

## Accessing Your Account

[www.killingworthlibrary.org/card-catalog](http://www.killingworthlibrary.org/card-catalog)

Go to the library card catalog, either via the address above or directly at:  
[killla-verso.auto-graphics.com/mvc](http://killla-verso.auto-graphics.com/mvc)

Click the Login link in the upper right-hand corner of the screen.

In the first box, enter your 14-digit barcode number (no spaces).

In the second box, type **userpass** if this is your first time logging in; otherwise, use your set password.

From here, you can search the card catalog, place reserves, and request interlibrary loans (see instructions to right for details).

Click the My Account link in the upper right-hand corner of the screen.

### Key features:

- *Items from Other Libraries* - track your interlibrary loans
- *Items Out* - click "renew item" links on right to extend your checkouts
- *Checkout History* - figure out if you've read that book, or not
- *My Profile* - add or update your email and pick what day you'd like to receive your circulation report
- *Preferences* - choose how the search screens are configured when you log in
- *Resources* - choose your favorite search spots, including reQuest, databases, and websites

## Searching Our Collection

[www.killingworthlibrary.org/card-catalog](http://www.killingworthlibrary.org/card-catalog)

Note: you don't have to log in, in order to just search the catalog. However, if you want to reserve items or place interlibrary loans, it's best to log in first. See instructions to the left.

The first search box that appears is a general "keyword" search, where you can type in any combination of words relating to titles, authors, or subjects. The more words you type, the better your search results.

If you know the exact author, title, etc., use the "All Headings" drop-down menu to choose your search category.

*Helpful hint:* author's names should always be entered as: last name, first name (with a comma and space between the first and last names)

On the results screen, you can sort by title, author or date.

Next to each title, you will find the item's *call number and availability*. To learn more details about a title, click on the cover art.

Narrow (filter) or expand your search results using the selections in the left-hand column.

**Reserve an item** by clicking on the Request This Item box.

*Advanced Search* - Click the Advanced box and the Filters tab to narrow down your search by *Libraries* (our adult, young adult, or children's collections); the *Year of Publication*; or *Material Type* (DVDs, CDs, magazines, etc.).

[Note: only use Formats for interlibrary loan searches.]

## Interlibrary Loans

[www.killingworthlibrary.org/card-catalog](http://www.killingworthlibrary.org/card-catalog)

When you first go into the library's card catalog, be sure to log in:

- Click the Login link in the upper right-hand corner of the screen.
- In the first box, enter your 14-digit barcode number (no spaces).
- In the second box, type **userpass** if this is your first time logging in; otherwise, use your set password.

Before searching, use the "Resources" drop-down menu and check the box for "reQuest Main Catalog". (You can keep Killingworth Library selected, if you want to search both collections. Note: if both are checked, items in other libraries - reQuest - will display first; the number of Killingworth results appear in the left-hand column; click KLA to see our holdings.)

Enter your search terms in the search box. Use choices from the "All Headings" menu if you know the exact author or title. (See left for detailed search tips.)

*If you are looking for audio-visual materials, click the Advanced box, then the Filters tab and Formats.*

To learn more about an item, or what library owns it, click on the cover art. In the full record, the "Where To Find It" tab lists the lending libraries.

When you find the item you want, click on Request This Item. Because you are already logged in, you don't have to fill out any information. Just click Submit!

## Welcome to Verso 4!

This upgraded version of our library system allows patrons full access to their accounts, the card catalog, and interlibrary loans from all mobile tech, including i-devices.

If you were familiar with the previous version, know that all the functions are basically the same – it's just a little different visually.

If you're new to our online system, welcome!

Look inside to continue...

### To log in to VERSO 4:

Visit our website's card catalog page:  
[www.killingworthlibrary.org/card-catalog](http://www.killingworthlibrary.org/card-catalog)

- Click the **Login** link in the *upper right-hand corner of the screen*.
- In the first box, enter your *14-digit barcode number* (no spaces).
- In the second box, type **userpass** if this is your first time logging in; otherwise, use your set password.

If you are working from home, click Remember Me – then you won't have to enter your barcode every time you visit.

**Please call or email us if you have any questions. We're happy to help!**



**ACCESS YOUR ACCOUNT**

**SEARCH THE CATALOG**

**PLACE ILLs**

**USING VERSO 4**

### Killingworth Library

301 Route 81  
P.O. Box 725  
Killingworth, CT 06419

**860-663-2000**

**[mail@killingworthlibrary.org](mailto:mail@killingworthlibrary.org)**

### Library Hours

Monday: 10 A.M. to 4:30  
Tuesday: 10 A.M. to 8:00  
Wednesday: 10 A.M. to 4:30  
Thursday: 10 A.M. to 8:00  
Friday: 10 A.M. to 4:30  
Saturday: 10 A.M. to 4:30  
Sunday: Closed