

## Westlock Libraries Locations & Hours

### Westlock Municipal Library

#### Main Branch

1-10007-100 Avenue  
Westlock, Alberta T7P 2H5  
Phone: 780-349-3060 Fax: 780-349-5291  
www.westlocklibrary.ca

#### Regular Hours of Operation

Monday, Tuesday, Friday 9:30 a.m. - 6 p.m.  
Wednesday & Thursday 9:30 a.m. - 8 p.m.  
Saturday 10 a.m. - 4 p.m.  
Closed Sundays & Holidays

#### Summer Hours— June 1– August 31

Monday, Tuesday, Thursday, Friday 9:30 a.m.– 6 p.m.  
Wednesday 9:30 a.m.– 8 p.m.  
Saturday 11 a.m. - 3 p.m.  
Closed Sundays & Holidays

### Jarvie Public Library

Located in Jarvie Community Centre  
www.westlocklibrary.ca

#### Regular Hours of Operation

Tuesdays 10 a.m. - 1 p.m. & 4 p.m. - 7 p.m.

#### Summer Hours— June 30 – August 31

Tuesday 9 a.m. - 12 noon

### M. Alice Frose Library

Located in Fawcett Community Hall  
Phone: 1-780-809-2244  
www.westlocklibrary.ca

#### Regular Hours of Operation

Wednesdays 10 a.m. - 2 p.m.  
Thursdays 5 p.m. - 8 p.m.

#### Summer Hours— June 30 – August 31

Wednesdays 10 a.m. - 2 p.m.

### General Inquiries

Contact our Main Branch Library  
about Resources, Services & Programs

Phone: 780-349-3060 Fax: 780-349-5291  
info@westlocklibrary.ca



## TRACpac

The Regional Automation Consortium  
Online Catalogue



www.tracpac.ab.ca



TRAC is a partnership of Marigold Library System, Northern Lights Library System, Peace Library System and Yellowhead Regional Library System and their member libraries. Using TRACpac you can search a combined catalogue of over 150 libraries with holdings of nearly 3 million books, DVDs and other materials.

TRACpac allows you to

- Manage your library account
- Search for & order library materials
- Review your list
- Renew library materials
- Keep track of what you have read
- Download Audio & E-Books from **Overdrive**
- See bestsellers and other lists to help you find good books

## How to Access Your Library Account

From home, workplace or the library you have access to your library record. From the internet go to our website [www.westlocklibrary.ca](http://www.westlocklibrary.ca) and click on the TRAC icon or go to [www.tracpac.ab.ca](http://www.tracpac.ab.ca)

Click on “**Log in**” in the upper left hand corner. Key in your 14 digit library barcode starting with 29335..... followed by your 4 digit password (PIN)-the last 4 numbers of your phone number. Your name will appear where the log in was located.

You will always be logged in at the library where your card is registered at.

Always **Log Out** before you leave the website. Logging out protects your personal information. The Log Out button is located at the top left hand corner of the page after your name.

## Overview of the Screen

The main page is arranged in three sections: the banner across the top, the dashboard down the left side of the page and center area.

The main menu options (tabs) Library Info, Search, Patron Account and Help.

**Library Info:** shows open hours and addresses for your library if you have selected it from the drop down box in the upper right corner.

**Search:** where you will go to search for and order materials.

**Patron Account:** where you will go to manage your library account-check your requests (holds list) or the items you have out, renew items, your saved searches, reading history, fines owing or “my record”-your library registration information”.

By logging in here you can change you registration information, password, cancel or suspend hold requests, check on hold items status, renew items already checked out, make and keep and list of items to order at a later date (Saved Title List)

You can also maintain a reading log (an ongoing list of all items you check out) If you choose to do this please be aware that this list can be accessed by federal authorities.

## Overview of the Screen-continued

**Help:** tab gives information on how to-

- Log in
- Change your password (remember if you do this and forget it your home library cannot help you regain access to your account)
- Place a “hold” request
- Renew items
- Find out what fines you owe
- Search for items
- And more....

## How to View or Renew Items Out

While logged into TRAC-

Click **Patron Account Tab** to open submenu bar.

Click on “**Items Out**” on Patron Account submenu. The items out page displays the item format (book, magazine, large print book, audio book), assigned branch, due date, and number of renewals left. To view details about an item, click on the  icon.

**To Renew** one or more items select the check box beside the item(s) and click on “Renew Selected Items” at the bottom of the items list. Remember you will not be able to renew an item if-it is on hold for someone else, there are no renewals left, you have fines over \$10.00 or your card expires during the new renewal period.

## How to Place an Item on Hold

While logged into TRAC-

Click **Search Tab** and type item title keywords in search box and click “go”  
Click on “**Place Request**”

If you want to change the activation date of your request or pick-up location from other than your registered library, change it here.

Click “**Submit Request**” to complete your hold request.

TRAC automatically fills your request from your local library first, then from those libraries within Yellowhead Regional System and finally from other TRAC libraries.

## Managing Your Hold Requests

While logged into TRAC:- Click **Patron Account** Tab and click on **“Requests”**

By viewing your request (holds) list you will see: item type, title, date requested, if you item is active, your hold position eg.-8 of 54.

If your item request is to be filled it is **active/pending**, it will change to **shipped** when it has left the lending library and will appear as **held** when it arrives at your library.

You can **suspend/reactivate your** hold request (s) for the time period you choose by clicking **“Suspend/Reactivate”** at the bottom of the page. Your cancelled requests are kept at the bottom of your request list.

## Searching for Items - Keyword

While logged into TRAC:-Click **Search** Tab and then **Keyword** on submenu.

Enter item keywords in keyword search box. Remember this keyword box accepts title words, author or subject (do not use the, a, etc.)

