# How to Help Patrons Navigate Our New CivicPlus Website

As of December 21, 2023, the JPL website and catalog will be two separate sites. There will be multiple links back and forth between the two sites to make finding library materials, resources, and services an easy process (hopefully). Here are some of the highlights on the New JPL CivicPlus Website:

Homepage: when our new website goes live, the url will remain www.johnstonlibrary.com.

a. The JPL logo located on the far left of every page will take you back to the homepage of the website.

b. The search bar located at the top right of every website page will allow you to type in search terms to look for an item in the catalog, or will allow you to search within the site. The area you will searching will have a white background.

c. The top full-width scrolling image of the website will feature special events coming up at JPL. You may click on the image to find more information or register for the event.

d. The homepage of the website currently has three book list carousels. When you hover over one of the book cover images, a dialogue box pops up with a brief description of the book and a button that says *Check Availability*. The *Check Availability* button will open up the item in the new PowerPAC catalog for a patron to place a hold or continue searching for other items.

e. The main menu of the site features the following categories: *Browse, Research, Events, Kids & Teens, and Services*. Submenus for all of those main menu categories appear when you hover over the main menu text.
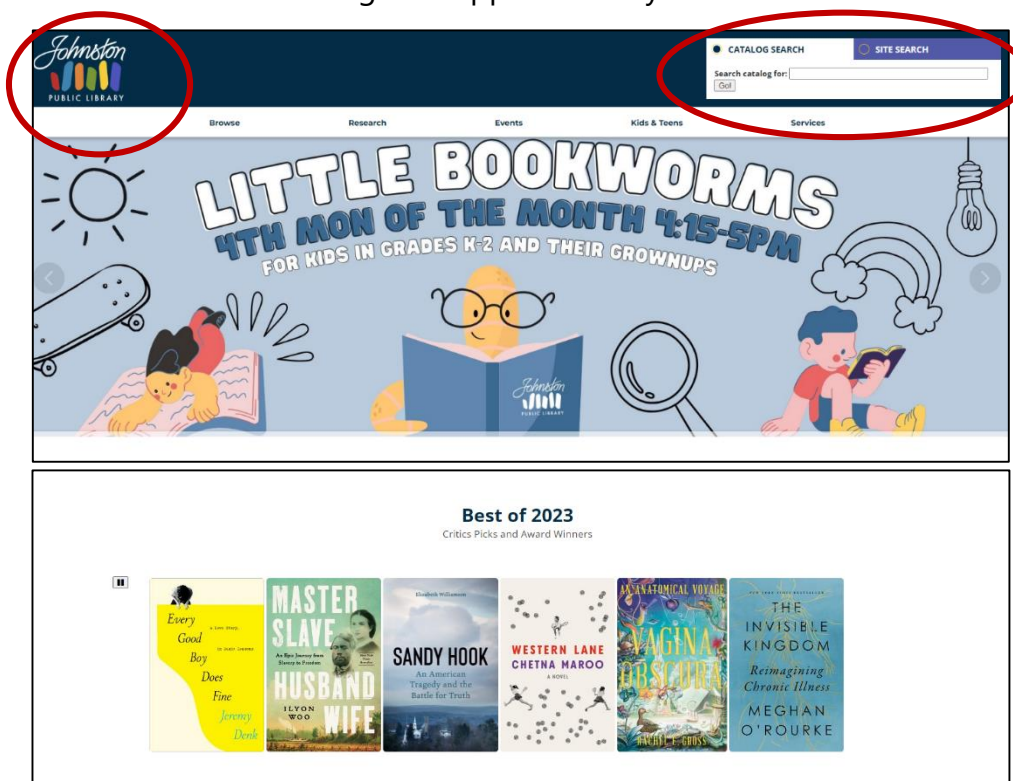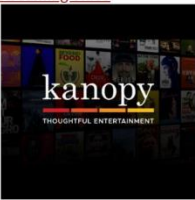

Book Carousel

f. The *Library Events* image will connect you to the Library Events calendar that is filtered to show patrons upcoming library events for kids, teens and adults. Patrons and staff can also register for library events or make a study room or meeting room request.

g. The *Explore* section of the homepage features quick links to popular resources including Libby, Adventure Pass, Kanopy Streaming Video and New York Times.

