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# HOW TO



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[www.louisburglibrary.org](http://www.louisburglibrary.org)

# WELCOME

## MISSION STATEMENT:

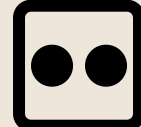
Our mission is to provide collections, services, and programs that inform, entertain, and enrich the quality of life in our community.

## HOURS:

Monday- Thursday	9:00 am—7:00 pm
Friday	9:00 am—5:00 pm
Saturday	9:00 am—3:00 pm
Sunday	1:00 pm—5:00 pm



*CHECK US OUT ONLINE*



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The collection supports lifelong learning and personal fulfillment.



### Assistive Devices

- Conversation Starters, Crutches, Wheelchairs, and MORE

### Hobbies and Crafts

- Cricut, Sewing Machine, Glass Cutter, and MORE



### Games

- Board Games, Outdoor Games, Mystery in a Box, and MORE

### Electronics

- Tablets, Laptops, Hotspots, and MORE

### Wait There's Even MORE

- Inflatable Screen, Tables, Cake Pans, Radon Detector, and MORE





Classes and experiences available throughout the year highlighting Library of Things and **MAKERLAB** tools!



# MAKERLAB EXPERIENCE



# CloudLibrary

eBooks & eAudiobooks

Downloading the Cloud Library App:

Go to [yourcloudlibrary.com](http://yourcloudlibrary.com) for installation & download instructions for your device.

Using Cloud Library App for **Louisburg Library**

Open Cloud Library App

Using the drop down menu, select:

- United States of America
- Kansas
- Louisburg Library
- Enter your library card number and PIN (last 4 digits of your phone number).
- Click agree to terms and log in.

**ebook/audiobooks check out for 3 weeks. you may have up to 6 at a time.**

Using Cloud Library App for **State Library of Kansas**

Ask us for a State Library of Kansas eCard

Open Cloud Library App

Using the drop down menu select:

- United States of America
- Kansas
- State Library of Kansas
- Enter your library card number (6-digit card number you received from your local Library and PIN (pin for an eCard is your birthdate in MMDDYYYY format.)

**ebook/audiobooks check out for 21 days, you may have up to 10 at a time.**



eBooks, audiobooks, comics,  
movies, music and more

Visit <https://www.hoopladigital.com>

- Click on "Get Started Today", choose Louisburg Library from the dropdown menu, enter library card, enter email and choose your password
- Limit of 10 check outs per month
- Browse, Borrow and Enjoy Digital eBooks & more!

**Limit of 10 check outs per month**



Kanopy is an on-demand streaming video platform that offers films, tv shows, educational videos, & documentaries

**Downloading the Kanopy App:**

Go to [kanopy.com](https://www.kanopy.com) or your app store for installation & download instructions for your device.

Create an account by selecting Get Started

- Click FIND YOUR LIBRARY
- Type in Louisburg Library or 66053
  - select Louisburg Library and on the map, click SELECT THIS LIBRARY
- Type in your library card number
- Add your personal information (Name, Email and Password)
- Agree to Terms and Conditions and Confirm Age

You are now ready to stream!

**Limit of 20 tickets per month**

**(Most movies are 2 tickets per screening or 5 tickets per series)**



Children's Content does not require tickets, simply click KIDS in the top right corner

## CHECK AND UPDATE YOUR ACCOUNT

Follow these steps to check your account (what is checked out, due dates, etc.) and to update your personal information.

1. From [www.louisburglibrary.org](http://www.louisburglibrary.org), click **My Account**
2. Type in your library card barcode number (or username if you have created one previously)
3. Type in your password. (the last 4 digits of your phone number, unless you've changed it previously)
3. Click **Log In**
4. This will usually open to a list of Items you have checked out
5. Use the menu on the left to look at the following: My Record, Requests, Fines & Fees, Reading History, Saved Searches, Log Out
  - These menu items are also available above under **My Account** towards the top of the page in the drop down menu
6. Click **My Record** to see your basic account information and to update your information or password
7. Scroll down and click **Contact Information and Preferences** to display the change request form
8. Type the new information in the appropriate boxes.
9. When everything is updated, click the **Submit Change Request** button.

## CHANGE YOUR ACCOUNT PASSWORD

1. From the **My Record** page, scroll down and click **Change Logon**
2. You can create a username here if you would like. This can be used when logging into your account instead of your barcode.
  - click the check box beside **Change Username** and fill in the textboxes
3. You can change your password from the last 4 digits of your phone number if you prefer.
  - click the check box beside **Change Password** and fill in the textboxes
4. Click the **Save** button.

