

**POLARIS**  
INTEGRATED LIBRARY SYSTEM

**Polaris<sup>®</sup> PowerPAC<sup>™</sup>**  
**Children's Edition Guide**



Copyright © 2012 by Polaris Library Systems

This document is copyrighted. All rights are reserved. No part of this document may be photocopied or reproduced in any form without the prior written consent of Polaris Library Systems.

Polaris Library Systems  
Box 4903  
Syracuse, New York 13221-4903  
[www.polarislibrary.com](http://www.polarislibrary.com)

Send any comments or questions about this guide to your Site Manager or to the Technical Communications Group: [TechComm@polarislibrary.com](mailto:TechComm@polarislibrary.com).

**Trademarks** Polaris® is a registered trademark of GIS Information Systems, Inc., dba Polaris Library Systems.

Microsoft® and Windows® are registered trademarks of Microsoft Corporation.

Other brands and product names are trademarks of their respective owners.

**Disclaimer** The information contained in this document is subject to change without notice. Polaris Library Systems shall not be liable for technical or editorial omissions or mistakes in this document nor shall it be liable for incidental or consequential damages resulting from your use of the information contained in this document.

Printed in the  
United States of America  
May 10, 2012

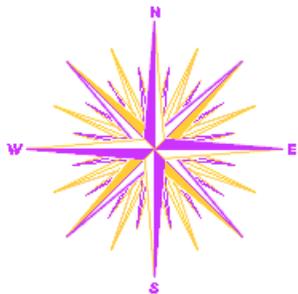
*This guide is written for Polaris 4.1 (initial general release) or later.*

# Contents

<b>About This Guide</b> .....	<b>1</b>
Related Resources .....	<b>1</b>
<b>Getting Started</b> .....	<b>3</b>
Finding Your Way Around .....	<b>4</b>
Getting Help .....	<b>5</b>
Get quick help with searching .....	<b>5</b>
Get help with any topic .....	<b>6</b>
<b>Searching</b> .....	<b>11</b>
Searching by Typing a Word .....	<b>12</b>
Search by typing a word .....	<b>12</b>
Searching Categories .....	<b>14</b>
Search a category .....	<b>14</b>
Searching Call Numbers .....	<b>16</b>
Search call number categories .....	<b>16</b>
Looking at Search Results .....	<b>18</b>
Formats .....	<b>19</b>
See your search results .....	<b>21</b>
Go to a Web link .....	<b>23</b>
Searching Tips .....	<b>24</b>
<b>Getting a Title From the Library</b> .....	<b>25</b>
Ask for any copy of a title .....	<b>26</b>
Ask for a particular copy of a title .....	<b>27</b>
<b>Index</b> .....	<b>29</b>



# About This Guide



This guide explains how to use Polaris® PowerPAC™ Children's Edition, the Polaris Web application for children's access to the library catalog. It is intended for library staff who help children use Polaris library services, including catalog searches, Web access, and other functions the library may provide.

## Polaris PowerPAC Children's Edition Topics

This guide covers the following topics:

- Getting Started** Learn how to get around in Polaris® PowerPAC™ Children's Edition, and how to get help with the catalog.
- Searching** Learn about the different ways you can search for books and information. You will also find some search tips, and learn how to get more information about your search results.
- Getting a Title From the Library** When you find a book or other item you want, you can ask the library to hold it for you. This unit tells you how to do it.

## Related Resources

Library staff who help children use Polaris PowerPAC Children's Edition may find the following resources useful:

- *Polaris PowerPAC Children's Edition Online Help*

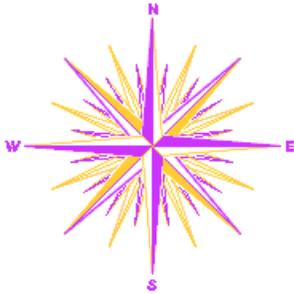
Anyone using the Children's Catalog can access online Help, which provides searchable help topics for the Children's Catalog. Online Help topics are based on this guide.
- *Polaris PowerPAC Guide and Online Help*

The library may provide a link from Polaris PowerPAC Children's Edition to Polaris® PowerPAC™, the Web-based public access application for adults. See these resources for more information about Polaris PowerPAC.
- **Library Polaris Administrator**

Many features of Polaris PowerPAC Children's Edition can be customized for your library. If you have questions about how Polaris PowerPAC Children's Edition is set up at the library, contact your Polaris administrator or trainer.



# Getting Started



Polaris® PowerPAC™ Children's Edition, your library's Children's Catalog, is designed for children who are connecting to the library by Internet, from outside the library or from computers set up in the library for children to use. You can do the following activities:

- Search for books and other materials, or Web sites
- Request materials from the library
- View the library's events page

Some libraries may not offer all these activities.