h. The *Stay Connected* section at the bottom of the homepage features a preview and quick link to JPL's Facebook and Instagram page, as well as a signup form for JPL's weekly e-newsletter.
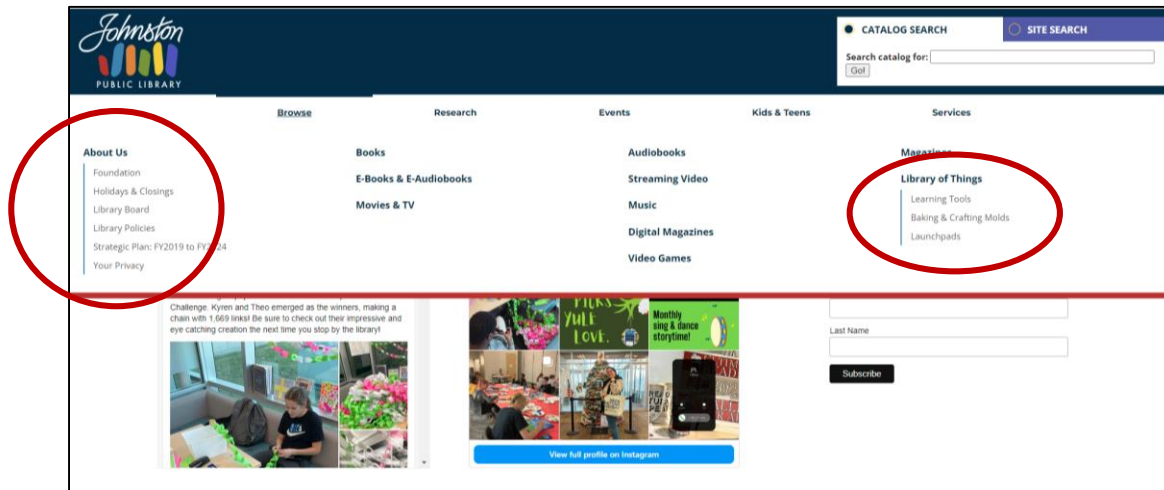
2. **The Browse Menu**

a. Click on the Browse menu to view JPL library materials limited by format, i.e. Books, Movies & TV, etc.

b. On the far left of the Browse menu is the *About Us* submenu section featuring information about the library including the *Foundation, Holidays & Closings*, *Library Board, Library Policies*, the *Strategic Plan*, and info about *Your Privacy* in the library.

c. A new subcategory called *Library of things* now groups 3D items including *Learning Tools*, *Baking and Crafting Molds*, and *Launchpads*. This same grouping is on the PowerPAC dashboard menu as well.

d. As always, digital materials will link to external sites or a website subpage within our site explaining how a resource works, i.e. Libby and Kanopy.