## RENEW ITEMS OUT

1. From the **My Account** page, make sure you are on the **Items Out** page. Use the menu to the left or the drop down menu under My Account to navigate to the Items Out page if needed.
2. To renew one or more items do the following actions:
  - 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.
3. A message tells you which items have been renewed, and whether any renewals have been blocked
6. Click the **Back** button to return to your **Items Out** page.



## QUICK LIBRARY SEARCH

1. From [www.louisburglibrary.org](http://www.louisburglibrary.org), click **CHECK IT OUT**
2. Click **SEARCH OUR SHELVES**
3. This will take you to our **Quick Library Search** page
4. Scroll down to see some featured books, DVDs, and more
5. To search - in the text box type in what you are looking for
6. Either hit **Enter** on your keyboard or click the **Magnifying Glass** button to the right for search results.

## KEYWORD SEARCH

*Keyword search is best for searches about topics (e.g. sewing) or when you don't know the exact title of an item.*

1. From the **Quick Library Search** page, click **Search** in the menu under the library logo
2. In the drop down menu, Click **Keyword**
3. In the **Keyword search** text box type what you are looking for
4. If you want to search for your text in a specific field, select the field in the **Search by** box.
  - For example, if you know the title contains the word star, you enter star in the Keyword Search for box, and select Title in the Search by box
5. Either hit **Enter** on your keyboard or click the **Magnifying Glass** button to the right for search results.



## BROWSE SEARCH

*Browse search is best for searches when you know the first few letters of what you are searching for.*

1. Click **Search** in the menu under the library logo.
2. In the drop down menu, Click **Browse**
3. In the **Search for** drop down list, select **Title, Author, Subject, or Series**
4. Type the first few letters of the title, author's name, subject, or series name in the **that begins with** text box.
5. Either hit **Enter** on your keyboard or click the **Magnifying Glass** button to the right for search results.
  - The search results list displays the headings and the number of titles associated with each heading.
6. Click a heading to see a list of associated library titles for what you are searching for.

## ADVANCED SEARCH

*Advanced search is best for a variety of searching styles and for slightly more complex searches (e.g. Title & Author search at the same time).*

1. Click **Search** in the menu under the library logo.
2. In the drop down menu, Click **Advanced**
3. Use the **Any field** drop down list to narrow your search. Use the second line to add another field to narrow your search more.
4. Either hit **Enter** on your keyboard or click the **Go** button for search results.

## WORKING WITH SEARCH RESULTS

You can do the following actions from the search results list.

- Use the **menu on the left** to narrow your search by subjects, authors, series, publication date, popularity, target audience, format and more.
- Use the **SORT** box on the top right of your results to organize your list of results alphabetically by title, popularity and more options.
- Use the **Per Page** drop down box to select how many results you see per page. If you have more than one page, scroll to the bottom to go to the following pages.
- Common articles and prepositions- such as a, an, and, for, from, in, of, on, the, to and with- are usually ignored in searching and sorting. Single Characters are also usually ignored. If you want to include these words, enclose your search words in double quotation marks or do an exact phrase search.
- Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers.
- If you type more than one word, your results may include materials with the words in any order. If you want to find the words in the exact order, begin the phrase with double quotation marks and end with the quotation marks.

To the right of a title you are interested in are several options.

- Click **AVAILABILITY** to see if an item is available to check out or already checked out.
- Click **FULL DISPLAY** for more information about the item selected.
  - If you scroll down you will find more options. Try the **Explore Summary** for recommendations, series information and much more.
- Click **PLACE REQUEST** to put an item on hold. You will be notified when it is ready for you.
- Click **Add to My List** to add the title to a list that you can save, print, or send by email.
- You can type a part of a word and use a wildcard character. The wildcard character asterik (\*) represents the rest of the word. (e.g. if you type king\*, the results include words such as king, kingsley, and kingford.) The question mark (?) represents exactly one character. For example, wom?n finds woman and women.
- If you leave the keyword search box blank and just select an option in the Limit box, the search is launched and your results include all the materials that fit your Limit by selection.

Didn't find what you needed in our collection? Try our InterLibrary Loan Services where we will borrow what you need from another library and have it shipped to our location.

Please make sure the library does **NOT** have the item you want before you follow the procedures below.

