

## What is PowerPAC?

PowerPAC is the catalog that you see when you search for a book, check your account, and renew your items. It is available in the library at designated catalog computers and available from home at [www.tcpl.org](http://www.tcpl.org).

### PowerPAC allows you to:

- View items checked out on your account
- Renew items
- View and/or cancel hold requests
- Check for fines and fees
- Verify that TCPL has your current address and email information
- Change your password
- Save and view your reading history
- Create saved searches using the Personalized Search Agent

## Account Password

Online patron accounts require your library barcode number and a password. This offers you added security for your library account. So if you like to renew your books or check your account online, you are now required to enter your password as well. To make this transition easier, we automatically assigned the last four-digits of your phone number as your password. You can change your password once you log in for the first time. If your password is not working, please contact the Circulation Desk at 272-4557 x269. You must have your library card number when you call.

**POLARIS**  
LIBRARY SYSTEMS

## Create Saved Searches Using the Personalized Search Agent

Create a search, for example, on books about vegetarian cooking, and then save this search under your patron profile. When the Search Agent runs, it finds any new titles that have been added to the collection that match your search. You can schedule the frequency you want your Search Agent to search the catalog, then you will receive an email with these new titles.

### Set up and Save a Search:

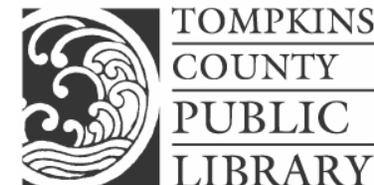
1. Search by keyword, phrase, exact phrase, advanced, or Boolean search and click "Go."  
Note: Each automatic search looks for titles new since the last time the search was run.
2. Click "Save Search" located under the "Sort by:" option.
3. Type in your library barcode number and password, and click "Log In." Fill out the fields on the Save Search form as follows:
  - **Search name** - Type a name to identify the search in your list of saved searches.
  - **Note** - Type a brief description (optional).
  - **Email results to** - Type any e-mail address to receive the results.
  - **Email format** - select HTML or plain text.
  - **Email if no results** - Check the box if you want to receive an e-mail when an automatic search returns no new results.
  - **Search frequency** - Specifies how often the saved search is automatically run (Weekly, Monthly, or Suspend). Select Suspend if you want to save the search to use later, but do not want regular results at this time. You can edit the setting to a different frequency later, or run the search manually when you choose.
  - **Number of times to run** - Type the number of times that the saved search should be run automatically. The library sets a maximum number for this setting.
4. Click "Save Search."

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# PowerPAC

## Your Library Account

- **View Items Checked Out**
- **Renew Items**
- **View and/or Cancel Hold Requests**
- **Check for Fines and Fees**
- **Save your Reading History**
- **Create Saved Searches**



*NAVIGATING A SEA OF RESOURCES*

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Ithaca, NY 14850-5613  
Website: [www.tcpl.org](http://www.tcpl.org)  
Phone: 607-272-4557

### Access Your Account from Home

1. Go to [www.tcpl.org](http://www.tcpl.org)
2. Click on "Search Catalog" located at the top of the screen.
3. Click on "Patron Account."
4. Type in your complete library barcode number located on the back of your card, including the "D."
5. Enter your password which in most cases is the last four-digits of your phone number. For more information about passwords, please read the "Account Password" section in this brochure.

### Access Your Account in the Library

1. Go to any computer designated as a library catalog. These should already be logged on to PowerPAC.
2. Click on "Patron Account."
3. Type in your complete library barcode number located on the back of your card. Include the "D."
4. Enter your password which in most cases is the last four-digits of your phone number. For more information about passwords, see the "Account Password" section.

### View Items Out on Your Account

Want to know what you have checked out and when they are due? Log in to your patron account and choose the tab at the top left of your screen that says, "Items Out." This lists all items currently out on your card, when they are due, and the number of renewals left for each item.

### Renew Items on Your Account

Log in to your account and choose the tab at the top left of your screen that says, "Items Out." At this point if you want to renew your items, place a check mark in the box to the left of each title by clicking once in the box. Click on "Renew Selected Items." If it renewed successfully, a screen will appear that says, "items successfully renewed." Click "back" to see the new due date. PowerPAC renews the items from the date you renew them, not from the date they are due. An item can not be renewed more than once or if someone has placed a hold on it.

### View and/or Cancel Hold Requests

You can display the requests you have made for materials (and cancel the requests, if necessary) through the Patron Account Requests option. After you log in, click on "Requests" in the Patron Account submenu to display a list of your requests.

**Note:** For each item, the requests view displays the format and title of the item and the status of the request.

#### The following statuses are common listings:

- o **Active** - Your request for the item is active and waiting for the item to become available.
- o **Pending** - The lending library has earmarked the item for you.
- o **Shipped** - The item is being sent from a member library to TCPL to fill your request.
- o **Held** - The item has reached the Circulation Desk and is waiting for you to check out. This is when an email or mail notice is generated informing you the item is on hold.
- o **Cancelled** - The request has been cancelled. This list will also show cancelled hold requests for 60 days before they are deleted.
- o **Unclaimed** - The item was held for you at the library, but it was never picked up.

The numbers in the Hold Position column indicate the status of your request compared to other patron requests for the same item. The library notifies you when your request is available.

#### Note:

The hold position indicates your request's status in relation to other requests system-wide (all member libraries in the Finger Lakes Library System). We fill our patrons hold requests first with our items.

#### Remember:

**There is a 50 cent fee for each hold request which you pay at the time you pick up the item. You will be charged this fee even if you do not claim the item.**

### Check for Fines and Fees

Once you have logged in to your patron account, click on "Fines & Fees" to see if you have any charges to your account.

### Save and View Your Reading History

The reading history is a convenient record of what you have read and what you might like to read again. It includes the title, author, check-out date, and loaning library for each item you have checked out. It does not show details such as renewals, due dates, or dates returned.

To activate your reading history, log in to your Patron Account and choose "Change Preferences" near the bottom of the screen. Place a checkmark in the box directly to the left of "Maintain permanent reading list" and click on "Submit." If you agree to the privacy warning, PowerPAC will begin keeping your reading history for you. Anytime you want to view your reading history, select it from the Patron Account menu.

If you want to clear your reading history, you can stop the history and clear it from your patron account in the same way. In this case, the history is not kept at all. You can start a new reading history at any time.

#### Important:

Your reading history is associated directly with your patron account. If you have concerns about your privacy as a library patron, contact the library for specific information about the library's privacy policies or view our privacy policy online at [www.tcpl.org/privacy.html](http://www.tcpl.org/privacy.html).