



What Evergreen is...

The **Evergreen System** is an automated library system that helps library patrons find library materials, manage their library accounts using the Internet, and helps libraries manage, catalog, and check out materials.

The **Haines Borough Public Library, Haines School Library** and the **Sheldon Museum and Cultural Center** are sharing the new Evergreen System. Therefore, you will still be able to easily find out what resources are available in our community.



Funding was provided by project partners and an **Interlibrary Cooperation Grant from the Alaska State Library**. In addition, the Haines Borough is providing the main computer for the system.

Costs for system maintenance are included in the annual budget for the public library and school library.



Other noteworthy info at the Public Library...

Check out periods

- 14 days for all materials EXCEPT DVDs and videos
- 7 days for DVDs and videos
- Renewals are for the same period

Fines:

- 25 cents/day for all materials EXCEPT DVDs and videos
- \$2/day for DVDs and videos
- \$4/hour for laptops (in the library)

Overdues:

Provide us with your email address and you'll receive an email reminder 3 days before materials are due. This will allow you to go online and renew them before they are due. Save \$\$ by giving us your email address.

Not yet available:

At this time the Evergreen System does not allow patrons to review what they have previously checked out, only those items currently checked out.



The new OPAC
(Online Public Access Catalog)
for the
Haines Cooperative Libraries

EVERGREEN
SYSTEM
INFORMATION

WHAT IT IS...
WHAT'S NEW & DIFFERENT...
HOW TO GET STARTED...
OTHER NOTEWORTHY INFO...

Questions? Call 766-2545 or stop by the library for assistance.

Haines Borough Public Library

Box 1089 Haines AK 99827
Phone: 907.766.2545
www.haineslibrary.org
Email us at:
hainesp@aptalaska.net

HOURS:
M, T : 10 am—9 pm
W,Th: Noon — 9 pm
Fri: 10 am — 6:30 pm
Sat,Sun: 12:30 pm — 4:30 pm

What's new & different...

The Evergreen Online Public Access Catalog (OPAC) and check-out system will allow all Haines Cooperative Libraries card holders to log on to the system and monitor their individual accounts.

You will have separate accounts for the **public library** and the **school library**.

You can log on using the Internet and:

- Search the catalog
- See what you have checked out
- Renew materials before they are overdue
- Place holds (reserves)
- Monitor your fines
- Create Bookbags (lists of items you want to remember)



In order to do this you will need your library card number and a personal identification number (PIN).

Your public library account PIN for the first time you log in is:



How to get started....

- Go to **www.haineslibrary.org**
- Click on **Search the Catalog**
- Begin searching from this screen:
 - ◇ Search by title, author, keyword, subject ,or series
 - ◇ Limit your search to a format if you want (i.e. books, audio books, videorecordings, etc.)
 - ◇ Click on Advanced Search if you want more searching options
 - ◇ Place a hold if you find a title you want us to reserve for you

OR

- Click on **My Account**
- **Log in** using your library card number and your PIN
- The first time you log in you will be required to change your PIN
- Record your new PIN in a safe place — only you will know it.

 **New PIN:** _____

Once you are logged in...

Click on **Account Summary** to change your USER ID, PIN, and email address.

Click on **Items Checked Out** to see what you have checked out, due dates, and to **RENEW** items before they become overdue.

Click on **Items on Hold** to see what you have placed on hold and the status of those materials.

Click on **Fines** to see your current and past fines as well as payments you have made. (July 6, 2009 forward.)

Click on **Account Preferences** to set up how you want things to look (for example: how many titles show on a screen, font size, how you want to be notified of holds, i.e. email or phone).

Click on **My Bookbags** to create or review your special lists (for example: create a list of your favorite movies, books you want to read next, materials about a hobby, or an upcoming vacation).

