# Verso – Guide for End Users (Draft)

Did you know you can reach your library catalog from home, or even your phone? Just follow the link from your library's website. Your library's catalog software is called Verso. You can use it to search the catalog, renew items, place books on hold, and more!

Note – You do not need to be logged in to Verso to search the catalog.

How to Search - To search within Verso, enter any combination of title and author in the search box at the top of the page. The system may offer suggestions in a drop-down menu. You can choose one of those, or just press enter or click the magnifying glass icon to ignore the suggestion and search.
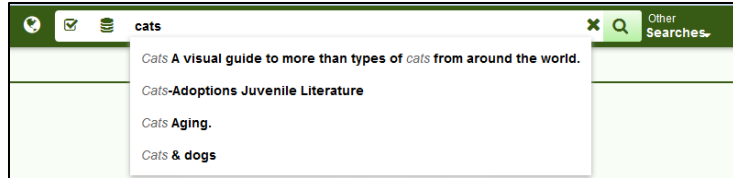
If you'd prefer to search only by author, title, or another category, click the checkbox at the left of the box, and choose a category; then search as above.

Search Results Page - On the results page, you'll find a list of items matching the terms you entered. Using the icons in the upper right-hand corner, you can switch between gallery view (which shows book covers in a grid), list view (which shows more info in a list), and grid view (which shows a denser list with covers at the top). At the top next to *Also Try*, you'll find some other suggested search terms.
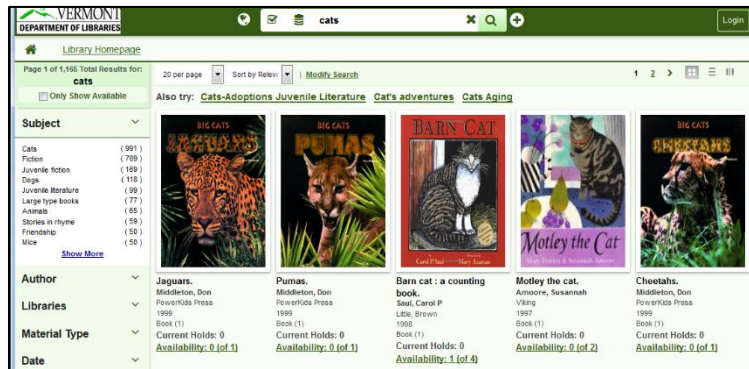
For each item, you can see the title, author, and publication date, as well as if the item is available, and whether there are any holds on it. Choose *View Full Details* to find out more about the item.

Filtering - If you don't find what you're looking for immediately, you can refine your search by selecting options on the left, including subject, material type (book, audio book, DVD), and year of publication. You can also set it to only show items that are currently available.

Alternately, you can *Expand Your Search* (near the bottom of the left side), to look for subjects or authors that are similar to your search.
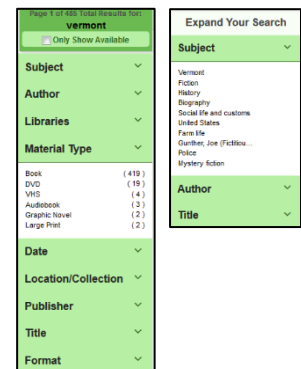
Note - To renew items, see what you have checked out, place items on hold, or use lists, you'll need to login first.

Login to Verso - Click the *Login* button in the upper right-hand corner of the screen. Select your library, and then enter your username and password. Click *Submit*. If you're not sure of your login information, ask library staff.

Access your Account - In the upper right-hand corner, click on your name. This opens a drop down that gives a list of options you can access within your account.

Renew Items - Open your account menu, and choose *Your Transactions -> Items Out,* where you'll find your current check outs, as well as their due dates. You can renew them singly, or as a group.
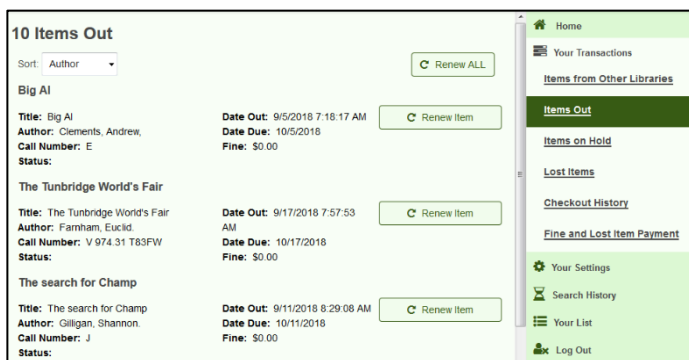
Place Items on Hold - If you are interested in an item that is currently checked out, you can place yourself on the wait list. Search normally to find the item, then click *Place Hold*. It will ask if you don't need the item before a specific date, or if you would no longer need it after a date. Then click *Reserve*. You'll be contacted when the item becomes available for pickup.

To check on your progress, open your account menu, and choose *Your Transactions -> Items on Hold*. You will see any holds you have, as well as what number you are in the queue.
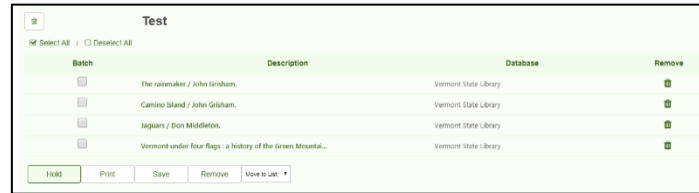

Checkout History - By default, Verso does not record the items that you've check out after they've been returned. To change that, open your account menu and choose *Your Transactions -> Checkout History*, and click *Activate*. Going forward, you can come to this page to see a list of items you've checked out.

Other Options - Your account menu also gives you the option to change your contact information (*Your Settings -> Your Profile)*, see searches you made while logged in (*Search History*), find lists you've created, and *Log Out*.

Lists - You can use lists to keep track of books that you'd like to read – you can even create multiple lists by theme. First, click *Your List* in the upper right-hand corner, and choose *Create a List*. You can name it whatever you like and click *Submit*. When you find an item you'd like to add while searching, just click *Add to your List* for the item, and choose the appropriate list.

To see your lists, click *Your List* in the upper right-hand corner, and select the list. From here, you can see what's on the list as well as remove items. To put items on hold, or print out a list, just check the items you want (or *Select All* at the top) and click the appropriate button.

Keep in mind, lists are not visible to anyone else, including staff.