

KOHA Quick Reference Sheet

<p>What's New</p>	<ul style="list-style-type: none"> • New features when you search our catalog, including reading Amazon.com reviews and the option to purchase books from Amazon directly from the catalog. • Ability to customize your account and change your settings. • Place holds on books yourself. • Save your reading history. Did I read that book? Now you'll know the answer. • Create book lists to remind you of books you want to read (the Cart) or view public lists.
<p>ID and Password</p>	<ul style="list-style-type: none"> • Your ID is the five digits after 000 on your library card. For example, if your library card is 2VSPY000201544, your ID is 20154. • Your password is your last name and it is case-sensitive. <p style="text-align: center;">ID: _____ Password: _____</p>
<p>Searching the Catalog</p>	<ol style="list-style-type: none"> 1. Visit http://stjathenaeum.kohavt.org or click the Search our Library button on our website at www.stjathenaeum.org. 2. Select <i>Title</i> or <i>Author</i> from the <i>Search</i> drop-down list. If you don't select either one of these choices, you will automatically search by <i>Keyword</i> and may get unexpected results. 3. Enter the search text and click Go. 4. If the search results are large, look for page number icons at the bottom of the list.
<p>Refining a Search</p>	<ul style="list-style-type: none"> • To narrow an author search – click the desired author's name on the left under <i>Authors</i>. • To see only titles that are currently available (not checked out) click <i>Currently available items</i> on the left under <i>Availability</i>. • If you want to see when the item is due, click the item's link, find the row for St. Johnsbury Athenaeum and look at the date in the Date Due column. • Click a book cover or the book title to view detailed information about the item. Click the book cover again to <i>Look Inside</i> the item at amazon.com.
<p>Your Cart</p>	<ul style="list-style-type: none"> • The Cart is a holding place for items that you may want to refer to later. • While doing a search, if you want to save information about one or more items, click the check box next to the entry. Open the drop-down list next to Save and select <i>Cart</i>. Click Save.

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	<ul style="list-style-type: none">• To view your cart, click Cart at the top of the search results list.• To print the contents of your Cart, click Print in the Cart window.• To email the contents of your Cart, click Send in the Cart window, enter an email address and click Send.• To view a more detailed description of items in your Cart, click More Details.• To delete items from your Cart, place a check next to the desired items and click Remove.
Notes	<ul style="list-style-type: none">• Click the KOHA logo on any page to return to the catalog home page.• In the coming weeks, we will have more handouts with detailed instructions on managing your account, placing holds and other new KOHA features.• Please contact us at any time with your questions.• Remember you can search our catalog 24/7 on the web.