

## Catalog Quick Start Guide

### Searching for an Item

1. Go to [www.westfargolibrary.org](http://www.westfargolibrary.org) and locate the catalog search bar on the right.
2. Begin searching by typing a keyword, title, or author into the blank search bar. Click the magnifying glass icon to search.
3. From the results list, click on one or more options on the left to refine your search.
4. For more information about an item, click on the **Details** tab.
5. To find the location and availability of an item, click on the **Locations** tab.

### Renewing an Item

1. Go to [www.westfargolibrary.org](http://www.westfargolibrary.org) and locate the **My Library Account** icon on the left.
2. Enter your 14-digit library card number, located on the back of your West Fargo Public Library card, in the Library Barcode or NDUS Account field.
3. Enter your last name in the Password field.
4. At the top of the screen, click on **My Account**.
5. The Status column will show Renewable or Not Renewable for each item.
6. Click the box in front of the items you wish to renew and click **Renew Selected**. Or click **Renew All** to renew all your items.
7. A "Renew Succeeded" box will appear. Refresh the page to see the new due date.

### Placing an Item on Hold

1. Go to [www.westfargolibrary.org](http://www.westfargolibrary.org) and locate the **My Library Account** icon on the left.
2. Enter your 14-digit library card number, located on the back of your West Fargo Public Library card, in the Library Barcode or NDUS Account field.
3. Enter your last name in the Password field.
4. Search in the catalog for the item you want. Below the title and description of the item will be a row of links in blue font that say "Locations, Details, Request, Virtual Browse". Click on the link that says **Request**. This will bring up a box with information and a button that says **Hold**. Click the **Hold** button. You should get a confirmation that says "Action Succeeded".
5. An email or letter will be sent to you when the item is available for pickup.

### Placing an Interlibrary Loan Request

Use this service to borrow items from libraries outside the West Fargo Public Library system. This service is limited to West Fargo and West Fargo school district residents.

1. Go to [www.westfargolibrary.org](http://www.westfargolibrary.org) and locate the **My Library Account** icon on the left.
2. Enter your 14-digit library card number, located on the back of your West Fargo Public Library card, in the Library Barcode or NDUS Account field.
3. Enter your last name in the Password field.
4. On the search bar, click on the **All ODIN Libraries** tab.

5. Type in a keyword, title, or author and click **Search**. Refine the search as you wish.
6. Click the **Request** tab below an item.
7. A box will appear where you can enter the date in MM/DD/YY format that you need the item by. (Contact the Service Desk 701-551-8940 if you need help choosing this date.) Leave the "No" box checked on the line that asks if you are willing to pay for the interlibrary loan. This will not prevent you from requesting the item. Click on **Request**.
8. Read and acknowledge the copyright statement.
9. You will be contacted by telephone or email when the item is available for pickup.