This unit covers the following topics:

- "Finding Your Way Around" on page 4
- "Getting Help" on page 5

---

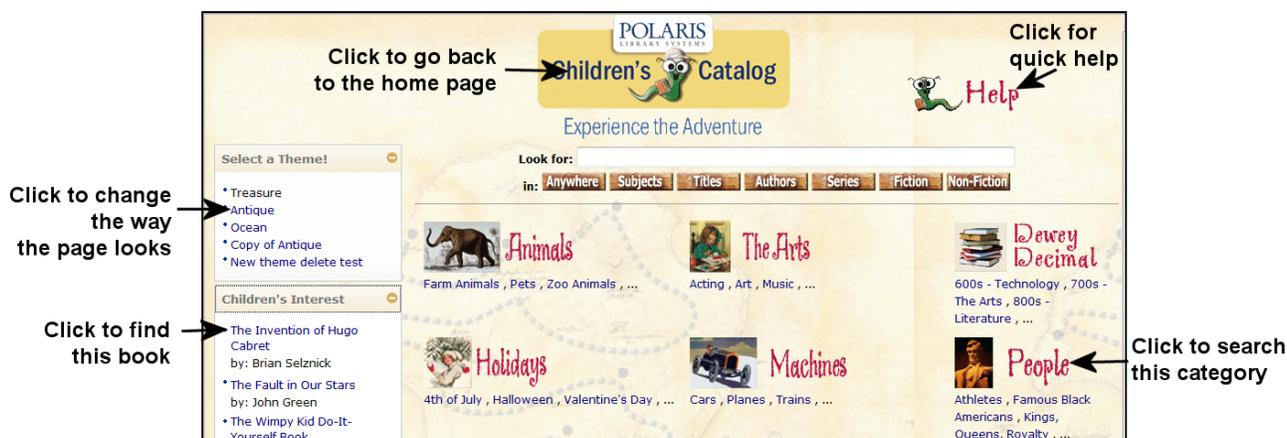
## Terms

- click* To press and release the pointer button.
- cursor* A movable symbol that shows a position on the screen. The cursor moves as you move the pointer. See also *pointer*.
- link* Text or picture on a Web page that you can click to go to another Web page.
- pointer* A device used to move the cursor on the computer screen. A pointer may be a mouse, trackball, touch screen, light pen, tablet, joy stick, or keypad.
- type* To press keys on the keyboard.

# Finding Your Way Around

When you start using the library children's catalog, you see the Children's Catalog home page.

The illustration shows the Children's Catalog home page. The home page for your library may not look exactly like this one.



From the home page, you can do the following:

- **Choose a theme** - You can choose a theme (background) to change what the Children's Catalog looks like. (The library decides what themes you can pick.) Just click a theme on the left side of the page and see how the page changes.
- **Launch a search from a list** - Click a link in a list on the left side of the page to start a search or open a Web site. (The library decides what lists to show here.)
- **Type a word to search for** - You can search for a word in the titles, subjects, or series names of books or other materials, or you can search for an author's name. You can search for fiction (stories) or non-fiction (facts). See ["Searching by Typing a Word"](#) on page 12.
- **Search a category** - In the middle of the page, click a category to search for books or other materials in that category. See ["Searching Categories"](#) on page 14.
- **See a list of events** - Click **Events** to see a list of events.
- **Get help** - Click **Help**. See ["Getting Help"](#) on page 5.

### Important:

You can go back to the home page by clicking the picture at the top of the page.

# Getting Help

While you are using the Children's Catalog, you can get quick help with searching, or you can see more help topics about everything you can do in the Children's Catalog.

## 1-2-3

## Get quick help with searching

Follow these steps to get quick help with searching.

1. Click the Help worm in the upper right area of the page.



Below the search buttons, you see directions for searching under the heading "How to Search."

2. Scroll the page to read all the directions.



3. Click Close Help to close "How to Search."



# 1-2-3

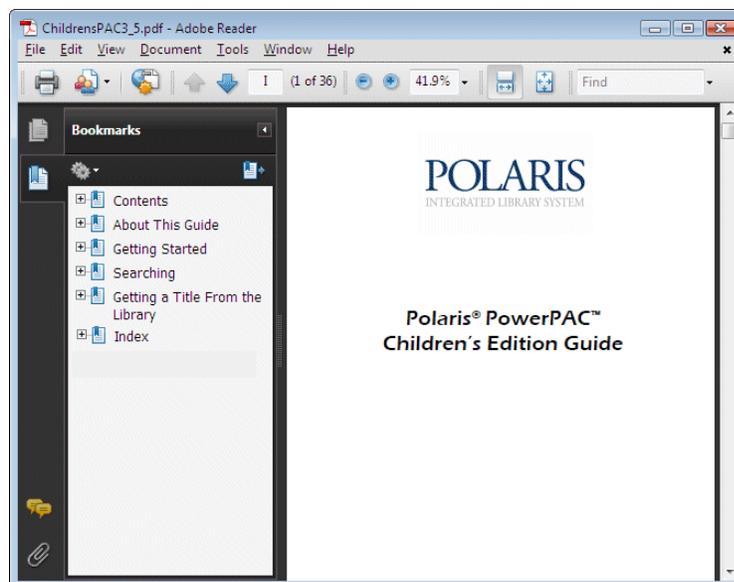
## Get help with any topic

Follow these steps to get help with any part of the children's catalog.

