How Do I....

Search for a book, DVD, or other item?

1. The search box is located at the top of the page.
2. Use the first drop down box to change what type of search (if you are searching by title, or author, or just leave it at keyword to search everything).
3. Use the second drop down box to search all CCS libraries if Round Lake doesn't have the item and you are looking to get it from another library.
4. Type your search terms in the box and hit search.
5. Scroll through your results and narrow your results as needed.

Narrow my search results?

1. Search for an item.
2. When looking at the results page, look at the left hand side bar.
3. You can select different ways to narrow your search results. You can narrow it by format of the material, audience level, publication date, how recently the item was acquired, or click the check box to limit the search to items that are available right now.

Place a hold?

1. Search for an item.
2. Scroll through the results page and find the item that you are looking for.
3. If the item is currently unavailable (as noted in red lettering under the call number) click on the green bookmark to the right of the item that is labeled "place a hold".
4. Login in the popup window if you are not already logged in.
5. Click the brown "confirm" button that appears next to the "place a hold" bookmark.

Login for the first time and create an account?

1. Click on the Login button in the top right corner of the screen.
2. Enter your barcode and password (if you did not change it your password is PATRON)
3. Enter your birth month and year (some features are restricted to users over 13).
4. Create a username that you will be able to use to login with instead of your barcode. You will be able to login with either the username or the barcode.
5. Change your password from the default to protect your privacy.

Renew my items?

1. Login.
2. Click on "My RLPL" in the brown bar.
3. Scroll through the list of items you have checked out and click on the checkbox next to items you would like to renew.
4. Click on the brown "renew" button at the top or bottom of the page.
5. Make sure to repeat the process on any multiple pages if you have more than one page worth of items. It only renews what is checked on the page that you click the renew button.

Don't Forget to Logout!