

encore QuickStart Guide

Encore is the new Berkeley Public Library catalog. To start using Encore, just enter your search terms (1) and hit Enter!



After completing a search, you can:

1. Type a new keyword search, or click “Explore Related Searches” for suggestions.
2. See your account information (if logged-in), or log out (appears on all Encore pages).
3. Click the Library logo to return to the Library Home Page. Below the logo are links to Help, Suggest a Purchase, and New Arrivals.
4. Use Link+ to find an item not in our catalog.
5. Find articles on your topic.
6. Refine your search by keywords (“Tags”) in your result set.
7. Click the title of an item to see more information, or make a note of the call number to find the item in the Library. You can also place a hold (see below), add an item to a marked list (for e-mailing or printing), or click “Explore” to see web resources related to the item.
8. Refine your search by “Facets”. (format, language, location date, etc.)



This screen graphic is intended only to show where to find the enumerated items.

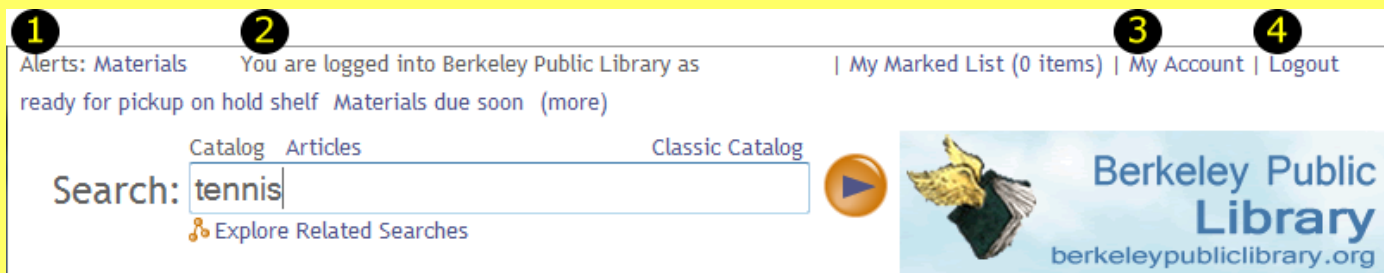
Placing Holds with Encore

1. Locate the item in Encore. (Be sure you locate the correct material type – book, DVD, audio, etc.)
2. Click the "Hold this for me" link at the bottom of the item. (You will login to Encore at this point.)
3. Confirm the branch to which it will be delivered.

You will be notified when your item is available to pick up. If you add your email address to “My Account”. (see other side of this guide) you will receive courtesy notices when your items are ready and when items are due.

About Encore and Your Privacy

When you place a hold for an item or login to Encore, it keeps you logged-in. While logged-in, Encore screens show alerts (1), a notice that you are logged-in (2), a link to “My Account” (3), and a link to “Logout” (4). **To protect your privacy, you need to log out of Encore when you are done using it.**



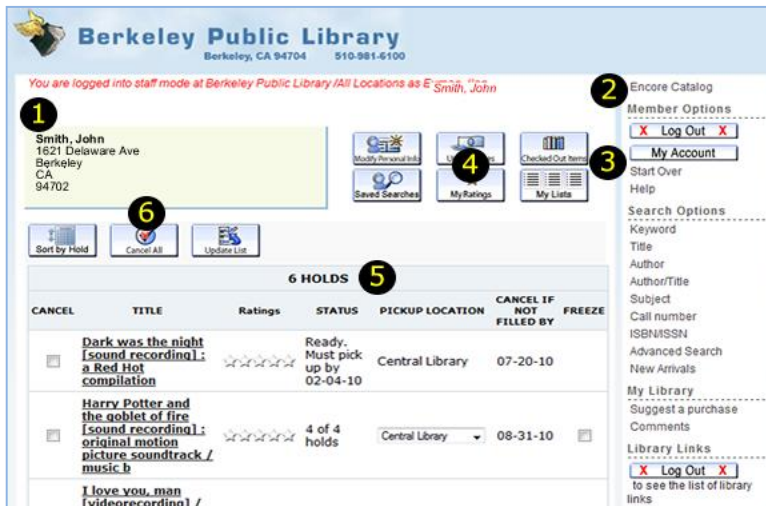
Managing Your Account with the Classic Catalog

There Are Three Ways to Access “My Account”

- From the left-hand navigation menu (red) on the Library Home Page, click “My Library Account”.
- Click “Login” located at the top of any Encore page, then click “My Account”.
- From any Classic Catalog Page, click “My Account” from the top right hand corner, or “My Account” from the right hand navigation column.

Areas of the “My Account” Page:

Be sure to  when finished!



The screenshot shows the Berkeley Public Library My Account page. At the top, it says "Berkeley Public Library" and "You are logged into staff mode at Berkeley Public Library/All Locations as E Smith, John". Below this is the user's name and address. There are several buttons: "Modify Personal Info", "Unpaid Fines", "Checked Out Items", "Saved Searches", "My Ratings", and "My Lists". A "Log Out" button is in the top right. A table titled "6 HOLDS" lists items on hold, including "Dark was the night" and "Harry Potter and the goblet of fire".

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cancel a hold on an item, check the box corresponding to it, then click the “Update List” button).

1. When you are logged-in, instead of the multicolored menu bar at the top, you have a reminder that you are logged-in.
2. A link to Encore (see reverse of this guide).
3. When Logged-in, this area allows you to search while still remaining logged-in.
4. Account feature buttons (Each feature button is explained below)
5. Account feature area. The “My Account” page initially opens with the Holds table in the feature area. When you click one of the account feature buttons, the feature area changes.
6. Account feature controls. Allow you to perform functions, such as sort, mark, delete and cancel items in the feature area. (e.g. If you want to

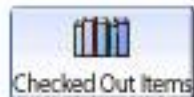
Feature Buttons



Modify Personal Info allows you to update your phone number and e-mail address and specify how you would like to receive courtesy notices (items ready on hold shelf, items due soon, etc.)



Unpaid Fines shows an itemized list of fines accrued and allows you to pay online. (Only appears if you have unpaid fines)



Checked Out Items shows all of the items checked out on your account. This feature allows you to renew items.



Saved Searches allows you to set up e-mail alerts with any new items that match your search. To begin saving searches, you must execute a search while logged-in, then click “Save this search!” on the search results page, inside the search area with blue background.



My Ratings shows all the items you have rated in both Classic Catalog and Encore. You may change or delete your ratings. See the help pages (link on right side under “My Account”) to learn how ratings work.



My Lists shows the lists you have created from Encore or Classic Catalog. Lists can be exported and you may place holds on individual items from within the feature area. See the help pages (link on right side under “My Account”) to learn how to set up lists.

For detailed help pages, click “Help” located near “My Account”.