

# Using Your Online Library Account

**IMPORTANT:** To use the online library account, you need a 14-digit library card. If you have an old library card (ex. P 68765), please take it to the library front desk to get your new card.

**Step 1:** Go to [www.westcusterlibrary.org](http://www.westcusterlibrary.org)

**Step 2:** Click on **Library Catalog**

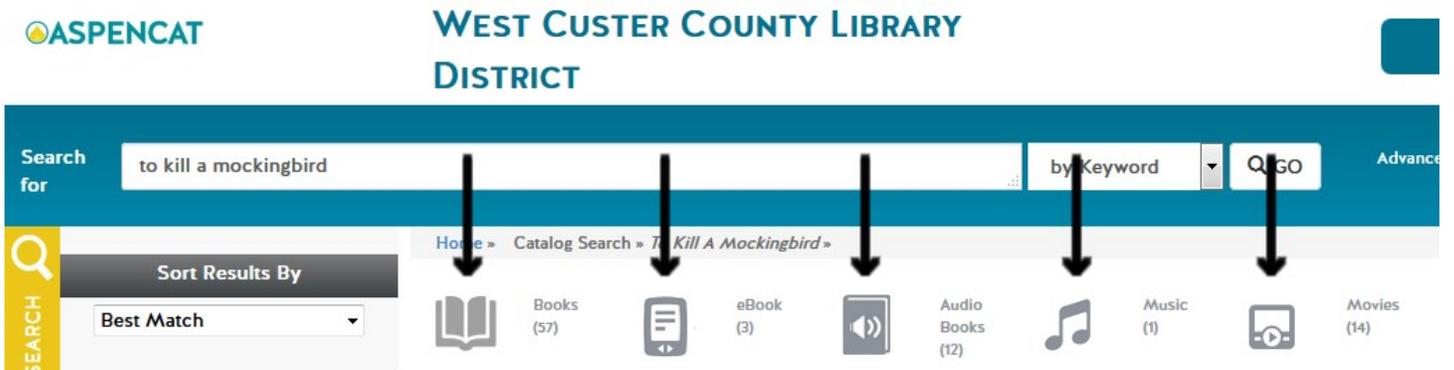
**Step 3:** Click on the **LOGIN** button at the top right and login using your **14-digit library card number**. Your password is your last name in all lower case letters.

The screenshot shows the West Custer County Library website. At the top left is the ASPENCAT logo. In the center is the text "WEST CUSTER COUNTY LIBRARY DISTRICT". On the top right, a blue "LOGIN" button is circled in black. Below the header is a search bar with the text "Search for" and a "by Keyword" dropdown menu, followed by a "GO" button and a link to "Advanced Search". A vertical sidebar on the left contains icons for "SEARCH", "LOGIN", and "HELP". The main content area is titled "BROWSE THE CATALOG" and features a horizontal menu with buttons for "NEW BOOKS", "NEW DVDS AT MY LIBRARY", "NEW EBOOKS", "NEW FICTION - ALL GENRES", and "NEW NON-FICTION AT MY LIBRARY". Below this menu are three filter buttons: "New Books in AspenCat", "New Books at My Library", and "Available Now at My Library". The page shows a breadcrumb trail: "New Books » New Books in AspenCat". At the bottom, there is a grid of book covers, including "THE TRAVELER" by David L. Golemon, "The House of the Dead" by Robert McCammon, "LEAVING LUCY PEAR" by Anna Solomon, "LEARN TO TIMBER FRAME" by Craftsmanship + Simplicity + Timeless Beauty, "SON OF THE MORNING" by Mark Alder, and "BRING ME A ROCK!" by David Rymer. A "Covers" and "Grid" toggle is visible in the top right of the book display area.



# USING THE CATALOG

Enter a search term in the **Search for** box at the top. To search by Title or Author, click the small arrow to the right of “by Keyword”. Click on “Advanced Search” on the right for more search options. On the results page, you can narrow your search by clicking on the item format icons (Books, eBook, Audio Books, Movies) at the top of the page.



Also, you can narrow your results to materials at the **West Custer County Library** or that are **Available Now**. When you have located the item you want, click **Place Hold** next to the format you want (Book, DVD, Audio Books, etc.), and the library will call you when the item is available. **eBooks must be downloaded to the Cloud Library app**. Please ask a librarian if you need assistance setting up the app on your device.