1. From the **Keyword** or **Advanced Search** page, click **Select Databases**
2. In the pop up window, check the boxes for all of the databases.
3. Click **Set Databases**, this will take you back to the search screen
4. Type what you are searching for and then click the **GO** button
5. When the search is finished, the results will be displayed.
6. To see all results click on **Add Pending Results**. This will display all results for your search
7. If you find the item you would like to request, click the button to **Place Request**. If not, try different search criteria.
8. If you are not already logged on the log-in form appears, and you need to log in.
9. Then you will be asked to confirm the information for the request by clicking the button to **Submit Request**.
10. If there are any blocks on your library account. you will be unable to continue with your request. Please contact Louisburg Library to get this resolved.
11. If no blocks are on your account, you will be asked to confirm that you want to **Continue**.
12. Your request is now in our system and a library will be located to fill your request. When your item arrives at our library, you will be contacted.

**There is no charge for this service.**



Found at the beginning of Call Numbers

<b>Audio CD</b>	Audio Book on Compact disc
<b>BIO</b>	Biographies
<b>DVD</b>	Digital Video Disc
<b>E</b>	Easy or Picture Books
<b>ER</b>	Easy Readers
<b>EC</b>	Early Chapter Books
<b>F</b>	Fiction
<b>GN</b>	Graphic Novels
<b>J</b>	Juvenile
<b>JF</b>	Juvenile Fiction
<b>LP</b>	Large Print
<b>Playaway</b>	Pre-loaded digital audio player
<b>YA</b>	Young Adult

## **Print, Scan, Copy, or Fax**

- Email us at [print@louisburglibrary.org](mailto:print@louisburglibrary.org), sign into a computer at the library, or insert a flash drive into the RICOH printer

## **Computer Access, Accessories, & Wifi**

- 10 computers for patron use, Free Wifi access, and more

## **Notary Services**

- Free of charge during our open hours

## **Test Proctoring**

- Library staff will proctor written, e-mailed, or online exams. There is no charge for this service.

## **Reservable Meeting Room**

- Reservable room for studying, conference calls, and more

## **Community Resource Guide**

- Various community information

## **MakerLAB**

- Various classes using 3-D printer, BOSS laser engraver, and MORE

## **Memory Assist Devices**

## **Large Print Materials & Audiobooks**

## **Let Us Pick & Ask a Librarian**

## **InterLibrary Loan**

## **Curbside Service**



## **Curbside Service**

- Request library materials online, by phone, or Let Us Pick. Materials will be brought to your car upon arrival.

## **Homebound Delivery**

- Materials are delivered to residents within the library district, senior living sites, and nursing centers.

## **Library Materials**

- Large Print, Audiobooks, Audio-Reader Services are available for patrons who need visual assistance.
- Memory Assistive Devices
  - Keep your memory sharp with tools to stimulate your memory and enhance cognitive function.
- Medical Assistive Devices
  - Wheelchairs, Canes, Walkers, and more

## **Activities and Programs**

- Various events at the library, such as
  - Memory Screenings
  - Medicare Assistance
  - and MORE!
- We also host programs at Louisburg Senior Center and Local Care Centers
  - Remembering with Holly
  - Short Stories with Holly
  - and MORE!

## **Book Clubs**

- Read the book and attend the monthly discussion

## **Monthly Programs**

- A place to explore various crafts, ideas, and discussions

## **Various Programs**

- Watch the calendar for a variety of programs throughout the year

## **Yearly Reading Challenge**

- Diversify your reading habits and try new things. The goal is simple - read a different book each month

## **Summer Reading/SummerBASH**

- Reading, events, and MORE

## **Winter Read Challenge**

- Take a bite out of the cold by participating in our annual Winter Read Program

## **Online Author Talks**

- Enjoy a range of talks from bestselling authors and thought leaders

## **Book Boxes**

- Enjoy a box of goodies and a book

## **LibrariesCONNECT**

- LibrariesCONNECT is a cooperative project between the Louisburg Library and the Louisburg School District. The project provides access to our collection for participating schools.

## **Summer Reading/SummerBASH**

- Reading, events, and MORE

## **Winter Read Challenge**

- Take a bite out of the cold by participating in our annual Winter Read Program

## **Various Programs**

- Watch the calendar for a variety of programs throughout the year

## **1,000 Books Before Kindergarten**

- Research demonstrates that young children who are read to on a regular basis have an advantage when learning to read for themselves. 1,000 books may seem like a big number if you haven't broken it down. Want to spread the reading over 5 years; you would need to read a book every other day.

