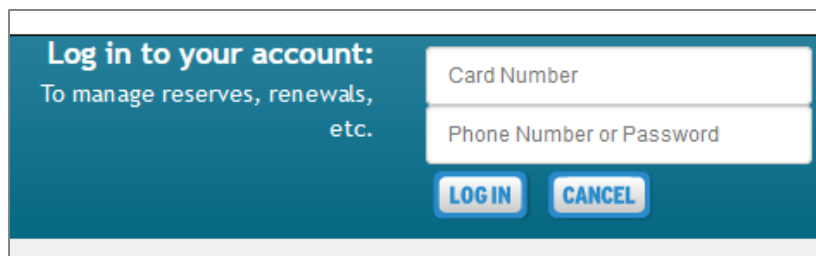


## HOW TO BOOKMARK AN ITEM

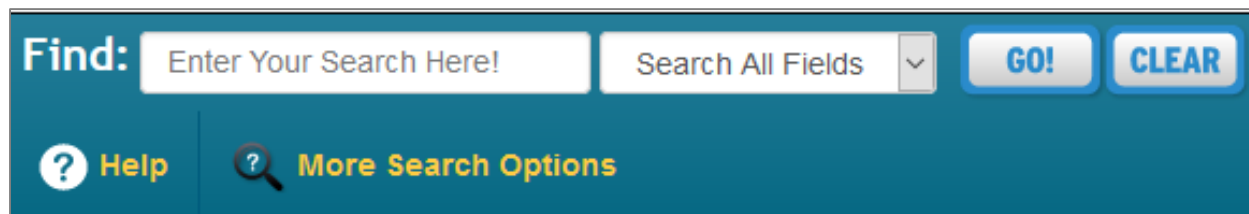
Go to our catalog by typing <https://oneonta.biblionix.com/catalog/> into your web browser, or visiting our website <https://oneontapubliclibrary.org> and clicking the [Catalog](#) link at the top of the page. At the top right of the screen you will see the account login field.



The image shows a login form with a dark teal background. On the left, it says "Log in to your account:" followed by "To manage reserves, renewals, etc." in smaller text. On the right, there are two input fields: "Card Number" and "Phone Number or Password". Below these fields are two buttons: "LOGIN" and "CANCEL".

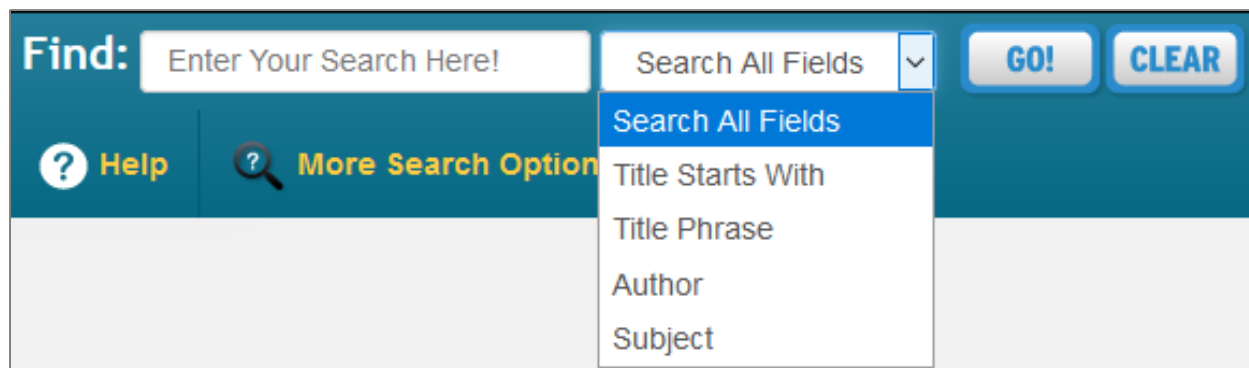
Log in to your account by entering your fourteen-digit card number, which is found on the back of your library card below the barcode, and the phone number we have on file for you, area code included, with no spaces or dashes. Please make sure we have the correct phone number on file in order to log in successfully.

Once you have logged in, locate the search bar at the top left of the screen.



The image shows a search bar with a dark teal background. On the left, it says "Find:" followed by a text input field containing "Enter Your Search Here!". To the right of the input field is a dropdown menu labeled "Search All Fields" with a downward arrow. Further right are two buttons: "GO!" and "CLEAR". Below the search bar, there are two links: a question mark icon followed by "Help" and a magnifying glass icon followed by "More Search Options".

You can look for an item using a few basic search criteria here.



The image shows the same search bar as in the previous image, but with the "Search All Fields" dropdown menu open. The dropdown menu lists the following search criteria: "Search All Fields" (highlighted in blue), "Title Starts With", "Title Phrase", "Author", and "Subject".

Or you can click on More Search Options to do a more advanced search.

The screenshot shows the top navigation bar with a search box, 'GO!' and 'CLEAR' buttons, and user information 'Logged in as 22140000197390'. Below the navigation bar, there are links for 'Help' and 'More Search Options'. The main content area is titled 'More Search Options' and contains three tabs: 'Advanced Search', 'Series Search', and 'Subject Search'. The 'Series Search' tab is active, and a dropdown menu is open, listing various search criteria: Keywords, Title starts with phrase, Title contains phrase, Author, Subject, Reviewed, Language, Call # starts with, Medium, Downloadable, Material type, Secondary material type, Location, Reader age, Accelerated Reader™, and Lexile® Measure. To the right of the dropdown, there are input fields and a 'Search 3' dropdown menu.

Once you have found an item you want to bookmark, click on it to open a more detailed view. Click on [Bookmark this item](#) to add it to your list.

The screenshot shows the detailed view for the book 'The Confession' by John Grisham. The top section includes a small image of the book cover, the number '44', the call number 'F GrJ', the title 'The confession: a novel', the author 'Grisham, John', and the year '2010'. Below this, there is a section titled 'This item is currently on the shelf.' with buttons for 'Reserve this item', 'Bookmark this item', 'Print record', 'Save record', and 'Permalink'. The main content area is a table with the following information:

<b>Title:</b>	The confession: a novel John Grisham.
<b>Author:</b>	Grisham, John
<b>Location:</b>	F GrJ
<b>Accelerated Reader™:</b>	Points: 21 Reading level: 6.1 Quiz: 141099
<b>Extra Data:</b>	
<b>Reviews:</b>	<a href="#">Review this title!</a>

At the bottom of the table, there are links for 'Language' and 'Fiction'.

Unlike reserves, bookmarks do not automatically add you to the waiting list for an item. Bookmarking an item is simply a way to remember you want to visit it at some point in the future, sort of like a “to be read” list. To see and manage your bookmarks, click on [My Account](#) in the upper right corner of the screen, then on the [Bookmarks](#) tab.