**Search by** allows you to specifically search for any field (any words), title, author, series, genre, subject. If you want only a specific type of material, choose **Limit by:** –click drop down arrow to choose i.e.– book, large print, audio

If you want to sort list choose **Sort by** and click drop down arrow to chose how ie.– author and publication date will show the authors’ most recent publications first.

## Advanced Search for Items

Advanced Search is complex, focused keyword search, combining up to four search terms and selecting a search field for each one. You can set search options to limit an advanced search, and you can search multiple databases. You do not need to know any special commands to do advanced searching. **E.g.-** A search for Subject: planets And Author: Asimov finds only the works written by Asimov about planets. Any works about planets by other writers and any works by Asimov about other subjects are ignored.: **Or** - Search results can match the search text before **Or**, the search text after **Or**, or both search terms.

## Advanced Search-continued

**E.g.-** The search Any field: planets Or Author: Asimov finds all works written by Asimov, as well as all works containing the word planets in any search field. These last works include titles by Isaac Asimov and titles by other authors. : **Not** - Search results must match the search text before **Not**, but must not include the search text after **Not**.

**E.g.-**A search that specifies Any field: planets Not Author: Asimov finds works containing the word planets in any search field, except works by Asimov.

## No Results?

If you searched and did not get any results, try these strategies:

- Check your search text. If there is a **Did You Mean** suggestion, click the suggestion to launch a new search.
- You may also see a **“More”** link next to the suggestion. Click the link to see more suggestions
- Use the **dictionary** or **thesaurus** to check search words
- Use the **Help tab** for more suggestions on searching.
- **Call/Email** the library for assistance-780-349-3060 or [info@westlocklibrary.ca](mailto:info@westlocklibrary.ca)

## Online Thesaurus & Dictionary

A **thesaurus** lists words that are related in meaning to a word you specify. For example, if a subject search does not yield the results you expect, the online Thesaurus can help you find a similar word (synonym) to use as the subject.

The **online dictionary** is a convenient way to check your search words. If you are not sure how to spell a word, the dictionary can also offer ideas based on the sound or origins of the word.

Follow these steps to use the Thesaurus or Dictionary. Select **Search** on the menu bar, and select-

**Thesaurus** from the Search submenu. The thesaurus search bar appears. Type a word in the **Search thesaurus for** box, and click **Go**. The thesaurus displays meanings and synonyms for the word.

Or **Dictionary** from the Search submenu. The dictionary search bar appears. Type a word in the **Search dictionary for** box, and click **Go**. The center area of the page displays the word and definition.

## Want to Save Your Search?

Do your search from the **Advanced Search** page. When you have your results, click on **“Save Search”** answer the disclaimer and if you click yes, then fill in the page form.

You will then find your search in your **Patron Account** tab in the **Saved Search** submenu or see it in the left dashboard.



## Overdrive Downloadable Audio & E-Books

TRAC now allows you to download E-Books and Audio books directly into your computer Sony or Kobo readers, iPod, iTouch, iPad or MP3 players.

Start by clicking on the Overdrive icon on the TRAC or Westlock Library home page. You will need to download the necessary software found on the submenu (there is a tab for e-readers and audio). Once the software is installed you order and use Overdrive the same way you use TRAC. Items can be downloaded if they are in, or requested (placed on hold). When requested items are available, you will receive an email. Log in (as you do for TRAC). Borrowed items are returned automatically 7-14 days after downloading. To download follow the screen prompts after logging in.

- **Call/Email** the library for assistance-780-349-3060 or [info@westlocklibrary.ca](mailto:info@westlocklibrary.ca)

## Found a Book- but want to request later?

From left side dashboard click on **“Create New Saved List”** Follow the prompts to name and save. You click on **“Add to List”**.

When you are ready to request the book, under **“My Lists”** on left side dashboard or on right side of the search menu bar click on your **Named List** Highlight and copy item title, click on **Keyword** on the menu bar and paste title in search box, click **“go”** Click on **“Place Request”**

You now can choose your pick-up library and activation date of your request. Click **“Submit Request”** to complete you hold request.

**Want to print or share your list?** From your **“My Lists”** click on print friendly or email.

## Don’t Forget!

Check the side dashboard, it contains links to:

- **Large Text**– click here to increase the site font size
  - **My Lists**– saved title lists, create a new saved list
  - **New Titles**– new books, new videos, new sound recording, new large print
  - **Specific Lists**– ie.-Children’s Illustrated
- In **“Searching”** items the dashboard shows:
- **Type of materials**-book, VSH, audio, DVD
  - **Subjects**– general description of story type, place, characters, plot
  - **Authors**– if there is more than one author for a series
  - **Publications dates**
  - **Most popular titles** in a series, other series author has published
  - **Related searches**-other like books, authors, plots
  - **Language**– if available in second language, ie.– French click to see available titles.

## Not Able to Find What Your Want?

If you have searched TRAC without finding what you are looking for, your library card allows you to search **TAL—The Alberta Library** database. Searching this database lets you see and request materials from most Alberta libraries (Cities, Universities, Community Colleges and those libraries not part of TRAC.) It is up to the lending library to decide if they will fill your request.

To **Request** a book, go to [www.talonline.ca](http://www.talonline.ca) Follow the prompts on the welcome page. This on line catalogue works as TRAC does, it just looks different. When click on the item you wish to request you will be asked to select your library region-**“Yellowhead,”** then fill out the form and click **Submit** . We will phone you when your requested item arrives. If you do not have an email address, please use the libraries’ [info@westlocklibrary.ca](mailto:info@westlocklibrary.ca)

*Please note these items are:- non-renewable, the loan period is decided by the lending library and the item must be returned with the attached barcode slip.*