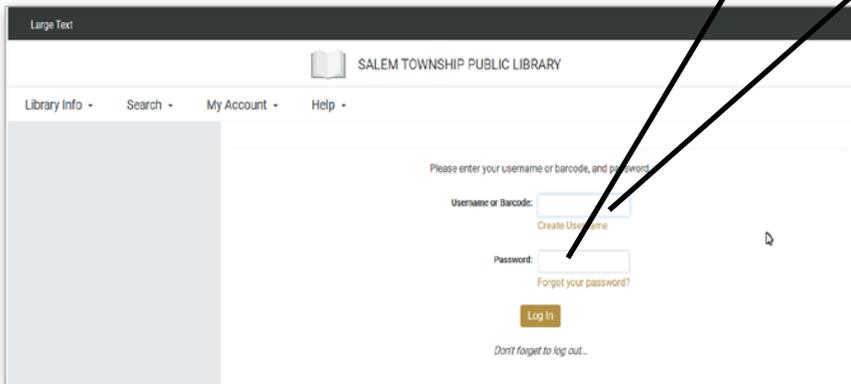
1. www.salem-township.lib.oh.us click on catalog on left side of screen.
2. Click on Log In

Note: Request materials by 5 pm to have ready to pick up next business day.

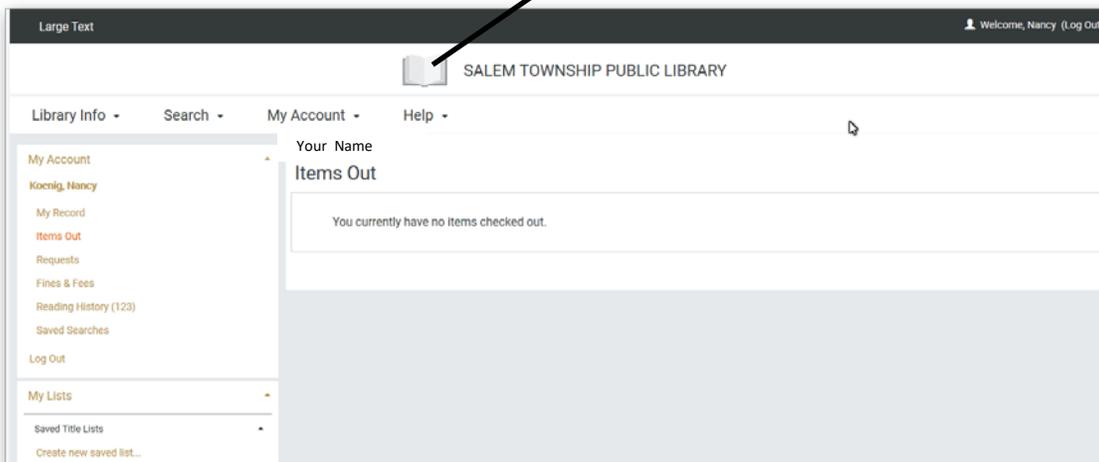
Any material requested after 5 pm will be ready in 2 business days.



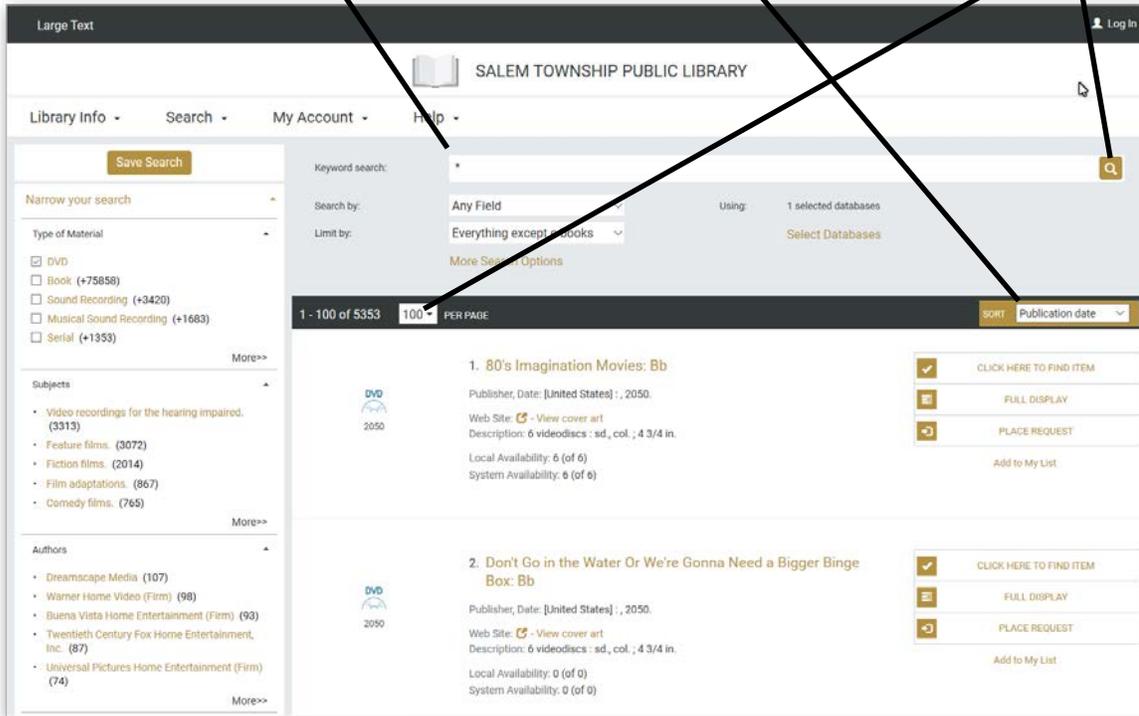
3. At the following screen at Username or Barcode type in your library card number.
4. At password enter the last 4 digits of your telephone number (the one provided to the library)
5. Click on Log In