1. Click the **For more help** link near the bottom of the page.



The guide to the children's catalog opens.

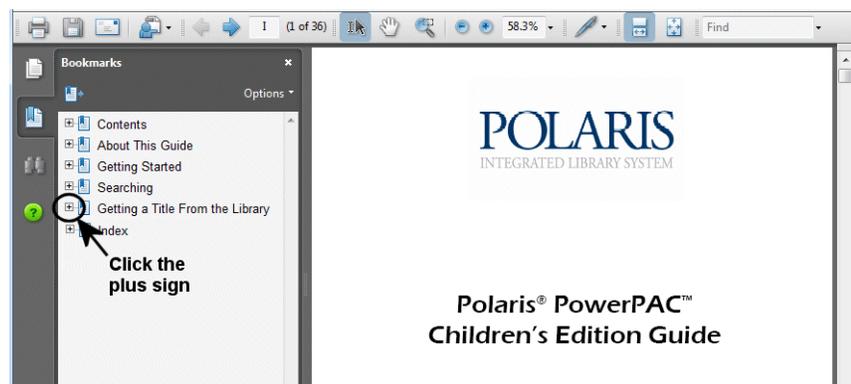


### Tip:

The table of contents displays topics as they are organized in the guide. The table of contents shows how topics are related to each other, and lets you move from topic to topic.

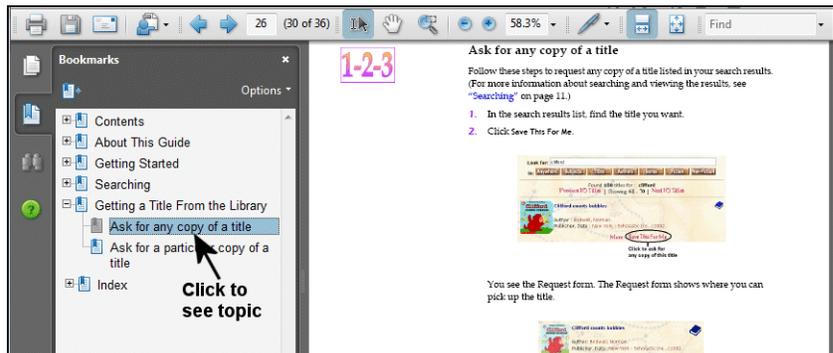
2. To use the table of contents (left side of the window), follow these steps:

- a) Click a plus sign next to a topic to expand the topic.



**b)** Click a topic link.

Information about the topic is displayed in the right side of the Help window.

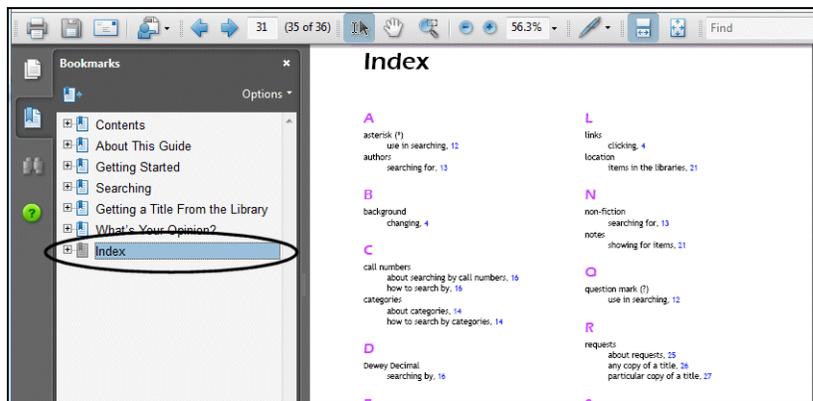


**Tip:**

The index lists help topics in alphabetical order. You may also find useful cross-references and alternate terms.

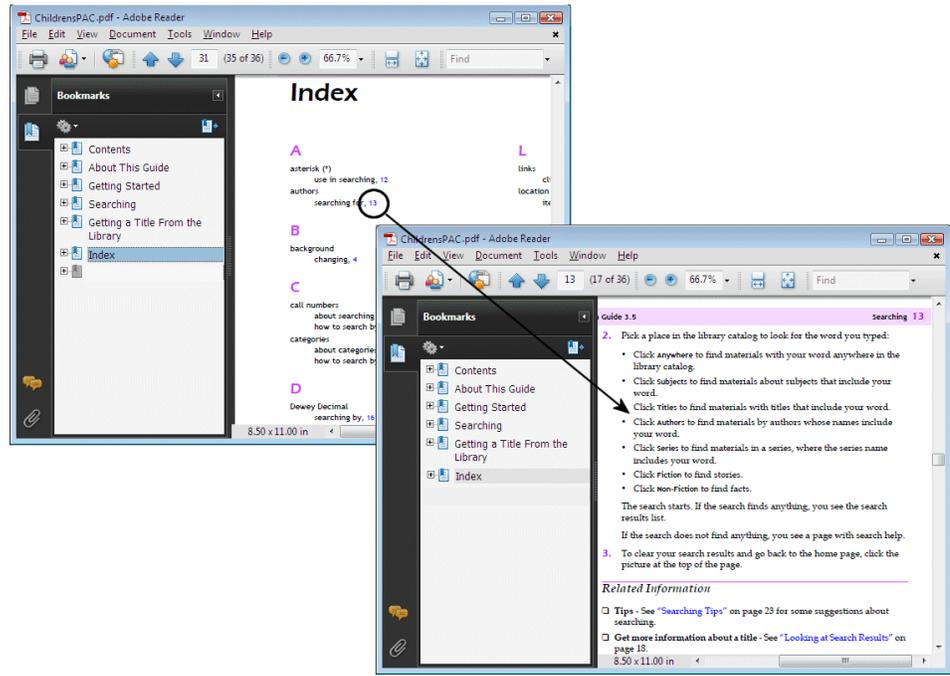
**3.** To use the index, follow these steps:

