View and Manage Your Requests

Follow these steps to view, suspend, or reactivate your requests.

- Click My Account on the menu bar, and click Requests on the My Account menu.
- Log-in using your library barcode number or user name and password.
- Select the check box by the title for each request that you want to suspend or reactivate.
- Click Suspend/Reactivate Selected Requests, or click Suspend/ Reactivate All Requests to suspend or reactivate all your requests.
- Type the date when suspended requests should be reactivated or type today's date to reactivate an inactive request.
- Click Submit.
- To cancel one or more request select the check box by the title for each request that you want to cancel, and click Cancel Selected.
- Click Cancel All to cancel all your requests.

Renew Items Out

Follow these steps to renew the items you have checked out.

- Click My Account on the menu bar, and click Items Out on the My Account menu.
- Log-in using your library barcode number or user name and password.
- To renew select the check box next to the title of each item that you wish to renew.
- Click Renew selected items (nonrenewable items will not have a box to check).
- To renew all items checked out on your account, click Renew all items.

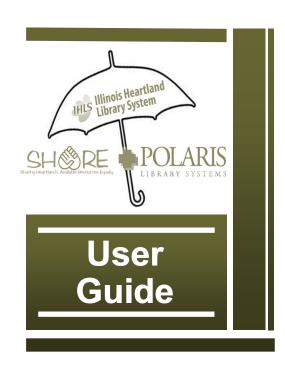
Placing a Hold

Follow these steps to request any copy of a title listed in your search results.

- Search for the title you want to request.
- Select and click Place Request.
- Log-in using your library barcode number or user name and password.
- Select the name of the library where you want to pick up the item using the *Pickup Library* box.
- Click Submit Request.

Forsyth Public Library

SHARE Online Patron Access Catalog



Quick Search

Follow these steps to do a quick search of your library's catalog.

- Type a word or words in the Quick Library Search box.
- If you want to limit the search to a specific format, select the material type in the *Limit by* box. For example, if you want to find only DVDs, select *DVD* in the *Limit by* box.
- Click Go.

Keyword Search

to find titles containing specific words.

Click **Search** on the menu bar, and click **Keyword** in the Search menu

Browse Search

to browse the title, author, subject, or series index.

Click **Search** on the menu bar, and select **Browse** in the Search menu

Work with Search Results

You can do the following actions from the search results list:

- Click a Sort option at the top or bottom of the page to sort your results.
- Click a page number or the arrow at the top or bottom of the page to move through the list.
- Click Availability to see availability information.
- Click Full Display to see detailed information.
- Click Add to My List to add the title to a list that you can save, print, or send by e-mail.
- Click Place Request to request that the library obtain and hold the title for you to check out.

Online catalog available on "materials search" section of webpage forsythlibrary.com or forp.illshareit.com

Check and Update Your Account

Follow these steps to check your account and update your personal information.

- Click My Account on the menu bar, and click My Record on the My Account menu.
- Log-in using your library barcode number or user name and password.
- The My Record page appears, and the side of the page displays a summary of your account information.
- Click Contact Information to display your personal information.
- Type or select the new information in the appropriate boxes.
- Click Submit Change Request to submit the new information to the library.