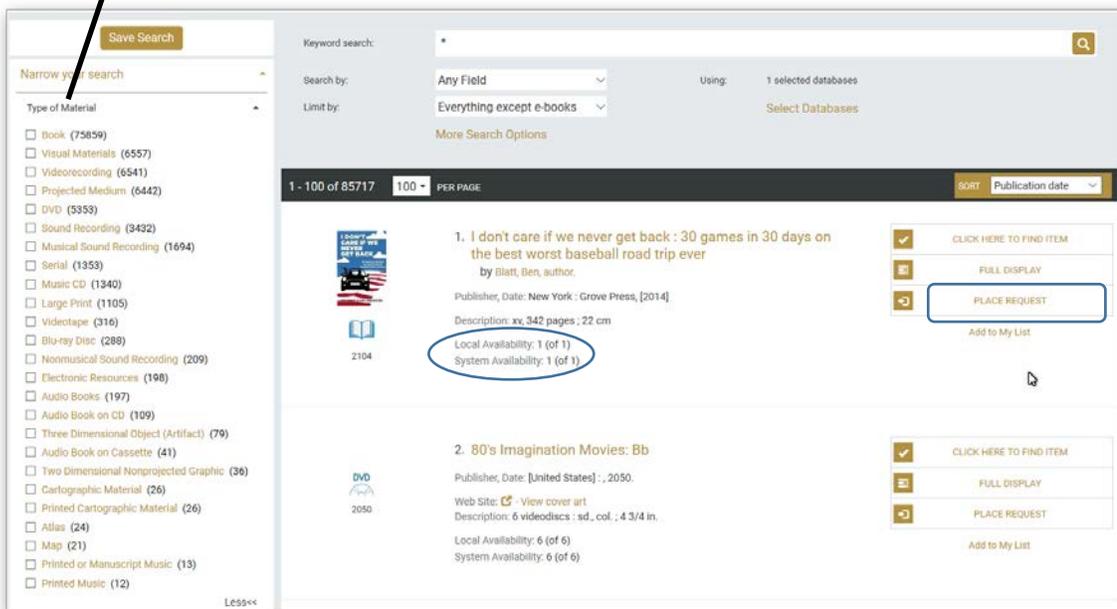
6. When you are logged in click on the book icon or SalemTownship Public Library to bring up the search screen.



7. In keyword search type in the Title, Author or Subject click on eyeglass
8. If you want the newest books or DVDs, type in an asterisk (*) in the keyword search, click on the eyeglass
9. When you results show up click the box by Sort and from the pull down menu click on Publication Date. It will then sort by Publication Date. Then if you want to see more results on page instead of just 10 pull down the menu by Per Page select 100.



10. To see a specific material format go to the box on left hand of screen and see Type of Material and check DVD or Book or Sound Recording etc. You can click on More for additional options.



11. When you see a material you like look at Local Availability. If it says 1 (of 1) (Circled in the box above) it means there is a copy available. If it says 0 (of 1) then it means our copy is checked out. Either way you can still request the material, if it is 1(of 2) we will pull the material for you and have it ready to pick up the following business day. If it is 0 (of 1) the system will put you on reserve for the next available copy.
12. To request material – On right side of screen click on Place Request (square in above box.)

Large Text Log In

 SALEM TOWNSHIP PUBLIC LIBRARY

Library Info ▾ Search ▾ My Account ▾ Help ▾

Place a request:

 **The vanishing**
Author: Krentz, Jayne Ann, author.

Please enter your username or barcode, and password.

Placing a request will log you in to the system. Don't forget to log out.

Barcode or Username:
[Create Username](#)

Password:
[Forgot your password?](#)

The box above display when you are logged out or not logged in. Barcode or Username is

Large Text Welcome, Nancy (Log Out)

 SALEM TOWNSHIP PUBLIC LIBRARY

Library Info ▾ Search ▾ My Account ▾ Help ▾

Place a request:

 **The vanishing**
Author: Krentz, Jayne Ann, author.

Barcode: Last 4 digits of your barcode

Pickup Library:

Always use this pick-up location (you can change it at any time)?

Activation Date:
(ex: mm/dd/yy)

your library card number and Password is the last 4 digits of your phone number. Click on Log In. The box below is if you are logged in or after you logged in. Click Submit Request.

You have successfully submitted a request

The screenshot shows the user interface of the Salem Township Public Library website. At the top, there is a navigation bar with "Large Text" on the left and "Welcome, Nancy (Log Out)" on the right. Below this is the library's name "SALEM TOWNSHIP PUBLIC LIBRARY" with a book icon. A secondary navigation bar includes "Library Info", "Search", "My Account", and "Help".

The main content area is titled "Your Name" and "Requests". On the left, there is a sidebar menu under "My Account" with options: "My Record", "Items Out", "Requests (2)", "Fines & Fees", "Reading History (123)", "Saved Searches", and "Log Out". Below this is a "My Lists" section with "Saved Title Lists" and a link to "Create new saved list".

The "Requests" section features a table with the following columns: checkboxes, Title, Status, Hold Position, Pickup Library, and Format. Two requests are listed:

<input type="checkbox"/>	Title	Status	Hold Position	Pickup Library	Format
<input type="checkbox"/>	 Avengers. Infinity war	Pending <small>(as of 6/10/2020)</small>	1 of 1	Salem Township Public Library	DVD 
<input type="checkbox"/>	 The vanishing by Krentz, Jayne Ann, author.	Pending <small>(as of 6/10/2020)</small>	1 of 1	Salem Township Public Library	 

At the bottom of the requests table, there are two buttons: "Cancel Selected" and "Suspend/Reactivate Selected".