**a)** Click **Index** in the table of contents.



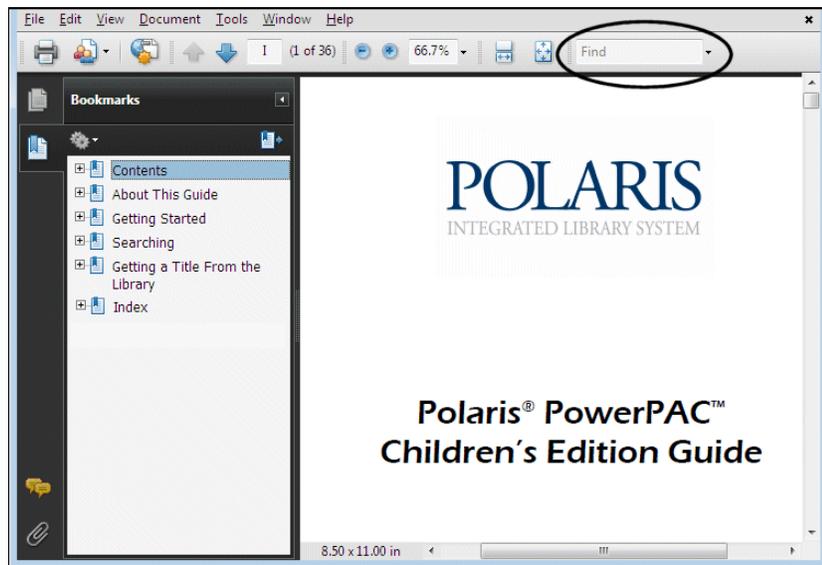
The index appears in the right side of the window.

**b)** Click an index link to display a topic.

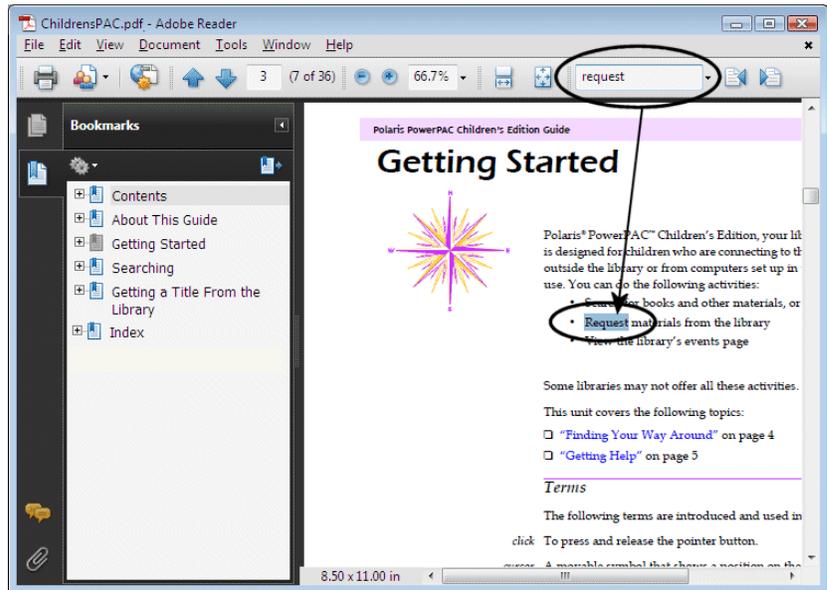


4. To search for a word, follow these steps:

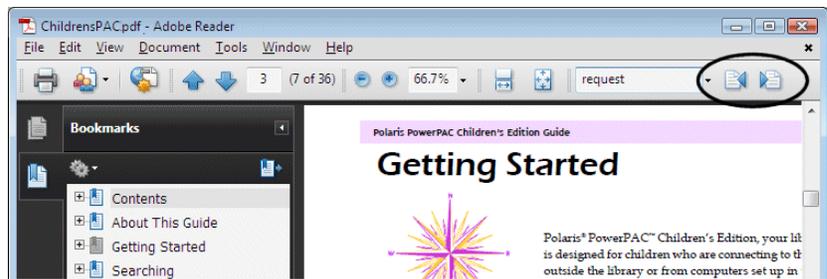
- a) Type the word in the Find box at the top right side of the window, and press Enter.



