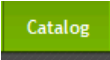

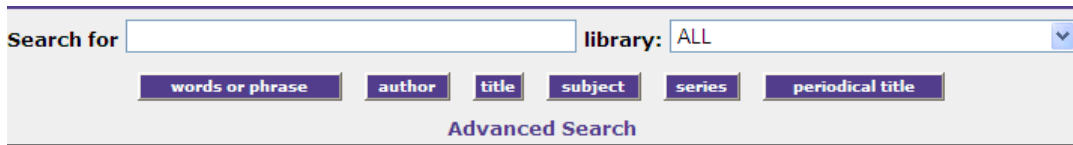


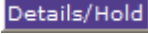
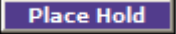


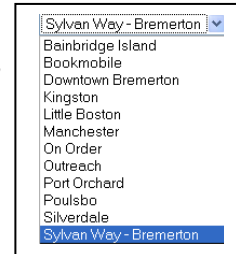
Kitsap Regional Library

Using the Kitsap Regional Library Catalog

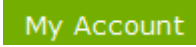
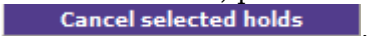
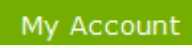
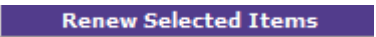


- To access the library's online catalog, click on the link to the Library Catalog  located on the green toolbar on the library's homepage (<http://www.krl.org/>).
- Log-on** to the catalog by entering your library barcode and password (or pin) in the upper right corner. Your password is typically the last four digits of your phone number OR it can be a specific password you requested. Next, click on .
- Use the **search interface** to type keywords into the search box to locate an item. After entering your search terms, click on a category to search by: title, author, subject, series etc...



- Scan the search results to find the title that best meets your need. Click on the  button to view the item **record**.
- Check the **holdings** to see if the item is available at your home branch. If not, **place a hold** on the item by clicking on the **Place Hold** link located on the left menu. Placing a hold notifies all KRL branches to send the next available copy to you at your home branch.
- When placing a hold, make sure the correct branch where you would like to pick up your holds is highlighted. To select a branch, click on the drop-down menu and highlight the correct branch. Next, click on the  button.
- Click on **OK** to confirm your hold.



Check the Status of your Library Account

- To look at your library account and verify account information such as: current checkouts, items on hold, or to cancel holds, log-in to the library catalog (see instructions above). Once logged on, click on  from the catalog home page. Choose **Review My Account**. Current checkouts are listed at the top of the page and holds are listed below checkouts.
- To cancel a hold, put a checkmark in the box next to the title you wish to cancel, then click .
- To renew items currently checked out, click , then choose **Renew My Materials**. You may renew all items or just selected items by clicking on the radio button next to your choice **Select Items to Renew** **Renew all**. Then click .
- To continue searching, click on  located at the top of the page.
- To log-out of your library account and exit the catalog, click on  in the catalog bar (top of the page.)