

Georgina Public Libraries' Online Public Access Catalogue (OPAC) runs as a webpage from any Internet-capable computer. With a single mouse-click (left click) users can search library holdings, place holds, renew library material, request interlibrary loans and manage their personal account information.

To access *iBistro*, browse the Georgina Public Library webpage at www.georgina-library.com and click on the **Search the Library Catalogue** link. This will take you to the *iBistro* main page. **It is not necessary to login to iBistro just to perform searches.** Instead, look for the blue bar partway down the screen with the words **“Search”** at the right.

TO SEARCH THE CATALOGUE FOR AN ITEM:

Click once in the white text **Search bar** and type what you wish to look up. The drop-down menu to the right of the bar may be used to alter how you search – by **Words and Phrases** (Keyword), by **Author**, by **Title**, by **Subject**, by **Series**, or by **Periodical Title**. When you have chosen a search method and typed your request, click the blue **“Search”** button or press Enter to search the catalogue.

Click on **Power Search** for more advanced searching options.

If your search returns multiple items, you will see a “Search Results” screen. Click on the **Details** button for more information about a specific item. Click on **Search/Home** from any page to begin a new search

What is “My Account”?

In **My Account**, you can see what items are currently charged to your account, renew those items (when applicable), change your PIN, and submit a request to alter your personal information (address, phone etc) listed under your account. These options are available by clicking on **My Account** towards the right of the dark blue navigation bar. If you have a valid Georgina library card, you are already signed up with an account.

How do I log into My Account?

To log into **My Account**, you will need your User ID, which is the 14 digit barcode number on your library card, (enter the number from 0 to the end without any spaces) and your PIN number. *If this is the first time you are accessing the **My Account** feature, or you have forgotten your PIN, you will need to call us to get a new PIN. Be sure to have your Georgina Public Library card handy when you call.*

1. Type your library card number and PIN in the upper right corner of the *iBistro* screen.
2. Click on **Login to the e-Library OPAC**.
3. Click on **My Account** in the top blue banner.
4. Click on **Review My Account** to view the checkouts on your account, items overdue, fines, and items on hold. Other options are changing your PIN, renewing items, and changing address information.
5. Remember to **log out** when you are done using your account to protect your account security. Select the **Logout or Exit** navigation button.

How do I change my PIN number?

1. When you first use *iBistro*, change your PIN.
2. Login to access **My Account** .
3. Select **User PIN Change**.
4. Type in your User ID number and current PIN.
5. Enter your new PIN twice, in two designated areas. Your new PIN should not exceed 10 characters. Click **Change PIN** to save the changes, or click **Reset** to start over.

How do I see replies to my questions and comments?

1. Login to access **My Account**
2. Click display user information
3. Scroll to the bottom of the page
4. Click Requests / Library message
5. Your original request / message can be viewed here along with replies from the library