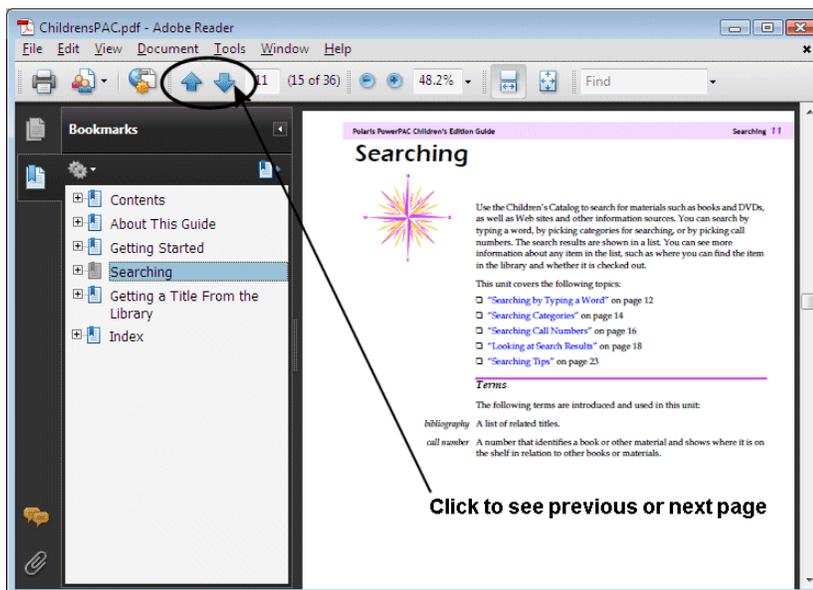
The first place the word appears in the guide is highlighted.



- b) Click the arrow buttons by the Find box to see the next or previous places where the word appears.

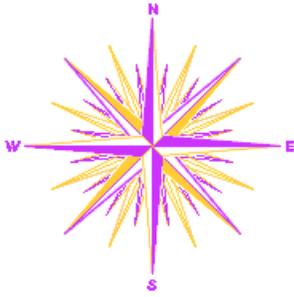


5. To navigate through pages, use these controls:
- Use the scroll bar to scroll through the topic.
  - Click links in the topic information to display related topics.
  - Click the page arrow buttons at the top the page to travel through the pages.



6. To close the guide window, click X in the upper right corner of the window.

# Searching



Use the Children's Catalog to search for materials such as books and DVDs, as well as Web sites and other information sources. You can search by typing a word, by picking categories for searching, or by picking call numbers. The search results are shown in a list. You can see more information about any item in the list, such as where you can find the item in the library and whether it is checked out.

This unit covers the following topics:

- "Searching by Typing a Word" on page 12
- "Searching Categories" on page 14
- "Searching Call Numbers" on page 16
- "Looking at Search Results" on page 18
- "Searching Tips" on page 24

---

## *Terms*

*bibliography* A list of related titles.

*call number* A number that identifies a book or other material and shows where it is on the shelf in relation to other books or materials.

# Searching by Typing a Word

You can find a book or other material by typing a word or words to look for. You can look for a word in a title, a series name, an author's name, a subject, or anywhere in the library catalog. You can also decide if you want to find just fiction (novels and stories), or just non-fiction (such as history, science, or biographies).

## Example:

To find the book *Harry Potter and the Order of the Phoenix*, type **Phoenix** and click **Title**. This search works because the word **Phoenix** is part of the book's title.

1-2-3

## Search by typing a word

Follow these steps to search by typing a word or words.

1. Type a word or words in the **Look for** box.



- You can type part of a word and an asterisk \* to stand for the rest of the word.

## Example:

To look for **wizards**, you can type **wiz\***

- You can type a question mark ? to stand for exactly one character.

## Example:

To look for **woman** or **women**, you can type **wom?n**.

- If you type more than one word, the order does not matter.

## Example:

**Harry Potter** looks for **Harry Potter**, **Potter Harry**, **Harry**, or **Potter**.

- Some short, common words are skipped in searches, usually words like *a*, *an*, *and*, *for*, *from*, *in*, *of*, *on*, *the*, *to*, and *with*. Do not type these words.
- Each word should have more than two characters.

**Tip:**

You can type a word and press **ENTER** to find materials with your word anywhere in the library catalog.

2. Pick a place in the library catalog to look for the word you typed:
  - Click **Anywhere** to find materials with your word anywhere in the library catalog.
  - Click **Subjects** to find materials about subjects that include your word.
  - Click **Titles** to find materials with titles that include your word.
  - Click **Authors** to find materials by authors whose names include your word.
  - Click **Series** to find materials in a series, where the series name includes your word.
  - Click **Fiction** to find stories.
  - Click **Non-Fiction** to find facts.

The search starts. If the search finds anything, you see the search results list.

If the search does not find anything, you see a page with search help.

