



# Using SPRUCE @home

**SCRL MEMBERS: PLEASE LOGIN TO “MY ACCOUNT” BEFORE SEARCHING OR PLACING A HOLD.**

## Logging into your account for the first time:

In order to reserve , or renew materials from home you must have a valid membership card and password. These passwords are electronically generated, and you will be prompted to change it the first time you log in.

**Before you begin, contact the library to reset your password.**

After library staff has given you a 4-digit password, enter the library catalogue via the website

- Click on “My Account”.
- The first time you log into your account: enter your library card number and the 4 digit password you were assigned.
- A screen will prompt you to change your password.
- Please do so.

## Simple Search

The default search screen is the Simple Search. If you wish to search in simple search:

- enter your search terms, and choose:
- keyword (default), title, author, subject or series.
- You may wish to narrow your choice by format. You do this by clicking on the dropdown menu and choose: All Formats (default), Books, Large Print Books, Audiobooks, Video Recordings, Music, or Electronic Resources.
- If you are logged in, by default, you will be searching your home library first. (If not logged in, when you enter the online catalogue, it is set to search the “SPRUCE CONSORTIUM”. **Please choose your local branch.** To do this click on “Choose a library to search”. Click on the arrows until you come to the list of SCRL branches, and click on the name of your local branch, e.g. “Altona”. )
- Once you have entered all search information, click on “Go”

See: TO VIEW RESULTS

- If the result is “zero hits” please see instructions under “To View Results”.

## ADVANCED SEARCH

This form of searching is effective when you wish to enter several search terms.

- On the Home screen please click on “Advanced Search”.
- You may enter a number of keywords, the author, and/or title.
- Your search can be limited by the search filters along the left side of the screen.
- Under “Search Library”, please ensure that your local branch is listed and “this branch” appears in the drop-down menu. If not, please click on “Choose a different library” from the drop-down menu and click on the arrows until you come to the list of SCRL branches. Click on the name of your local branch, e.g. “Altona”.
- Click on “Submit search”

## TO VIEW RESULTS

Spruce will generate a list of hits for your local branch.

- Click on the title to obtain the copy information. (ensure you have the correct format (book, audio book, large print, etc)
- A *record summary* will be displayed and copy information for the item at your home branch.
- If you wish to place a hold, you may do so. See “placing holds”.

**If the screen tells you there were zero hits returned for your search, try expanding your search.**

- In the upper right corner, click on the drop-down arrow beside “This Branch” and choose “Local Library System”.
- Click on “Go”. (under search terms)
- This will yield copies in the other branches.
- If you wish to place a hold, please do so. See “placing holds”.

## PLACING A HOLD

**If you are logged in**, the *result summary* will show the copy available in your local branch. click on “place hold” in the upper right hand corner of the record summary.

- *(If not logged in, you will be prompted to do so.)*
- The screen will list your name, contact number and name of book.
- Check to ensure that the “pickup” location is where you wish to pickup the book.
- Click on “Place Hold”.

**If there is no copy available in your local branch and you wish to request from another location:**

From the list of titles, click on the title of the item you want *(Be careful to choose the right format (eg. Large print, or audio books)*

- A record summary will appear,
- Click on “View copy information for all libraries” at the bottom of the record.
- Now click on “Place Hold” in the upper right hand corner.
- Check to ensure that the “pickup” location is where you wish to pickup the book.
- Click on “Place Hold”.

- **RENEWALS**

- Enter the library catalogue via the SCRL website.
- Click on “My Account”
- Click on “Items Checked Out”
- A list is generated.
- Click on the little boxes along the right side of any you wish to renew.
- Click on “Renew Selected Items”
- OK