



GENEVA ONLINE LIBRARY CATALOG

The GSB Library is blessed to have an online public access catalog (OPAC). Please use this link to access it: [Geneva School of Boerne Library Catalog](#). This interface allows library patrons to use the following services:

- Access Geneva student/parent library accounts
- Search for catalog items
- Reserve items
- Create bookbags/lists of items for future retrieval
- View reserved and checked out items
- Renew items
- Utilize mobile app *Librista*

The Main Menu of the Catalog will display the “Home” page which contains “*Current News & Messages*,” “*Search functions*,” “*QR Code to download the Mobile Librista App*,” “*What’s New*,” “*Meet Your Librarian*,” and “*Links*” to the latest Library Newsletter, Book Review Sites, Geneva’s Current Reading Lists and Triple Crown Award Lists. These can all be accessed without logging into your account, however, if you want to reserve items or create bookbags, you must create your account and logon (see next section).

Account Set-up

To set-up your online account, you will need a username and password. The username consists of your first initial and last name. The password is your library number. A 3-digit password is required, so if your assigned library number is only 1 or 2 digits, put zeros in front of your number to make it 3 digits.

Example – username: lpatti, password: 014 (library number is 14)

All Geneva students are assigned a library number by the Librarian, and they will utilize the same number all their years as a Geneva student. The library numbers are assigned when the student is accepted and enrolled at Geneva. If your existing student is unsure of their library number, please contact Mrs. Young, Librarian at cyoung@genevaschooltx.org.

Using the Catalog

Once you have determined your username and password, please use the link above to access the catalog. In the upper right-hand corner of the page, you will see a box titled “*Account*.” Select the “*Log on*” button and enter your username and password. Once you are logged on, a menu will appear titled “*My Items*.” Under “*My Items*,” you will see a sub-menu that lists the following:

- Reserves (Lists items reserved or waiting for pickup)
- Items Checked Out (Current items checked out)

- Fines (fees assessed for lost books – Geneva does not charge fines for overdue books)
- Account (personal/profile information can be entered)
- Interests (Community, Bookbags, Watchlists can be set up)
- History (can view checkout history)

Searching the Catalog

To search for items, select the “Home” menu button. You may search by *Keyword, Title, Author, Subject, or Series*. Once you enter your search term, the next screen will be a list of catalog items. On the right-hand side of the screen, you will see a status for each item: *In, Out, In Repair, or Lost*. You will also see a link to “Add to Bookbag.” This is a quick way to add it to your bookbag if you don’t need to see full details of the item. To select an item, click on the title. The box that appears will be a summary of the full details for that item. On the right side of that box, you will see menu buttons “Add to Bookbag,” “Write a Review,” and “Quick Reserve.” You may also select “Snapshot” or “Holdings” which will give you more information. You may also reserve a title from the “Holdings” section as there is a “Reserve” button.

While you are using the catalog items screen, please note that in the upper right-hand section of that box, you may access other functions of the catalog. If you hover over the small icons, there is “Add all to Bookbag,” “List View,” “Grid View,” “Print,” and “Help.”

On the left-hand side of the catalog screen, you may sort those catalog items by *Relevance, Title, Author, Copyright* and *Call Number* or you may also use the “Browse” and “Search” functions listed there as well.

*****Please remember that reserving items or making bookbags will not work UNLESS you are logged into your account.***

Bookbags

To access your bookbag, go to the main page (Home) of the catalog website and in the top right-hand corner where you logon and logoff, you will see “Temporary Bookbag.” Select that button and the next screen will list all the items in your bookbag. Bookbags are basically a storage area for all the books you would like to either reserve or checkout later. From that list, you can remove, reserve, print, etc.

Other Features

You may also use your mouse to select books in the “What’s New” section on the main page of the catalog. Hovering over the image will give you basic information about the item or you can click the image and it will give you full details of the item.