3. To clear your search results and go back to the home page, click the picture at the top of the page.

---

### *Related Information*

- **Tips** - See "[Searching Tips](#)" on page 24 for some suggestions about searching.
- **Get more information about a title** - See "[Looking at Search Results](#)" on page 18.
- **Ask the library to hold a title for you** - See "[Getting a Title From the Library](#)" on page 25.

# Searching Categories

You can search for subjects by categories, without typing any words. The search results can include books, other materials, or Web sites. The library decides what categories you can search.

## Example:

Suppose the library offers the category **Animals**. You click **Animals** and see additional categories of animals, such as **Wild Animals**, **Farm Animals**, and **Legendary Animals**. You click **Legendary Animals** and see two categories, **Dragons** and **Unicorns**. When you click **Dragons**, you see a list of titles about dragons. Click a title to find the title.

1-2-3

## Search a category

Follow these steps to search categories for books, Web sites, and other materials.

1. Click a category on the Children's Catalog home page.

The illustration shows an example.

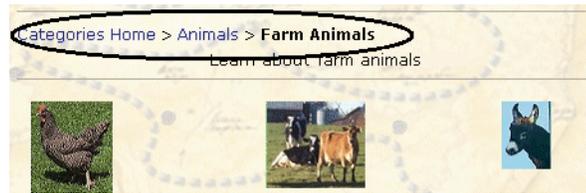


A list of subcategories or targets (or both) appears. Subcategories are just categories within categories. When you click a target, you may launch a search, see a list of titles, or go to a Web site.

2. Click a subcategory, or click a target.

If you clicked a subcategory, you may see more subcategories, or targets (or both).

You can move around in a category by clicking the links at the top of the page. They show the categories and subcategories you have already picked.



- If you clicked a target that runs a search, you see the search results.
  - If you clicked a target that shows a bibliography, you see a list of titles in the bibliography. Click any title to start a search for the title.
  - If you clicked a target that connects to a Web site, the Web site opens on a separate page. When you are done with the Web site, click X in the top right corner of the page to close it and return to the Children's Catalog.
3. To clear your search results and go back to the home page, click the picture at the top of the Children's Catalog page.

---

### *Related Information*

- **Get more information about a title** - See "[Looking at Search Results](#)" on page 18.
- **Ask the library to hold a title for you** - See "[Getting a Title From the Library](#)" on page 25.

# Searching Call Numbers

Your library may show a category for Dewey Decimal searching. The Dewey Decimal category organizes books and other materials by their call numbers. When you pick a Dewey Decimal target, the search results include books and other materials with call numbers in the target range.

## Example:

Are you looking for books about computers? Books and other materials about technology have Dewey Decimal call numbers in the 600s. If you click the Dewey Decimal 600s target, the search results show books and other materials about computers, as well as books and materials about other technology subjects.

1-2-3

## Search call number categories

Follow these steps to find titles by their call numbers.

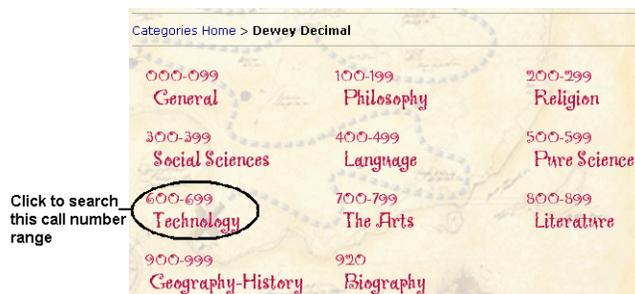
1. Click **Dewey Decimal** in the Categories area of the home page.



## Note:

To clear your search results and go back to the home page, click the picture at the top of the page.

2. Click a call number target.



You see the search results, which include titles in the call number range of the target.

---

### *Related Information*

- **Get more information about a title** - See [“Looking at Search Results”](#) on page 18.
- **Ask the library to hold a title for you** - See [“Getting a Title From the Library”](#) on page 25.

# Looking at Search Results

The search results list shows the titles your search found and some information about each title. At the top of the list, you see how many titles are in the list and where you are in the list.

The screenshot shows a search interface with a search bar containing 'clifford'. Below the search bar are tabs for 'Anywhere', 'Subjects', 'Titles', 'Authors', 'Series', 'Fiction', and 'Non-Fiction'. The 'Titles' tab is selected. A summary box indicates 'Found 315 titles for : clifford' and 'Showing: 1 - 10 | Next 10 Titles'. The results list includes three items:

- Clifford : where is the big red doggie?**
  - Author : Bridwell, Norman.
  - Publisher, Date : New York : Scholastic, 1998.
  - More Save This For Me
- How to draw Clifford**
  - Author : Watson, B. S.
  - Publisher, Date : New York : Scholastic, c2003.
  - More Save This For Me
- Clifford the big red dog : [sound recording] a really big musical tribute.**
  - Publisher, Date : Redway, CA : Music for Little People, 2004.
  - More Save This For Me

You can select any title in the list to see more information about the title, including where to find it in the library. If your search finds only one title, you see more information about the title right away.

