

If you need assistance with using the library catalog, ask a librarian to help you or call any of the branches. You can also E-Mail or Instant Message a librarian from our website link: *Ask a Librarian*.

Come to our *Library Catalog* class and discover the many exciting features that the catalog has to offer:

- ⇒ RSS/XML
- ⇒ Rooms
- ⇒ Best Sellers & Recommended Reading List.....& much more

The classes are *free!*



[www.mcl.org](http://www.mcl.org)

### MCLS Branches

**Lawrence HQ Branch**  
609-989-6922  
2751 Brunswick Pike  
Lawrenceville NJ 08648

**Ewing Branch**  
609-882-3148  
61 Scotch Road  
Ewing NJ 08628

**Hickory Corner Branch**  
609-448-1330  
138 Hickory Corner Road  
East Windsor NJ 08520

**Hightstown Branch**  
609-448-1474  
114 Franklin Street  
Hightstown NJ 08520

**Hopewell Branch**  
609-737-2610  
245 Pennington-Titusville Road  
Pennington NJ 08534

**Hollowbrook Branch**  
609-443-1880  
320 Hollowbrook Drive  
Trenton NJ 08638

**Robbinsville Branch**  
609-259-2150  
42 Allentown-Robbinsville Road  
Robbinsville NJ 08691

**Twin Rivers**  
609-443-1880  
276 Abbington Drive  
East Windsor NJ 08520

**West Windsor Branch**  
609-275-8901  
33 North Post Road  
Princeton Junction NJ 08550

## **Mercer County Library System**

### *Online Library Catalog*



### **Did you know...**

- ⇒ you can check your account from home?
- ⇒ you can renew materials from home?
- ⇒ you can search for books, DVDs, & CDs and put a hold on any item from home?
- ⇒ you can find your position in the queue for that bestseller you had requested?
- ⇒ you can read excerpts and reviews of books?

Visit our website at:

[www.mcl.org](http://www.mcl.org)



<b>Mercer County Library System</b>		Kelvin S. Ganges Chief Of Staff	Ellen O'Shea Brown Library Director
	<b>Brian M. Hughes</b> County Executive	Andrew A. Mair County Administrator	Richard J. Cavallo Chief Fiscal Officer, Library
<b>The Capital County of New Jersey</b>		Marygrace Billek Director of Human Services	Laurence McNamara Supervising Librarian

To access the Mercer County Library's online catalog go to the library's website: [www.mcl.org](http://www.mcl.org).

Then click on  or [Connect to MCL's Library Catalog](#)

- ⇒ **Browse Search:** Type your search and then click Author, Title, Subject or Series. A browse search produces an alphabetical list of items matching your search term, beginning with one item preceding the closest match.
- ⇒ **Advanced Catalog Search:** Use the drop-down arrows to select various keyword search options. Results will include any items that contain that keyword. You can limit your search by selecting from the limiters on the lower half of the screen. You can limit by Library, Language, Item Type, Publication Date and Interest Level. You can also sort results by Author, Title or Publication Year.
- ⇒ **Browse by Call Number:** A numerical list by Dewey Number. For instance, 378.16 SAT will result in a list of SAT preparation books. You can limit by Library and Item Type.

**Hint: From the search results screen, click on the item you want for more information. Then click on Catalog Record, to the right, for the full record, including hot links to find like items.**

**Lists:** Bestsellers, award winners, new books and audio visual materials can be viewed below the search options box.

**Search History:** Allows you to view a list of searches you have performed during your current session. You can then either repeat the original search or refine it.

**Kept Search List:** Create a list of titles by clicking Keep on items you wish to save. Holds can be placed on items in the Kept list and you can print or email the list. Kept records are retained across multiple searches for the duration of your current session.

**Holds:** Place a hold from the Item Details display or the Search Results list. You can also place a hold from your Kept search list. Once you have selected to hold an item, type in your Library User ID and your PIN. Select a Library for item pickup. You can change the Suspension Start and Suspension End dates for the item. Then Click Hold.



Clicking on the Kids link will take you to the page designed especially for children.

**Kids' Library:** click on **Kids Library** to search only items in the library's children's collection.



## My Account

You can click on **“My Account”** to see

- ⇒ *all the items you have out*
- ⇒ *renew items,*
- ⇒ *view, edit or cancel holds*
- ⇒ *view any fines you may have*
- ⇒ *change your PIN (Personal Identification Number)*

To log into your account type in all **14** digits of your library barcode and your **4** digit PIN (the last 4 digits of your phone number).

**Renew My Materials:** Put a check in the box in front of the item you would like to renew and then click the “Renew Selected Items” button. You will see a warning if an item fails to renew.

**My Items on Hold:** See the status of your current holds, delete a hold or suspend it.

**View My Fines:** Find out if you owe any fees for overdue books.

**Edit My PIN:** Enter your old PIN then enter the four new numbers that you have chosen. Re-enter the same numbers once more and then click the button that says “Change PIN.”