TIPS FOR USING THE ROWLETT PUBLIC LIBRARY CATALOG
We hope this handy guide helps you to easily access materials offered by Rowlett Public Library.
Staff are also available by phone: 972-412-6161, text: 972-200-3860 or email: reference@rowlett.com

How-To Log into the Catalog
1. Go to rowlett.biblionix.com
2. In the top right-hand corner, type your full library card number or the last six digits and your four-digit PIN number
3. Click "LOG IN"
4. Now you can access your account, place items on hold, renew your items, and more

How-To Renew Your Books Online
1. Go to rowlett.biblionix.com
2. Log into your account in the top right-hand corner
3. Click "MY ACCOUNT"
4. Choose the "Items Out/Renewals" tab
5. Renew individual items by clicking "Renew" next to the item(s) you want to extend
6. Renew all renewable items by clicking "Renew All Items" at the top of the item list
7. If an item is not renewable it will say so where the renew button usually is

How-To Defer Holds
1. Go to rowlett.biblionix.com
2. Log into your account in the top right-hand corner
3. Click "MY ACCOUNT"
4. Choose the "Reserves/Requests" tab
5. Below the list of reserved items there are three options, click on "defer" in the second option
6. Enter the dates for the first and last day you do not want to receive holds
7. Click "Confirm"
8. You can delete or edit deferrals at any time from this tab

How-To Place A Hold
1. Go to rowlett.biblionix.com
2. Log into your account in the top right-hand corner
3. In the upper left hand corner you will see "Find", enter the title, or subject etc.
4. In the box next to "Find", you can filter your search by Title starts with, Title Phrase, Subject or just search all fields
5. Click "Go"
6. Locate the correct item. If the item is shaded in green, the item is checked in. If shaded in pink, the item is checked out
7. Click on the item, then click on "Reserve this item".
8. A "Reserve Preferences" pop up will appear. You can change your preferred contact method by selecting it from the drop down menu
9. If there is a waiting list it will tell you how many people are on the list and your place in line

How-To Search For New Or Recently Acquired Items

1. Go to rowlett.biblionix.com
2. On the bottom right-hand side of the main catalog page is a box labeled "What's Hot", highlighted in green
3. Click on the "What's New" tab
4. Use the drop down menus to select type of item (book, DVD, large print, overdrive, etc.) and the time period (1 week, 2 weeks, 1 month, 2 months) you'd like to search
5. Click "Search" to explore new and recently added items

How-To Search For List Of Award Winning, Honor and Medal Items

1. Go to rowlett.biblionix.com
2. On the bottom right-hand side of the main catalog page is a box labeled "What's Hot", highlighted in green
3. Click on the "Suggested For You" tab
4. Lists of award, medal, and honor winning items such as Bluebonnet, Caldecott etc. appears
5. Choose the list you'd like to search and you'll see all the items in that category

How-To Access our Electronic Resources from the Library Catalog
1. Go to Rowlett.biblionix.com
2. Log into your account in the top right-hand corner
3. On the bottom left-hand side of the main catalog page is a box labeled "Electronic Resources", highlighted in orange
4. Make your selection from the list provided. Each resource has a short description under it's name
5. Once you click on a resource you'll be redirected to that website
6. Some resources require you to create a free account to access them. Most required your email address, library card number, and your library PIN. You may also need to select Rowlett Public Library. Most will prompt you to create a unique password for that website
7. Enjoy your new resource

How-To Search for AR (Accelerated Reader) Items
1. Go to rowlett.biblionix.com
2. Log into your account in the top right-hand corner
3. On the bottom left-hand side of the main catalog page is a box labeled "Electronic Resources", highlighted in orange
4. Select "AR BookFinder", you will be redirected to their website
5. Select student, parent, teacher or librarian
6. Click "Submit"
7. Search by title, author, topic, etc. or explore collections
8. Refine search results by Interest Level (Grade level), Topic, Language, Fiction/Nonfiction
9. Each title includes the Book Level, AR Points, AR Quiz Number, and Book Rating