

Instructions to access the card catalog at home or anywhere away from the library.

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1. Ask a **\*librarian** to set up your account for the online card catalog.
2. Go to your Web browser. Press down on the CTRL key and with your mouse click on this hyperlink <http://24.237.172.209:400/>. It will take you to the Alexandria website.
3. Click the researcher icon.
4. Click on Log In at the top of the screen.
5. Enter your 4-digit library card number for your username and password. Click Log In.

Now you may browse the library's card catalog, place holds, and renew items.

**To Place a Hold**, log in. Search for the media by typing the name of the item in the search box and click search. Once you find your item in the list, you will notice a button that says, "Place Hold." Click it. That item is now on hold. No one can check out that item but you for seven days. You should be able to find the item on the shelf and check it out. To see the status of your hold, click your name at the top of the window and click the "Holds" tab under the Activity tab. It will display the barcode, title, when the hold was placed or expired, and whether or not it is available for check out.

**To Renew an Item**, log in. Click your name at the top of the window. Here you can edit some of your account information and view the status of your media. Under the "Activity" tab, you will find the items you have checked out. You may select certain items by clicking on the title. Click the renew button in the bottom right hand side of the window. You may renew an item only once before the item begins to collect fines after the date due.

\*Librarian: In the patron information window, under personal information, set the card number as the username and password.