

Getting Started: Searches

The screenshot shows the Aspen Discovery search interface. At the top, a search bar (1) contains the text 'cooking'. To its right, a dropdown menu (2) is set to 'by Keyword' and 'in Library Catalog'. Below the search bar, a 'Narrow Your Results' sidebar (3) is visible on the left, with filters for Audience (Adult, Juvenile, Unknown, Young Adult, General) and other categories. The main results area shows a list of items (4) with icons for Books (623), eBook (14,196), Audio Books (1,496), Music (438), and Movies (550). A toggle bar (5) allows switching between 'Entire Collection (15,764)', 'Aspen Public Library (10,583)', 'Available On Shelf (786)', and 'Available Online (15,085)'. The results are sorted by 'Best Match' (6). The first result, 'Cooking for one' (7) by Kimberly Stevens, is highlighted. It shows the book is 'On Shelf' (8) at 'Main Branch 1' (9) and is 'available' (10). The book cover is shown on the left. The description below the title reads: 'Cooking for One will show you that eating alone can be an enjoyable, redemptive endeavor--all you need are the right recipes, and a new perspective! With dozens of perfectly-sized, easy, healthy, and delicious recipes, you just may prefer dining alone!'. At the bottom, there are links for 'More Info', 'Add a Review', 'Add to list', and social media sharing options.

1. Enter search terms here
2. Dropdown menus offer more ways to target your search
3. Narrow your results with a variety of filters
4. Filter by popular formats
5. Toggle these to see what's on the shelf now, available online, or search all locations
6. Format
7. Availability
8. Place a hold or check out an item
9. Click here or on the title for more detailed information
10. Add this item to a list

Getting Started: My Account

The screenshot shows the 'My Account' page of a library system. At the top, a green navigation bar contains links for 'ADVANCED SEARCH', 'RESOURCES', and 'KID ZONE'. To the right, a user profile for 'SAM W.' is shown with a menu icon. Below this is a search bar with a dropdown menu set to 'by Keyword' and 'in Library Catalog', and a 'GO' button. The main content area is titled 'My Account' and 'Account Summary'. It features four summary boxes: 'CHECKED OUT' (4), 'OVERDUE' (1), 'HOLDS' (3), and 'READY FOR PICKUP' (1). Below these is a 'Recommended for you' section displaying four book covers: 'PETE GATO', 'THE BAD MOOD AND THE STICK', 'Pete Cat and the Very Bitter Spider', and 'SPACE CAT-ASTROPHE'. On the left, a sidebar menu lists various account options, each with a numbered callout (3-8) pointing to it. The sidebar includes 'Checked Out Titles' (with a sub-item 'Physical Materials' and a '1 Overdue' badge), 'Titles On Hold' (with a sub-item 'Physical Materials' and a '1 Ready for Pickup' badge), 'Reading History' (0), 'Fines and Messages', 'Titles You Rated' (1), 'Recommended For You', 'Account Settings' (with sub-items: 'My Library Card', 'My Preferences', 'Contact Information', 'Messaging Settings', 'Linked Accounts', 'Reset PIN/Password'), 'Search History' (7), and 'My Lists' (8).

1. Click your username at any time to access specific account pages

2. Use this menu to access My Account and other helpful links

3. View your checkouts and holds

4. View reading history (must be opted in)

5. See titles you've rated and recommendations based on your ratings

6. Edit your account settings

7. View your search history and saved searches

8. See your lists or create a new list

9. View your account status at a glance

10. Recommended titles based on your ratings

Getting Started: Checkouts

Checked Out Titles

Central Library will be open today from 9:00 AM to 8:00 PM

All 2

Physical Materials 2

OverDrive 0

Sort by

Due Date Asc

Last Loaded 08:17 AM

☐ Hide Covers

☐ Select/Deselect All



1) CatStronauts. Book 1, Mission moon

Call Number
Format
Rating
Due

CatStronauts
Graphic Novel
★★★★★
Jun 29, 2022

Renew

You Might Also
Like

☐



2) Best practices. set priorities to get the right things done / Time management

Author
Call Number
Format
Rating
Due
Renewed

Hoover, John, 1952-
650.1 H
Book
★★★★★
Jul 5, 2022
1 of 2 times

Renew

You Might Also
Like

9

Renew Selected Items

Renew All

Export to Excel

1. See when your library is open today
2. Filter by material type
3. Sorting options
4. Select all or select individually
5. Renew eligible items
6. Rate a title or see your existing rating
7. View similar titles
8. See due date and renewals
9. Renew selected or renew all

Getting Started: Holds

Holds Ready For Pickup

These titles have arrived at the library or are available online for you to use.

Sort by Expiration Date ▾

Sorting Options

Hide Covers ☐



1) The Legend of Zelda : Hyrule Historia

Call Number 793.932 THO
Format Book
Pickup Location Main Library
Available Now
Pickup By Jun 21, 2022

Pickup By Date

While You Wait

Pending Holds

These titles are currently checked out to other patrons. We will notify you when a title is available.

Sort by Position ▾

Sorting Options



1) Cats

Author
Format
Pickup Location
Status
Position

Murray, Julie, 1969-
Book
Central Library
Frozen
1

Hold Information

Cancel Hold

Thaw Hold

Change Pickup
Loc.

While You Wait



2) Mermaids are real!

Author
Format
Pickup Location
Status
Position

Hatam, Holly,
Book
Forest Ave Library
Pending
1

Hold Options

Cancel Hold

Freeze Hold

Change Pickup
Loc.

While You Wait

Cancel Selected

Cancel All

Freeze Selected

Freeze All

Thaw Selected

Thaw All

Export to Excel

Manage pending holds in bulk