# Formats

A small picture by each title shows the title's type of material:



Blu-ray disc



Large print



Audio ebook



Manuscript material



Book + CD



Book



Book + Cassette



Videotape



Abstract



Motion picture



Digital collection



Two-dimensional nonprojected graphic



DVD



Visual materials



Videorecording



Musical sound recording



Projected medium



Sound recording



Three-dimensional object



Manuscript music



Music CD



Map



Nonmusical sound recording



Printed cartographic material



Printed music



Cartographic material



Printed or manuscript music



Kit



Globe



Newspaper



Manuscript cartographic material



Serial



Electronic resources



Ebooks



Archival/mixed materials



Braille



Periodical



Microform



Audio books

# 1-2-3

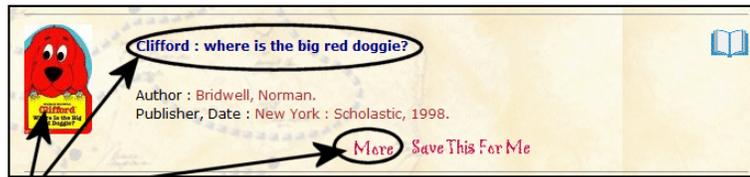
## See your search results

Follow these steps to move through your search results and see more information about any title.

1. If your list has more than 10 titles, click the **Previous 10 Titles** and **Next 10 Titles** links at the top or bottom of the page to move through the results list.



2. To see more information about a title, click the title's name or click **More**. Or click the picture of the title if there is one.



Click for more information

### Tip for librarians:

You can click the format icon for a title to view the MARC record.

The page shows information only about the title you clicked. You can click **Previous Title** and **Next Title** to move through the results one title at a time, or click **Go Back** to return to the search results list.

Title: Clifford : where is the big red doggie?

Author: Bridwell, Norman.  
 Publisher, Date: New York : Scholastic, 1998.  
 Series: Clifford the big red dog  
 Subjects: Dogs -- Juvenile fiction.  
 Board books.

Save This For Me

	Location	Collection	Shelf Location	Call Number	Status	Type
	Clifton Park-Halfmoon Public Library	Children's Board Books		JP Fict Bri BB	Out	Book
	Galway Public Library	Children's Board Books		JP Fict Bri BB	Out	Book
	Margaret Reaney Memorial Library (St. Johnsville)	Children's Board Books		JP Fict Bri (D)	On Shelf	Book
	Northville Public Library	Children's Board Books		JP Fict Bri	On Shelf	Book
	Pember Library and Museum (Granville)	Children's Fiction		JP Fict Bri [Board Book]	Out	Book
	Richards Library (Warrensburg)	Children's Fiction		JP Fict Bri	On Shelf	Book
	Round Lake Library	Children's Board Books		JP Fict Bri	On Shelf	Book

Showing: 1 (of 315) | Next Title

Go Back

**Note:**

You can click a link under **Subjects** to start a new search for that subject.

- To see where you can find a title in the library system, look at the Location list.

Each item in the list is a separate copy. The list shows all the items in each library. You can see whether each item is in the library or checked out.

**Note:**

Some items in the location lists may have notes with more information. These items are marked by a note icon . To view the notes for an item, click  to open the note window. Click **OK** or **X** to close the note window.

- To clear your search results and go back to the home page, click the picture at the top of the page.

---

### *Related Information*

- Ask the library to hold a title for you - "Getting a Title From the Library" on page 25.

**1-2-3**

## Go to a Web link

You may see a picture of a globe  by a title in your search results. The globe means there is a Web site related to the title. Follow these steps to go to the Web site, then back to your search results.

1. If you see a globe next to a title in your search results, click the globe .
2. The Web site opens in a new window.  
You can read the information and follow links in the Web site.
3. When you have finished using the Web site, click  in the corner of the window.

The window closes, and you return to your search results.

# Searching Tips

If you type a word or words to look for, and the search does not find anything, try these suggestions:

- Perhaps the word is not spelled correctly. Try these:
  - If you see the message **Did you mean to search for**, click the suggestion to start another search.
  - Type just the first few letters of the word and an asterisk \*.
- If you clicked **Title, Author, Subject, Fiction, or NonFiction**, try the same word and click **Anywhere**.
- Try searching a category. Click the picture at the top of the page to go back to the home page, and look for a subject that might be related to the word you typed. See "[Searching Categories](#)" on page 14.
- If you are looking for a subject, try the Dewey Decimal category. Click the picture at the top of the page to go back to the home page, and look for Dewey Decimal. See "[Searching Call Numbers](#)" on page 16.
- Try the adult catalog. Click **Go to Polaris Catalog** near the bottom of the page.

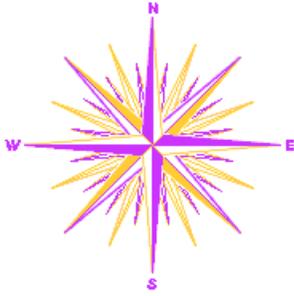
**Note:**

Your library may not offer the adult catalog link.



