

## Technology videos made by our librarians, using our systems

The Library's Website	
How to Search our Online Catalog!	<a href="https://youtu.be/5sxFP_zmbcl">https://youtu.be/5sxFP_zmbcl</a>
How To Access My Account!	<a href="https://youtu.be/a9dU3W5Rjqw">https://youtu.be/a9dU3W5Rjqw</a>
Databases	
How to Use NoveList Plus!	<a href="https://youtu.be/spOtrvq37U">https://youtu.be/spOtrvq37U</a>
Downloadable Resources	
What is Hoopla and How Do I Sign Up?	<a href="https://youtu.be/WLewaA5I9vE">https://youtu.be/WLewaA5I9vE</a>
What Is Libby and How Do I Sign Up For It?	<a href="https://youtu.be/w-gUsxKNVPY">https://youtu.be/w-gUsxKNVPY</a>
How to Use Libby's Library Tab!	<a href="https://youtu.be/jtlgnSdbjTM">https://youtu.be/jtlgnSdbjTM</a>
How to Use Libby's Shelf!	<a href="https://youtu.be/5FP6mY3oKqY">https://youtu.be/5FP6mY3oKqY</a>
What is Overdrive and How Do I Use it?	<a href="https://youtu.be/XjilPxGssHk">https://youtu.be/XjilPxGssHk</a>
Genealogy	
How to use Ancestry Library Edition	<a href="https://youtu.be/Hzd9CVnCWY8">https://youtu.be/Hzd9CVnCWY8</a>
General Computer & Email	
How to Use Zoom	<a href="https://youtu.be/n2LyEi6LNwE">https://youtu.be/n2LyEi6LNwE</a>
How to Use Microsoft Word	<a href="https://youtu.be/Qc3xT5GLlhs">https://youtu.be/Qc3xT5GLlhs</a>
How to Make and Use a Gmail Account	<a href="https://youtu.be/cldbfxcc5xQ">https://youtu.be/cldbfxcc5xQ</a>
Adjusting Security and Privacy Settings in your Gmail Account	<a href="https://youtu.be/OPdwVNsYAC8">https://youtu.be/OPdwVNsYAC8</a>
How to Use Google Drive	<a href="https://youtu.be/M74OX4lxhls">https://youtu.be/M74OX4lxhls</a>
How to Use Google Docs	<a href="https://youtu.be/cMC4JKyEPwE">https://youtu.be/cMC4JKyEPwE</a>
How to Use Google Photos	<a href="https://youtu.be/OpCSQdbp69Y">https://youtu.be/OpCSQdbp69Y</a>
How to Use Google Calendar	<a href="https://youtu.be/eBl9SicMWbo">https://youtu.be/eBl9SicMWbo</a>
How to Use Google Sheets	<a href="https://youtu.be/XXIVn89HJU4">https://youtu.be/XXIVn89HJU4</a>
How to Use Google Slides	<a href="https://youtu.be/fHT_PYuojrc">https://youtu.be/fHT_PYuojrc</a>
How to Use Google Forms	<a href="https://youtu.be/tmtiC8JuxZA">https://youtu.be/tmtiC8JuxZA</a>

[laconialibrary.org/738/Online-Databases](https://laconialibrary.org/738/Online-Databases)



### Ancestry Library Edition

(available in library only) Search genealogical and historical documents including Census, Social Security, Military, Schools, Directories & Church Histories, City Directories, immigration, and other records.

### Hoopla

(log on with your library card number) Download and stream free television shows, movies, music, ebooks, and audiobooks on your mobile device or computer.

### Lakes Region History Online

Experience Laconia history through photographs and artifacts.

### Overdrive, New Hampshire

#### Downloadable Books

(log on with your library card number) Download free audiobooks and ebooks to your mobile device or computer.

### NHAIS ILL System

<https://nhais.agshareit.com/home?cid=nhais&lid=nhais>

A union catalog that contains the holdings of the State Library as well as more than 300 public, school, and special libraries in the state. In most instances, the records reflect only those titles acquired by a library since the mid-1980s.

### Novelist Plus

(Log in with your library account)

Need help figuring out what book you might like to read next? Search Novelist by series, by author read-a-likes, award-winning books, genre (western, Christian fiction, historical novel), and lots more. A great tool to help readers like you find a book you will enjoy reading. Novelist provides a collection of fiction and non-fiction titles for all ages, a great resource for book discussion groups!

# FREE ONLINE RESOURCES!



## LACONIA PUBLIC LIBRARY

695 Main Street  
Laconia, NH 03246

### Hours

Monday - Thursday: 9 - 8  
Friday: 9 - 5  
Saturday: 9 - 4

**Phone:** (603) 524-4775  
**Text:** (603) 556-4666

[laconialibrary.org](https://laconialibrary.org)  
[info@laconialibrary.org](mailto:info@laconialibrary.org)



### Ask Us!

Reference assistance is available to anyone. Our librarians are trained to answer questions, and will do their best to help you find what you're looking for.

**We'd love to hear from you!**

# Using the Library's Catalog

## Accessing the Catalog

You can get to the catalog directly using the catalog URL: <https://laconia.biblionix.com>

## Searching

Simply type a word, words, or phrase into the "Search" box at the top of the screen. Then either push the Enter key on your keyboard, or click the GO! button.