## **Story Time**

- Expose children to a wide variety of authors and writing styles while teaching vital school readiness skills

## **Book Club**

- Read the book on your own, watch the movie together, monthly book club for grades 3-5th led by local youth volunteer

## **Summer Reading/SummerBASH**

- Reading, events, and MORE

## **Winter Read Challenge**

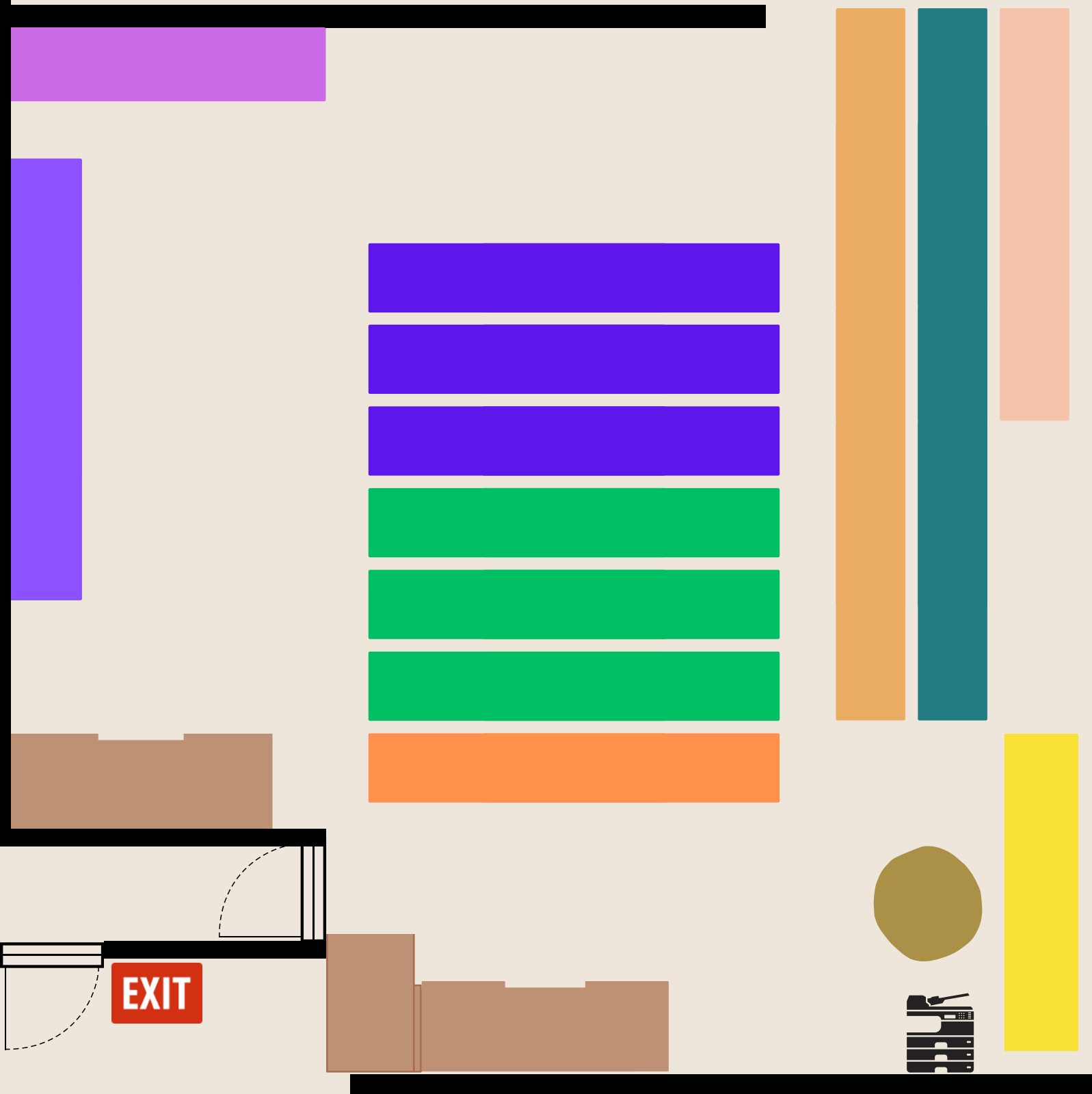
- Take a bite out of the cold by participating in our annual Winter Read Challenge

## **Various Programs**

- Watch the calendar for a variety of programs throughout the year



**EXIT**





Early Readers (ER)

Early Chapter (EC)

