

SEARCHING WITH POLARIS POWERPAC Internet Access from Anywhere



It is very important that you read all of the information on this page before you start searching for items and placing requests.

HOW TO SEARCH WITH POLARIS POWERPAC:

You can use **Polaris PowerPAC** to search for titles in all eleven of the libraries in Gila County. We recommend that you select Payson Public Library before you start searching so that you can see what is available locally. You can focus your search by publication dates, formats or materials, target audiences, and languages.

You can select titles from your search results and request that your library hold them for you to pick up. You will need a library card and a password to place a request. You must bring the card you reserved the item with when you come in to pick it up.

To protect your privacy, be sure to log out when you have finished viewing your account!

GETTING STARTED:

In the address bar on the Internet type in: <http://catalog.gila.lib.az.us/POLARIS>

In the upper right corner (white box) where it says Switch to another branch, click on the down arrow, and click on Payson Public Library.

The **KEYWORD** search is automatically highlighted in the gray menu bar at the bottom of the blue bar. This menu bar has other search options, i.e. Browse, Phrase, Exact, etc.

Type word(s) in the Keyword SEARCH FOR box.

Select a field in the SEARCH BY box to choose author, title, subject, etc.

Click GO.

The search results are displayed. When scrolling through titles for Local Availability - which indicates our library has the item -- 0 (of 1) means that we have one item and it is checked out/currently unavailable -- 1 (of 1) means it should be on the shelf. System Availability refers to total items in the County. DO NOT click on the Place Request button next to the Full Display button at any time.

Next click on the blue word button Availability (or click on the title) to see where the item is on the shelf, if it is in, or the due date if checked out.

INFORMATIONAL LINKS:

The Select Databases link (in blue text) under the Search criteria at the upper part of the screen provides a way to search for items outside of our county system. This can be used for informational purposes only. Requests must be made through Inter-Library Loan.

On the right side of the title there may be a list of links to other information about the item selected, such as summaries, book reviews, etc.

The Place Request button next to the Full Display button orders items that may not be available in our library. Do not use this button, come in and order these items through Inter-Library Loan. NOTE: New books, & Audio/Visual materials are never loaned from other libraries.

Follow the instructions in the Request a Title section below to request items from our library.

REQUEST A TITLE:

Request ONLY items that are listed under Local Availability (in the Payson library) through the PowerPAC. All other requests for books in other libraries in the county, or books outside of our county, need to be ordered through our regular InterLibrary Loan process.

To the left of the title is an icon indicating the format of the item, such as:

 Book,  DVD,  LARGE TYPE,  Audio book, etc.

Scroll down the list until you find the title you want in the format you want to reserve. Click on availability. On the left of the call# there is a grey oval button with a blue tip that says Place Request. There may be several items here with buttons, click on one whose status is IN, if there is one. Otherwise, click on this oval button to place your request.

Type your library card number from the back of your library card (all 14 digits, no spaces) into the Barcode Number box, if you are not already logged in.

Type your password in the Password box.

Click LOG IN.

Click Submit Request.

Click on THIS ITEM ONLY.

DO NOT click on First Available Copy - you will not get your request filled.

The screen will tell you if the request was placed, or it will tell you how many requests (patrons waiting) are on the title, and then ask if you wish to continue. If it says that your account is blocked - please call the Library. When finished click on Return to Search.

NOTE: Requests cannot be placed if you have overdue items, fines, or if you have submitted a change to your patron record.

Make sure that you LOG OUT before you leave the computer to protect your privacy. There is a LOG OUT button on the upper corner of the screen by your name & one on the tan menu bar in the Patron Account.

Be aware that the library is notified of your request(s) on the following business day. As with all other reserves, we will call you when the item is ready to be picked up at the circulation desk. You may call us to go pull the item(s) if you need to get them sooner.

[ACCESS PAYSON PUBLIC LIBRARY FROM HOME NOW!](#)