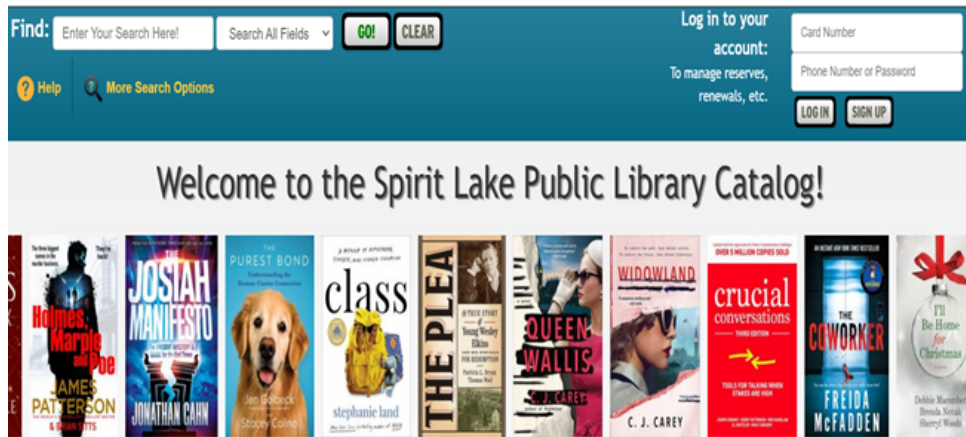




Spirit Lake Library Catalog

Your Spirit Lake Public Library Catalog has convenient and powerful ways for you to access information. The on-line catalog is available for use from any Internet capable device. There are two primary capabilities: Searching for a material and managing your library account. This document covers instructions and tips on how to get the most out of your library account. If you need help, please ask a staff member for assistance.



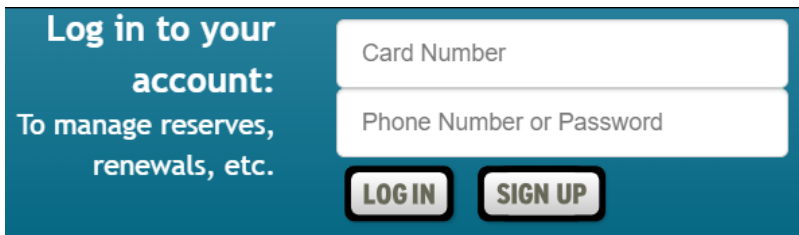
We recommend logging into your account anytime you use the catalog

Overview:

The catalog maintains an account for each patron. Many features and functions are available including:

- view items checked out and their status
- renew items
- reserve items
- choose favorite authors for auto-reserve
- manage address and phone number
- delay your reserves when out of town
- designate how you wish to be contacted
- see your checkout history

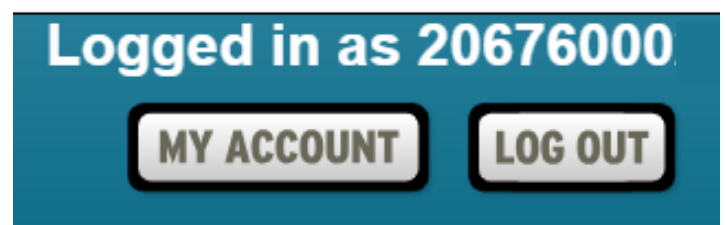
Login



To log-in to your account, enter your 14 digit “Card Number” and phone number into the fields in the upper right corner of the catalog welcome/search page. Enter your phone number (without the dashes). If the phone number has the same area code as the library (712), you don’t need to enter it. Select the 'Log In' button.

Click **“My Account”** button.

Let’s look at each section of My Account.



Account Info

Here you will find your name, address, phone number, email address, etc. You can set or change your secure Apollo password here. Changes can be made for personal information seen in blue. Just click on what you want to change and a box will appear. Make your changes and click save.

The screenshot shows the 'My Library Account' page with the 'Account Info' tab selected. The page displays the following information:

- Barcode:** Display your scannable barcode
- Secure password:** Set a secure password
- Primary Address:** 702 16th Street, Spirit Lake, IA 51360
- Address:** Add address
- Phone:** 336-2667 (Work)
- Phone:** Add phone
- Email:** admin@spirittlake.lib.ia.us
- Email:** Add email

Notifications

The library will notify you of various situations using the contact method selected in this section. To change an option, click the drop down box. The choices are derived from your "Account Info" in the first tab. The feature "3 day Notice Before Items Are Due" is only available through text message and email, otherwise you may choose the options phone call, text message, or e-mail.

The screenshot shows the 'My Library Account' page with the 'Notifications' tab selected. The page displays the following notification settings:

- Preferred pickup method:** Curbside
- Items overdue:** 336-2667 (Work)
- 3-day notice before items are due :** admin@spirittlake.lib.ia.us
- Reserve availability:** 336-2667 (Work)
Note: Updating this will also update any outstanding reserves.
- Checkout receipt:** admin@spirittlake.lib.ia.us

Items Out Renewals

This next section shows all items currently checked out to your account. You'll see the title, due date, etc. If a renew button is shown to the right of the due date, you can just click on it to renew the item. The item might show "Not Renewable" for a number of reasons: if it is on reserve to someone else, you have fines over the limit, or your card has expired.

