

Accessing Your Account

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

Click the Login box 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).

To access your account information, use the drop-down menu under your name in the upper right-hand corner of the screen.

Key features:

- *Items Out* - click the "Renew Item" box to right of each title to extend your checkouts
- *Items On Hold* - track the items from our collection that you've put on reserve
- *Checkout History* - figure out if you've read that book, or not
- *Your Profile* (under *Your Settings*) - add or update your email and pick what day you'd like to receive your circulation report

Searching Our Collection

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 search box that appears on the top of the screen 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 "Other Searches" drop-down menu to choose Advanced Search. Use the "All Headings" drop-down menu to specify author, title, etc.

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)

Also use Advanced Search to Filter your search by *Libraries* (our adult, young adult, or children's collections); the *Year of Publication*; or *Material Type* (DVDs, CDs, magazines, etc.).

On the search 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.

Interlibrary Loans

www.killingworthlibrary.org/card-catalog

As of mid-2015, the Connecticut State Library shut down the statewide online interlibrary loan network (reQuest), with a plan to implement a new online system. Killingworth patrons *can* still obtain items through interlibrary loan during this downtime.

During this transition period, you may submit your interlibrary loan requests one of three ways:

* In person at the Library's circulation desk

*By email:
interlibraryloan@killingworthlibrary.org

*By phone: 860-663-2000

Be sure to provide us with the **author**, **title** and **format** of the item you want (book, large print, audio, video, etc.), as well as your **name** and **contact information**—the more details, the better, so we can get the correct item for you!

Processing times for interlibrary loans will take longer during this period. We beg your patience and understanding that *all* libraries in the state will be experiencing the same issues.

Welcome to Verso!

This upgraded version of our library system allows patrons full access to their accounts, the card catalog, and databases 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!

Tips before you start:

* Make sure you have the most current version of Google Chrome or Mozilla Firefox as your browser.

* Make sure Verso is registered as a trusted site on your computer, and as an exception with any anti-virus/anti-spyware security programs that you use.

* Make sure Verso popups are allowed by your computer, browser, security programs, and browser toolbars.

Look inside to continue...

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



2016

ACCESS YOUR ACCOUNT

SEARCH THE CATALOG

REQUEST ILLs

USING VERSO

Killingworth Library

301 Route 81

P.O. Box 725

Killingworth, CT 06419

860-663-2000

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