



## Logging Into Your Account

- Click on the **My Account** link



Search:  Type:  Format:  Library:

- **Enter Your Username**

- If this is your first time logging in, your username will be your library card number.
- You have the option to change your username on the **Account Summary** screen.

## Login To Evergreen

Library Card Number  PIN

[Request A Card](#) [Forgot Your Password?](#)

Stay logged in?

- **Enter Your password**

- Your default password will be the last four digits of your phone number.
- Click on the **Log in** button.



- To log out, click on the **Logout** button.



## My Account Summary

Home
\$0.00 Charges
1 Messages
3 Items Checked Out
3 Holds / 0 Ready
Preferences
My Lists

- **Charges**

- The charges link shows your current charges and payment history

- **Messages**

- The messages link displays a list of messages for your account. To manage messages, check the box on the far left side of each message you wish to mark as read, mark as unread, or delete.

- **Items Checked Out**

- This link displays a list of all items that are currently checked out. **To renew any items**, check the box on the far left of each item you want to renew. Click the green **RENEW** button. Your items will be renewed and a new due date will be shown in your account.
- **Checkout history** is also available in this link if you have set up preferences to save checkout history.



## My Account continued...

- **Holds/Ready**

- The holds link shows the materials you currently have on hold (reserve). The title, author, format, pickup location, status, and notification method are displayed. Click on the box to the left of the item and choose the action for the selected material.
- You can suspend the hold, activate the hold and cancel the hold.
- A hold history is also available in this link

- **Preferences**

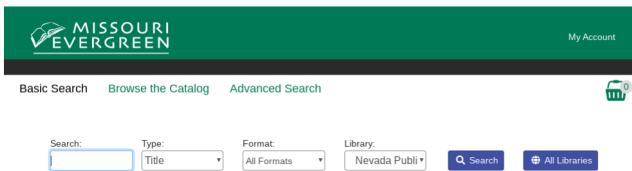
- **Personal Information**--View your contact information, change your password, email or address by clicking the edit buttons.
- **Notifications**--Choose to be notified by email, phone or text
- **Search and History Preferences**--Choose how many entries you want to see on a page when you complete a search. You can also select your preferred search location and pick-up library for holds. Select if you would like to keep a history of checkouts and holds. You may also name people who you allow to check out books for you. Click **Save** to save your preferences.

- **My Lists**

- My Lists allows you to create, edit, share, and remove lists you have created.

# Searching the Catalog

The **home page** contains a single search box for you to enter search terms. You can get to the home page at any time by clicking the library name or logo in the upper-left, or you can enter a search anywhere you see a search box.



## Search Options

You can select to search by:

**Keyword**--finds the terms you enter anywhere in the entire record for an item, including title, author, subject, and other information

**Title**--finds the terms you enter in the title of an item

**Author**--finds the terms you enter in the author of an item

**Subject**--finds the terms you enter in the subject of an item. Subjects are categories assigned to items according to the Library of Congress

**Series**--finds the terms you enter in the title of a multi-part series

**Digital Bookplate**--finds special collections such as memorial collections.

# Search Tips

- Unlike many catalogs, the search features of the catalog are forgiving. For example, you do not need to enter the author's last name first, nor do you need an exact title or subject heading. The catalog is also forgiving about plurals and alternate verb endings, so if you enter dogs, the catalog will also find items with dog.
- You can search for an exact phrase using double quotes. For example, "Harry Potter" will find only items with the exact phrase, not with the terms Harry or Potter alone.
- You can form more complex searches using the Advanced Search features.

## Search Results

**1** **Hannah's list** Book  
Macomber, Debbie  
Call number: FIC MAC 9780778327806  
ISBN: 9780778327806  
Phys. Desc.: 412 p. ; cm.  
✓ Place Hold  
Add to basket

Location	Shelving Location	Call Number	Status
Nevada Public Library	Adult Fiction	FIC MAC	Available

3 of 3 copies available at Missouri Evergreen.  
1 of 1 copy available at Nevada Public Library System.

**2** **Susannah's garden** Book  
Macomber, Debbie  
Call number: FIC MAC Don Mills, Ont. : Mira, [2006]  
Publisher: Don Mills, Ont. : Mira, [2006]  
ISBN: 0778323021  
Phys. Desc.: 347 pages ; 25 cm.  
✓ Place Hold  
Add to basket

Location	Shelving Location	Call Number	Status
Nevada Public Library	Adult Fiction	FIC MAC	Available

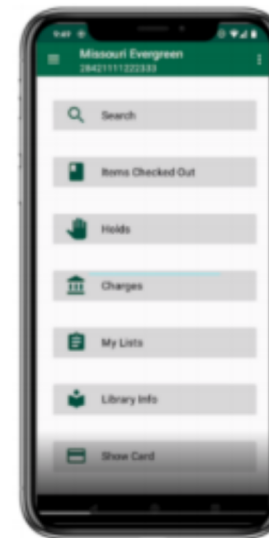
18 of 18 copies available at Missouri Evergreen.  
1 of 1 copy available at Nevada Public Library System.

**3** **Back on Blossom Street** Book  
Macomber, Debbie  
Call number: PB AR  
ISBN: 9780778325352 (pb)  
Edition: Pbk. edition.  
Phys. Desc.: 420 pages  
✓ Place Hold  
Add to basket

Location	Shelving Location	Call Number	Status
Nevada Public Library	Adult Paperback	PB AR	Available

- Search results are sorted by relevancy. To place a hold, click **Place Hold** on the right. To view more details, click on the title of the book.

# How to Search the Catalog and Use My Account in



Look for  
**Missouri Evergreen**

in your app store  
for on the go access

- Search the Catalog
- Place Holds
- Check Due Dates
- Renew Items

Available in  
**Apple and Android.**

Need assistance?  
(417) 448-2770  
info@nplmo.org



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