The screenshot shows the 'My Library Account' page with the 'Items Out / Renewals' tab selected. The page displays the following information:

- 2 items currently out.** Print the list
- Renew All Items (1 of 2 is renewable)
- Title** | **Author** | **Out** | **Due** | **Not renewable.**
- BOOK:** How to take care of your dinosaur | Cockcroft, Jason | 1/13/2024 | 2/12/2024 | Not renewable.
- BOOK:** PAW patrol: stories to share | | 1/13/2024 | 2/12/2024 | Renew

Reserves/Requests

My Library Account

Account Info Notifications Items Out / Renewals **Reserves / Requests** Bookmarks History

Welcome, Spirit Lake Public Library! (not you? [Click here](#))

2 items on reserve.

Title	Author	Reserved	Status ↓	Contact	Place	Copies
Marvel action Spider-Man	Dawson, Delilah S	1/13/2024	Ready for pickup! through 1/17/2024	336-2667 (Work)	#1	1
The edge	Baldacci, David	1/13/2024	Not ready	336-2667 (Work)	#14	1

- **Reserve Express®** - Have some favorite authors? Arrange to [receive new items](#) by selected authors automatically.
- **Going out of town?** You can [defer](#) your reserves until you get back.
- **Is the library missing something?** You can [request](#) that we purchase it or borrow it from another library (Interlibrary Loan / ILL).

This section lists any reserves you have placed and it typically notes your place on the reserve waiting list. It also shows how you elected to be notified. The “Copies” column indicates how many copies the library has of that title. Note that you can cancel the reservation on items that are not ready.

Have Some Favorite Authors? – Click the “receive new items” link and a list of popular authors will appear. Select your favorite(s) from the list and a reserve will automatically be placed for you when any new titles arrive by that author at the library.

Going Out Of Town? – You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up during that time, the system will move you down in line. You’ll get that later without going to the end of the line. To indicate when you're unavailable, click “defer.” Click any date to mark it is an unavailable. Click on the calendars icon to change your “from” and “through” dates. You can move to different months as necessary with the arrows at the top left and right. Make sure to click the “confirm” button when done.

Is The Library Missing Something? Fill out the request form here and the system will inform the library staff of your request.

Bookmarks

My Library Account

Account Info Notifications Items Out / Renewals Reserves / Requests **Bookmarks** History

Welcome, Spirit Lake Public Library! (not you? [Click here](#))

3 items bookmarked. [Print your bookmarks](#)

Location	Title	Author	Bookmarked ↓	In	Total	
Easy Nonfiction — E 612.8 BLA	BOOK: Touching	Black, Sonia W., (1953-)	1/13/2024	1	1	Remove
Juvenile Nonfiction — J 398 ROW	BOOK: Trolls	Rowley, Kris Erickson.	1/13/2024	1	1	Remove
	Bridges Audiobook: Kiwi	Daniels, Crystal	1/13/2024	0	0	Remove

The bookmark section is for your convenience. The library does nothing with your list. This feature could be very useful when doing research and a bibliographic reference will be needed. You may wish to use bookmarks as a reminder of things you want to read in the future. When you are logged-in to the Public Catalog, and view individual records, you can simply click the, “Bookmark This Item” button. To remove a bookmark, click the “Remove” button found at the end of a book marked title in your account.

History

Depending on your library's configuration choices as well as your own, you can see what you have checked out in the past (this listing does not currently include digital checkouts). You can search this list by using Ctrl-F in your browser (or similar 'search' option on a phone or tablet). Also you can export the whole list as an Excel spreadsheet.

My Library Account						
Account Info	Notifications	Items Out / Renewals	Reserves / Requests	Bookmarks	History	
Welcome, Spirit Lake Public Library! <small>(not you? Click here)</small>						
Export complete history: <input type="button" value="Excel Spreadsheet"/> <input type="button" value="Download"/>						
Title	Author	ISBN	Out	Due	Returned	
BOOK: PAW patrol: stories to share		9780593375365	1/13/2024	2/12/2024	1/13/2024	
BOOK: Verity	Hoover, Colleen	9781538724736	5/23/2023	6/12/2023	6/12/2023	
BOOK: Verity	Hoover, Colleen	9781538742112	5/23/2023	6/12/2023	6/12/2023	
BOOK: Remarkably bright creatures: a novel	Van Pelt, Shelby	9780063204157	5/23/2023	6/26/2023	6/14/2023	
BOOK: Remarkably bright creatures: a novel	Van Pelt, Shelby	9780063204157	5/23/2023	6/26/2023	6/27/2023	
DVD: Schitt\$ Creek — (DVD)			12/16/2020	12/24/2020	12/23/2020	
BOOK: Harry Potter and the sorcerer's stone	Rowling, J. K	9780590353427	8/19/2020	9/21/2020	8/19/2020	
DVD: 13 Hours: The Secret Soldiers of Benghazi (videorecording)			6/29/2019	7/6/2019	8/5/2019	