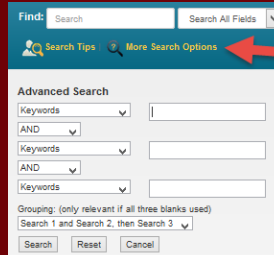


## Keyword Search Examples:

- DVDs based on books by John Grisham: **grisham dvd**
- The Lord of the Rings series: **lord of the rings**
- Snakes in Texas: **snakes texas**
- Items involving a particular fictitious character: **jack ryan**
- That book you heard about once, written by somebody named Fred that has "Sea" somewhere in the title: **fred sea**

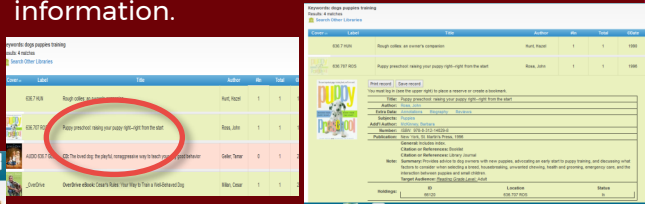
## More Search Options

If you wish to perform very detailed searches this option is for you. It also allows you to examine the subject categories that the library is using.



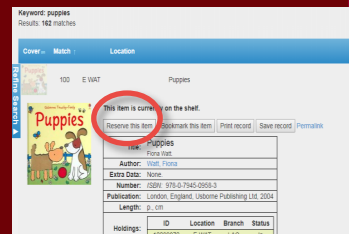
## Using Your Search Results:

Click an item, green or pink, to see more information and to place a reserve on it. When you click on an item, the item will expand in the search results list revealing more information.



Above is an example of a search result showing results for a three-word search: dogs puppies training. Each line/item is color coded: Green for "In" and available for check out Pink for "Out" and not available. The Label column tells you where to locate the item in the library. The In column tells you how many copies are available.

You can also place a reserve on an item by logging in to your member account. When the item becomes available, you will be notified.



# Your Member Account

## Overview

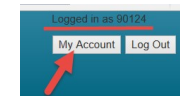
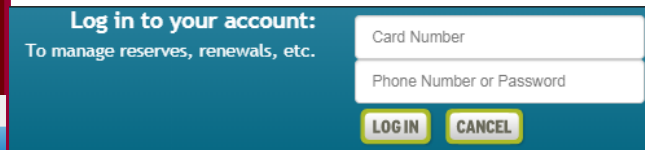
The catalog maintains an account for each member. The many features and functions available include:

- view items checked out and their status
- renew items
- reserve items
- reserve authors
- View charges on your account
- designate a vacation delay so you won't miss your turn
- designate how you wish to be contacted

## Logging In

To login to your account, enter your full Library barcode number and password in the fields in the upper right corner of the catalog welcome/search page.

**NOTE: On your FIRST login, the password is your phone number, and then you will be prompted to create your own unique password.**



Click "My Account" button - There will be tabs allowing you access to the different sections of your account information.

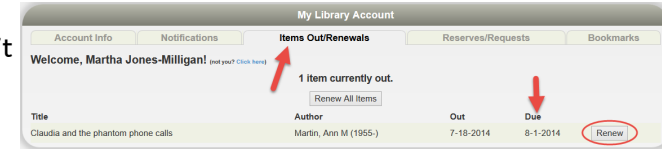
## My Account Info

Here you will find your name, address, phone numbers, email address, etc. Changes can be made here for personal information seen in blue.



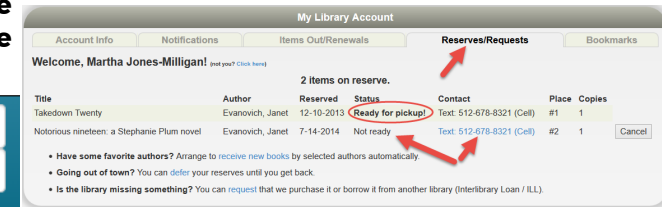
## Items Out, Renew

Here you can see all items currently checked out on your account. If a renew button is shown to the right of the due date, you can just click on it to renew the item. The item may show "Not Renewable". If it is on reserve by someone else, if you have charges on your account, or if you your renewal limit has been reached.



## Reserves

This section lists any reserves you have placed and notes your place on the reserve waiting list. It also shows how you elected to be notified. Note that you can cancel the reservation on items that are not ready.



## Going Out Of Town?

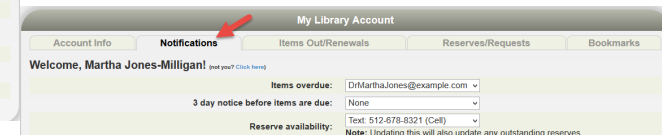
You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up, you simply move one place down in line.

## Reading History

You can now choose to opt-in to have your circulation history remembered for you. The tracking will only start once you opt-in.

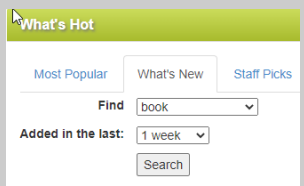
## Notification Options

You will be able to select your preferred notification method in this section.



## New, Popular, and Staff Picks

On the catalog homepage the What's Hot section shows you the latest items added to the collection under the What's New tab, the most popular circulating items under the Most Popular tab, and several book lists under Staff Picks.



## Have Some Favorite Authors?

Click the "receive new books" link and a list of popular authors will appear. Select your favorite(s) from the list and a reserve will automatically be placed for you when any new titles arrive at the library. **\*New-you can now also place reserves for movie series', simply choose DVD as the material type next to the series name.**