

## How to Navigate the PowerPAC



### 1. PowerPAC Header

- a. The **JPL Logo** in the far left corner will take you back to the homepage of the PowerPac
  - b. Patrons can log into their account by clicking on the **log in** link in the upper right hand corner or clicking on **My Account**
2. **About Us:** This menu includes information about Library Staff, Library Board, Library Policies, Strategic Plan, and Privacy Information and will direct patrons back to these pages on the website

### 3. Library Info

- a. **Catalog Search:** directs you back to the homepage of the PowerPac to begin another search
  - b. **Library Hours:** directs you to a page with the hours of the library
  - c. **Web Site:** takes you to the Library's Website johnstonlibrary.com
  - d. **Ask Us:** Patrons can log into their account and send a message to library staff. This message is sent to the notices account and will be directed to the correct department.
4. **Search:** Patrons can select various ways to search the catalog. Most patrons will use *keyword search*, but can other search functions are available here.
5. **My Account:** when patrons are signed in they can view the following information under this tab:
- a. My Record
  - b. Items Out
  - c. Reqeusts
  - d. Fines & Fees
  - e. Reading History
  - f. Saved Searches
  - g. My Lists
  - h. Log Out

6. **Events:** 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.
7. **Kids & Teens:** Links back to our **Kids & Teens** pages as well as our **Services for Teachers** page on our website.
8. **Help:** Provides quick tutorials on the various functions of the PowerPac

The screenshot shows a search interface with a text input field for a search query, a search button (magnifying glass icon), and a dropdown menu labeled 'Limit by:' currently set to 'All formats'.

1. **Quick Library Search:** Search for library materials by entering in the Title, Author, or keywords. If the patron is looking for a specific material type (DVD, Book, CD, etc.) use the **Limit By** dropdown to limit the search.

## Side Menus

1. **Library Website:** Click the text to be redirected back to the Library's website.
2. **Login Help:** Find information about username and password. To sign in patrons should use their library card number that begins with BJOH as their username and their birthday (mmddyyyy) as their password.
3. **Browse:** Click on each title to browse the libraries collections. Use the limiters in the search results to filter the lists.
4. **New Materials:** Click on each link to view the newest titles in each of the collections.
5. **On Order:** Click on each link to view items that are on order in each collection. Patrons can place holds from the search results.
6. **Stream & Download:** Click on each link to be redirected to the hosting platform (Libby or Kanopy).
7. **Library of Things:** Click on each link to see the list of items in the catalog.
8. **Digital Resources:** Highlights our most popular digital resources including Brainfuse, Consumer Reports, etc. The links redirected patrons back to the library's website or directly to the resource.
9. **Search Other Libraries:** Click on each library to search their catalog for items that JPL may not own or are currently checked out.
10. **Make a Request:** Directs patrons to the Make a Request form. Patrons can submit requests for ILLs or Materials to Purchase.