

## Using Marion City Library's On-Line Card Catalog

Visit the Marion City Library and get a library card and number from the staff.

After you have received your card, go to the library's webpage, <http://marion.lib.nckls.org>, click on card catalog on the right side of page.

You can search the card catalog from this page by typing in title or author. The page will be displayed showing if it is available or not. *If there is a reserve list for that title, you will receive item in order of list.*

LOG IN: This is in the upper right-hand corner. (You need to log in to your account to place a hold on items.)

USERNAME: **YOUR 4 DIGIT LIBRARY ACCOUNT # 1\_ \_ \_** (The staff can tell you your number if you don't know it)

PASSWORD Type in **USERPASS** the first time you log on  
Then create the password you want-You **MUST** remember this password for future sessions

Click on **My Account** to view your items checked out.

On this page will be displayed items out, items on reserve, items lost, items on ILL, history of items checked out and any fines accrued.

**Be sure to log out when finished.**