

How do I renew online items that I've checked out?

- Click **My Account** on the top menu bar, and log in.
- Click **Items Out** to display the list of items you have currently checked out.
- Select the check box by the title for each item that you want to renew, and click **Renew selected items**.
- Click **Renew all items** to renew all the items.
- A message tells you which items have been renewed, and whether any renewals have been blocked.
- Click **My Record** to return to your account, or click **Log Out** to log out of your account.



What if I'm just looking for an article, not a whole book?

Have you discovered our **e-Resources**? These are collections of articles on specific topics that you can access online.

- Go to www.tracpac.ab.ca
- Click on the top link on the left to get to a search by category, or at the top of the page on the tab beside Search Catalogue to search for a particular term.
- Log in to your account (using your library barcode and PIN (the last four digits of your phone number))
- Search to your heart's content! (If you need assistance, be sure to talk to your local library staff!)



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Using
TRACpac: the
online library
catalogue.



A world of information at your fingertips!



www.nlls.ab.ca

What is TRACpac?

TRACpac, the online catalogue for Northern Lights Library System and its partners, contains nearly three million items. With a valid library card residents can place holds on material or renew borrowed items from any internet connection.

How do I get to TRACpac?

We are online at: www.tracpac.ab.ca

What can I do on TRACpac?

- Place holds on items in the catalogue and have them sent to your local library.
- Choose to receive email notification when your books are in.
- Look at your account to see what you've got checked out from your library or to change your personal information.
- Renew items and view your holds.
- Create a reading history list.
- Create alerts tailored to your specific reading interests.

How to do I find a book or a DVD?

- Go to www.tracpac.ab.ca
- Type a word or words in the **Search Keyword(s)** box. Click **Go**. You are now in the main search engine.
- 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.

I got a lot of hits from my search. How do I narrow it down?

TRACpac has an **Advanced** search feature.

- You can get to it by clicking on **Advanced Search**, under the Search bar on the main page, or by clicking on the **Advanced** tab in the main search engine page.
- You can search multiple fields, such as both title and author, at the same time.
- You can limit by the format, such as DVD or book.
- On the bottom half of the Advanced Search page you can limit by library, date of publication, audience and language.

OR

- You can limit by choosing items, such as subject, author or year published listed in the left menu.

How do I request a title that's already checked out or at another library?

- Search for the title you want to request.
- Select the title in the search results, and click **Place Request**. The log-in form appears.
- Type your patron barcode number (library card number) and password in the appropriate boxes, and click **Log in**. The request form appears.
- Select the name of the library where you want to pick up the item in the **Pickup Library** box.
- If you want to activate your request at a future time, type the date in the **Activation Date** box. The request will be activated immediately if you do not change the activation date.
- If you want to add a note to your request, type it in the **Note** box.
- Click **Submit Request**.