Note that if you are logged-in and searching for an item, Apollo will tell you if you have checked it out. You do not have to refer to the list above. Here's an example:

Cover	Location	Label	Title	Author	In	Total	©Date
	355.0082 MON		A few good women: America's military women from World War I to the wars in Iraq and Afghanistan	Monahan, Evelyn.	1	1	2010
<div style="display: flex; justify-content: space-between;"> <input type="button" value="Reserve this item"/> <input type="button" value="Bookmark this item"/> <input type="button" value="Print record"/> <input type="button" value="Save record"/> </div> <ul style="list-style-type: none"> You checked out this title on 11/9/2015. <div style="border: 1px solid black; padding: 5px;"> <p>Title: A few good women: America's military women from World War I to the wars in Iraq and Afghanistan</p> <p>Evelyn M. Monahan and Rosemary Neidel-Greenlee.</p> <p>Author: Monahan, Evelyn.</p> <p>Location: 355.0082 MON</p> <p>Extra Data: Annotations Biography Excerpt Reviews</p> </div>							

Books Bib. Record

Click on the book you are interested to expand the bib. record

Cover on	Match	Location	Label	Title	Author	In	Total	©Date
	100	Browsing	YA PAI	BOOK: Better than the movies (Better than the Movies* #1)	Painter, Lynn	1	1	2021
	100	Browsing	YA PAI	BOOK: Betting on you (Betting On You #1)	Painter, Lynn	1	1	2023

While logged into the catalog, buttons are available to reserve or bookmark items

Click on the blue series title to view the rest of the items we have available from that series.

Click on the blue author's name to view the rest of the items we have available from that author.

Additional info available for the item.

Clicking on different data option will change information at bottom of bib. record

Items are shelved alphabetically by author's last name.

Location
Adult Fiction — F SHR 2017

Location
Adult Audio — CD HAN 2018

DVDs are shelved by genres and number order.

Location
DVDs — DVD 3013 SCI-FI

Location
DVDs — DVD 1700 WESTERN

This item is currently on the shelf.

Reserve this item Bookmark this item Print record Save record Permalink

Title: Betting on you Lynn Painter.
Medium: BOOK
Series Title: Betting On You (#1)
Author: Painter, Lynn (author.) — Betting on you
Location: Browsing — YA PAI

Extra Data: [You May Also Like](#) [About The Author](#) [Look Inside](#) [Professional Reviews](#)
[Also Available As](#) [Book Profile](#) [Reading Level](#)

A New York Times Bestseller
Summary: From the *New York Times* bestselling author of *Better Than the Movies*, this swoon-worthy rom-com in the vein of *She's All That* and *10 Things I Hate About You* follows a teen girl who unwittingly finds herself at the center of a bet while working at a waterpark.

When seventeen-year-old Bailey starts a new job at a hotel waterpark, she is less than thrilled to see an old acquaintance is one of her coworkers. Bailey met Charlie a year ago on the long flight to Omaha, where she moved after her parents' divorce. Charlie's cynicism didn't mix well with Bailey's carefully well-behaved temperament, and his endless commentary was the irritating cherry on top of an already emotionally fraught trip.

Subjects: [Interpersonal relations — Fiction](#)
[Friendship — Fiction](#)
[Wagers — Fiction](#)
[Occupations — Fiction](#)
[Young adult fiction](#)
[Social Themes — Friendship](#)
[Romance — Romantic Comedy](#)
[Romance / Contemporary](#)

Number: ISBN: 978-1-6659-2123-7
LCCN: 2023003497
Publication: New York, Simon & Schuster Books for Young Readers, [2023]
Edition: First edition
Physical: 425 pages, 22 cm, illustration

General: When seventeen-year-old Bailey starts a new job at a hotel waterpark, she is less than thrilled to see an old acquaintance is one of her coworkers. Bailey met Charlie a year ago on the long flight to Omaha, where she moved after her parents' divorce. Charlie's cynicism didn't mix well with Bailey's carefully well-behaved temperament, and his endless commentary was the irritating cherry on top of an already emotionally fraught trip.
Target Audience: [Source:](#) Simon & Schuster Books for Young Readers.
Target Audience: Grades 10-12.
Target Audience: [Source:](#) Simon & Schuster Books for Young Readers.

Holdings:	ID	Location	Status
	10085389	Browsing — YA PAI	In

Explore: [You May Also Like](#) [About The Author](#) [Look Inside](#) [Professional Reviews](#)
[Also Available As](#) [Book Profile](#) [Reading Level](#)

You May Also Like

Top Picks



Similar Authors



[See More Recommendations](#)

These are items & authors that we have available in library or online for download

When the background is green this indicates that the item is available.

When the background is red this indicates that the item is checked out.

	Browsing	FLP BRO 2023 GEN	LP: The Lucky Shamrock	0	1	2023
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This is a popular title! Get on the reserve list now!
1 person is waiting for this title.

Reserve this item Bookmark this item Print record Save record Permalink