Early/Easy (E)

Juvenile Fiction (JF)

Juvenile Non-Fiction (JNF)

NEW (F, FLP, BIO, NF)

MakerLAB

Young Adult (YA)

Non-Fiction

Fiction Large Print (FLP)

Circulation Desk

Print/Copy/Fax

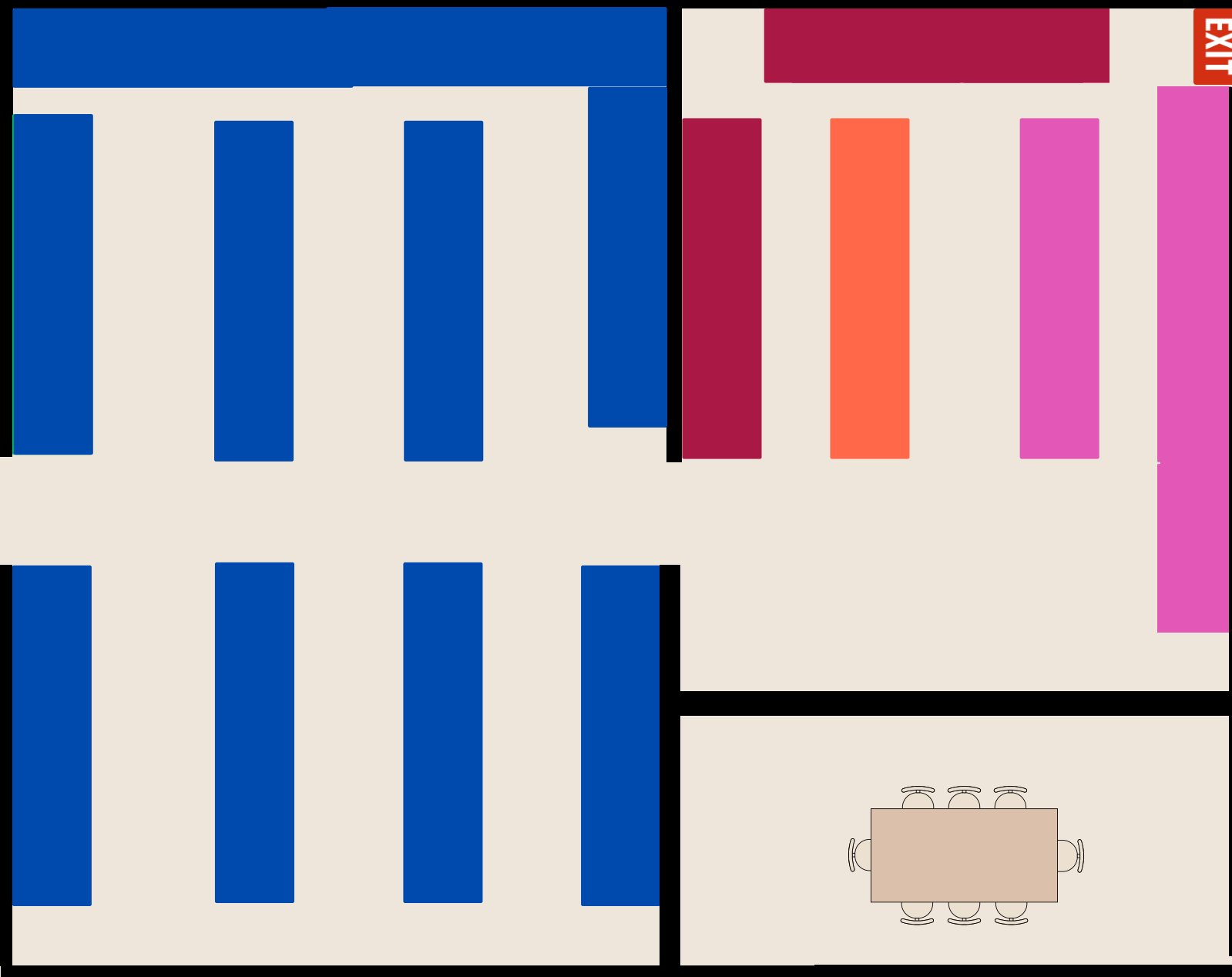
Fiction (F)

Audiobooks

Juvenile DVD

DVD

Meeting Room





Library District No. 1, Miami County  
206 S. Broadway  
Louisburg, Kansas 66053

Phone: 913-837-2217  
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**[www.louisburglibrary.org](http://www.louisburglibrary.org)**