- If you click **Go to Polaris Catalog** on the Children's Catalog home page, the adult catalog home page opens.
- If you click **Go to Polaris Catalog** on a Children's Catalog search results page, the same search is done in the adult catalog.

# Getting a Title From the Library



If you find a title you want in your search results, you can ask the library to get it for you to check out. You can ask for any copy of a book or other material, or your library may let you ask for a particular copy. You need a library card number and password to ask the library to hold a title for you. If you do not have a library card or a password, see a librarian.

This unit covers the following topics:

- “Ask for any copy of a title” on page 26
- “Ask for a particular copy of a title” on page 27

# 1-2-3

## Ask for any copy of a title

Follow these steps to request any copy of a title listed in your search results. (For more information about searching and viewing the results, see “Searching” on page 11.)

1. In the search results list, find the title you want.
2. Click **Save This For Me**.



Click to ask for  
any copy of this title

You see the Request form. The Request form shows where you can pick up the title.

3. Type your library card number in the **Barcode Number** box.
4. Type your password in the **Password** box.
5. Click **Submit Request**.

If other people have requested this same title, a message tells you how many requests have been placed before yours. You can choose to continue or cancel the request. You may see a message that tells you the library charges money when you pick up the title. You can choose to continue or cancel the request. If you click **Continue**, a message tells you that your request has been placed. (If you cannot request this title for some reason, a message tells you why.)

The library lets you know when your request is ready to pick up.

# 1-2-3

## Ask for a particular copy of a title

If your library lets you request particular copies of a title, follow these steps to request a particular copy listed in your search results. (For more information about searching and viewing the results, see “Searching” on page 11.)

1. In the search results list, find the title you want.
2. Click **More**.

You see the list of copies that the library has. Each item in the list is a separate copy.

3. Click the request picture  by the copy you want. (The request picture only shows by the copies you can request.)



Title: Clifford : where is the big red doggie?

Author: Bridwell, Norman.  
 Publisher, Date: New York : Scholastic, 1998.  
 Series: Clifford the big red dog  
 Subjects: Dogs -- Juvenile fiction.  
 Board books.

Save This For Me

	Location	Collection	Shelf Location	Call Number	Status	Type
	Clifton Park-Halfmoon Public Library	Children's Board Books		JP Fict Bri BB	Out	Book
	Galway Public Library	Children's Board Books		JP Fict Bri BB	Out	Book
	Margaret Reaney Memorial Library (St. Johnsville)	Children's Board Books		JP Fict Bri (D)	On Shelf	Book
	Northville Public Library	Children's Board Books		JP Fict Bri	On Shelf	Book
	Pember Library and Museum (Granville)	Children's Fiction		JP Fict Bri [Board Book]	Out	Book
	Richards Library (Warrensburg)	Children's Fiction		JP Fict Bri	On Shelf	Book
	Round Lake Library	Children's Board Books		JP Fict Bri	On Shelf	Book

Showing: 1 (of 189) | [Next Title](#)

[Go Back](#)

You see the Request form.

### Note:

The Request form shows where you can pick up the title when it comes in.

4. Type your library card number in the **Barcode Number** box.
5. Type your password in the **Password** box.
6. Click **Submit Request**.

A message asks you if you want this specific copy. If you do, click **This item only**. If you decide that any copy is all right, click **First available copy**.

If other people have requested this same title, a message tells you how many requests have been placed before yours. You can choose to continue or cancel the request. If you click **Continue**, a message tells you that your request has been placed. (If you cannot request this title for some reason, a message tells you why.)

The library lets you know when your request is ready to pick up.



# Index

## A

- asterisk (\*)
  - use in searching, 12
- authors
  - searching for, 13

## B

- background
  - changing, 4

## C

- call numbers
  - about searching by call numbers, 16
  - how to search by, 16
- categories
  - about categories, 14
  - how to search by categories, 14

## D

- Dewey Decimal
  - searching by, 16

## F

- fiction
  - searching for, 13
- formats
  - pictures, 19

## H

- help
  - how to see online Help, 6
  - quick help with searching, 5
- holds
  - see requests
- home page
  - navigating, 4
  - returning to, 4

## L

- links
  - clicking, 4
- location
  - items in the libraries, 22

## N

- non-fiction
  - searching for, 13
- notes
  - showing for items, 22

## Q

- question mark (?)
  - use in searching, 12

## R

- requests
  - about requests, 25
  - any copy of a title, 26
  - particular copy of a title, 27

## S

- search results
  - format pictures, 19
  - navigating, 21
  - Web links, 23
- searching
  - categories, 14
  - Dewey Decimal categories, 16
  - tips, 24
  - typing a word to search for, 12
  - wildcard characters in, 12
- series
  - searching for, 13
- subjects, searching for
  - by Dewey Decimal category, 16
  - by typing a word, 13
  - in categories, 14

**T**

themes

choosing, [4](#)

tips

searching, [24](#)

titles

searching for, [13](#)

**W**

Web links

going to a Web site, [23](#)

wildcard characters

use in searching, [12](#)