3. **The Research Menu** links to JPL online resources including Consumer Reports, Brainfuse, Ancestry Library, etc. **For a couple weeks we will be without Niche Academy, the brief written and video tutorials that show patrons how to use our online library resources. It is my understanding that we will be able to add this tutorial widget into our new CivicPlus website, but I am waiting on the company for their availability. Stay tuned.**
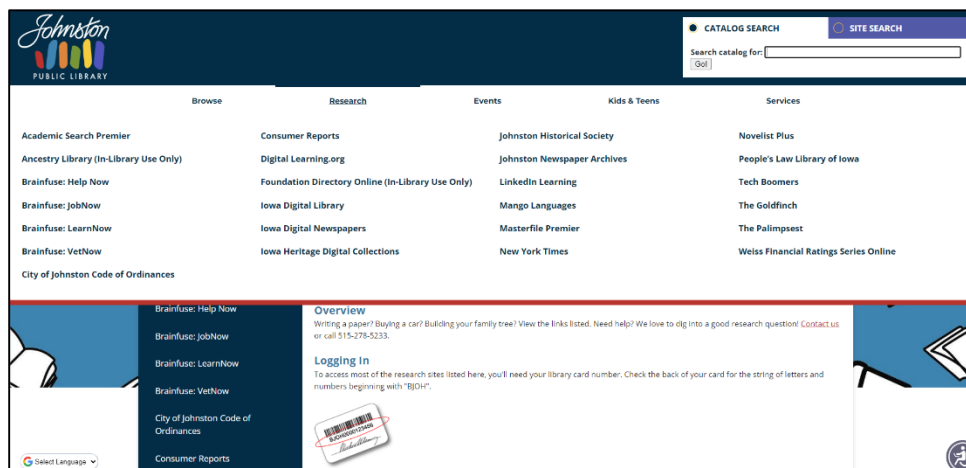
4. **The Event Menu** links to our LibraryMarket Event Calendar and can take patrons to filtered views of the calendar that are specific to kids, teens, and adults events. Staff and patrons can also make reservations and registrations through this menu link.
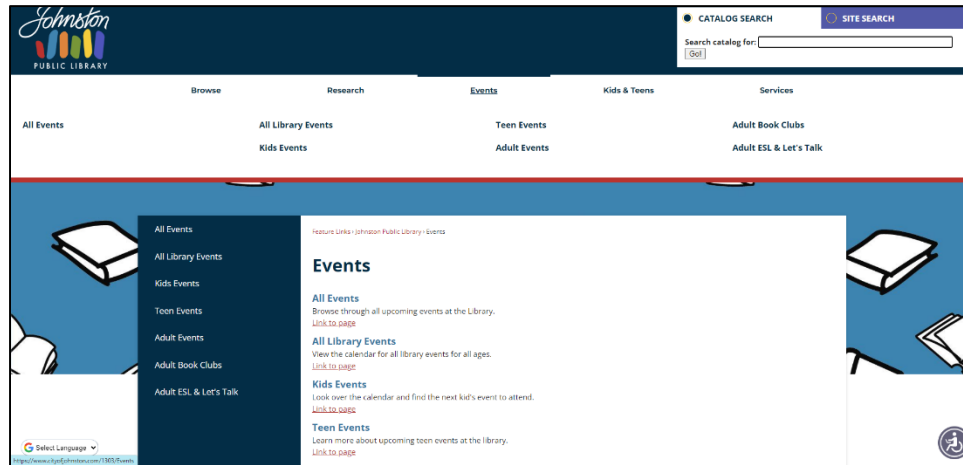
5. **Kids and Teens Menu** features info that is very similar to the Kids and Teens pages on our previous site. Both pages have links that will take patrons to the LibraryMarket calendar filtered to age-specific events. The Kids page has information about *Story Hours*, *1,000 Activities* and *Homework Help* and the Teen Page has info about *Teen Advisory Board*, the *Teen Space* and *Homework Help*. Under the Kids and Teens Main menu, the user actually needs to click on either Kids or Teens submenu to go to those pages.
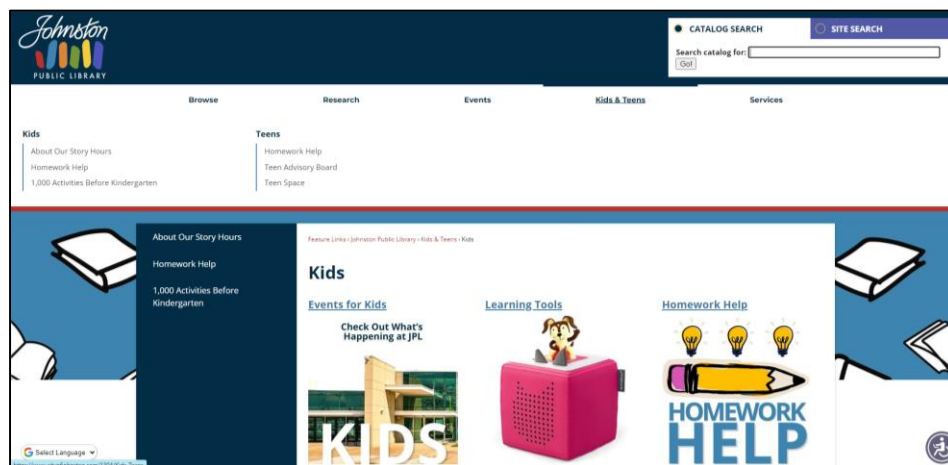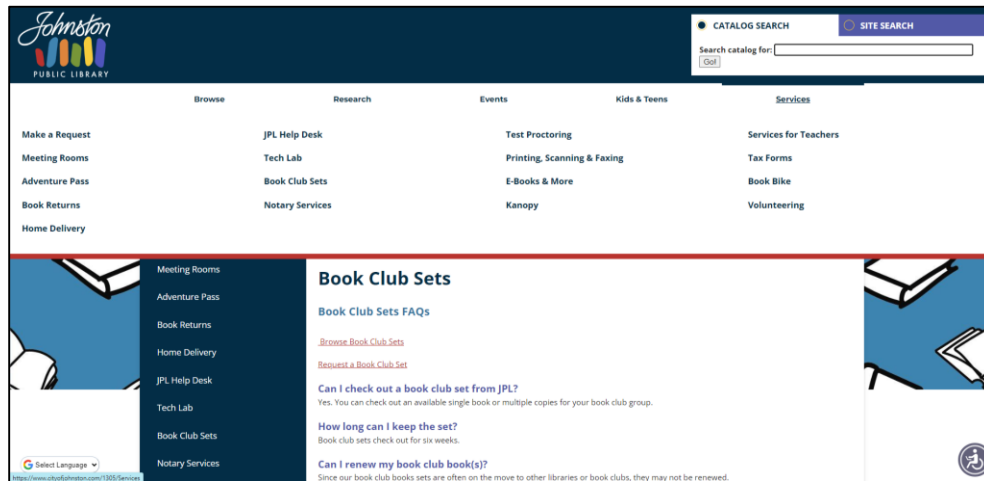
6. **The Services Menu** is where you'll find many of the links that patrons ask about frequently including:

   a. **Make a Request** (this is where patrons can input requests for ILL's or Purchase Requests.) TS will then look at the request and decide if it makes sense for the request to be procured through ILL or for JPL to purchase the item; either way, either way in the vast majority of cases, the patron will receive their requested item.

   b. **Meeting Room Policies** page that includes a link to request a study or meeting room.

   c. **Adventure Pass**

   d. **Book Return Locations**

   e. **Home Delivery**

   f. **JPL Help Desk**

   g. **Tech Lab**

   h. **Book Club Set info and request form**

   i. **Notary Services**

   j. **Test Proctoring**

   k. **Printing info**

   l. **eBooks and More (info about getting started with Libby)**

   m. **Kanopy**

   n. **Teacher Services**

   o. **Tax Form info**

   p. **Book Bike Info**

   q. **Info about Volunteering**

The Services Menu has A LOT of important info under it. Keep in mind that if you forget where something is located on our site, you can always use the search bar to search the site and it will take you to a specific page. Give it a try!