

Getting Started with the SCOV Library Evolve Webopac Online Catalog

ACTIVATE/CREATE AN ACCOUNT

Activate your account and get your password at the Library. A valid **SCOV Facility Card** is required.

ACCESSING THE ONLINE CATALOG/ACCOUNT

Go to <http://suncityorovalley.com/>. Click on **“Library.”** Scroll down and click on **“LINK TO ONLINE CATALOG/ACCOUNT.”**

SIGN IN USING YOUR ID AND PASSWORD

Click on **“My Account”** to sign in. Your ID number can be found on the back of your SCOV Facility Card. It is comprised of the numbers after the dash (-), but not including leading zeros. For instance, if the number after the dash is 0985, your ID number is 985. Your temporary password is **“book.”** We recommend you change it as soon as possible.

SEARCHING THE CATALOG

Search by author, title, or keyword, e.g. comedy, mystery, Southwest gardening. Or, click on **“Browse New Items”** to see all items added to the catalog in the last two weeks.

RESERVE A BOOK, AUDIO BOOK, OR VIDEO

Once you find the item you want, click on **“Reserve This Item.”** If you have not signed into your account, you will be given an option to do so at this time. An email will notify you when the item is ready for pick-up.

VIEW DETAILS, EMAIL ITEM, or SAVE TO LIST

Click on **“Actions”** next to an item for more choices. You may **“View Details”** to see a summary and other details. Click on **“Email Item”** to send details to yourself or someone else. Click on **“Save to List”** to save a list of titles you might like to check out in the future. You will be prompted to name your list when you create it. You may create more than one, e.g. one for movies and one for books. Go to **“Saved Lists”** to view items you have saved to a list. Only one list will display at a time. Click on ▼ to select other lists you have created.

SEARCHING YOUR CIRCULATION HISTORY

In your account, scroll down to Circulation History. Items you have checked in or out in the last 30 days will appear. You may change this time frame by going to the **“Last 30 Days”** button and clicking on ▼ and selecting a longer period of time to search. You may type a title or author's name in the search box to see when/if you have checked it out before. This is also useful in creating a list of books you have read by a certain author. You may also click on either **“Title”** or **“Author”** to alphabetize the list from A to Z. Clicking on it again will rearrange the list from Z to A, which is helpful if the title or author begins with a letter nearer the end of the alphabet.

Items with no author are movies and will appear first on an A to Z display.

RENEW A BOOK

Sign into your account and scroll down to **“Items On Loan.”** Click **“Renew”** next to the title(s) you wish to renew. If it does not have a Reserve list, it will be renewed. Videos may only be reserved in person.