Enterprise

Quick Start Guide

Table of Contents

About Enterprise

The Southern Tier Automated Regional Catalog (STARCat) is the combined online catalog of the of the Southern Tier Library System. The catalog contains over 1.3 million items including books, audiobooks, videos and music. Using STARCat's Web interface (Enterprise) you can:

- Search the contents of the catalog
- Place a hold on desired items (to be picked up at your local library)
- Renew items that are currently checked out
- Review your online account information
- Create item lists
- Pay fines
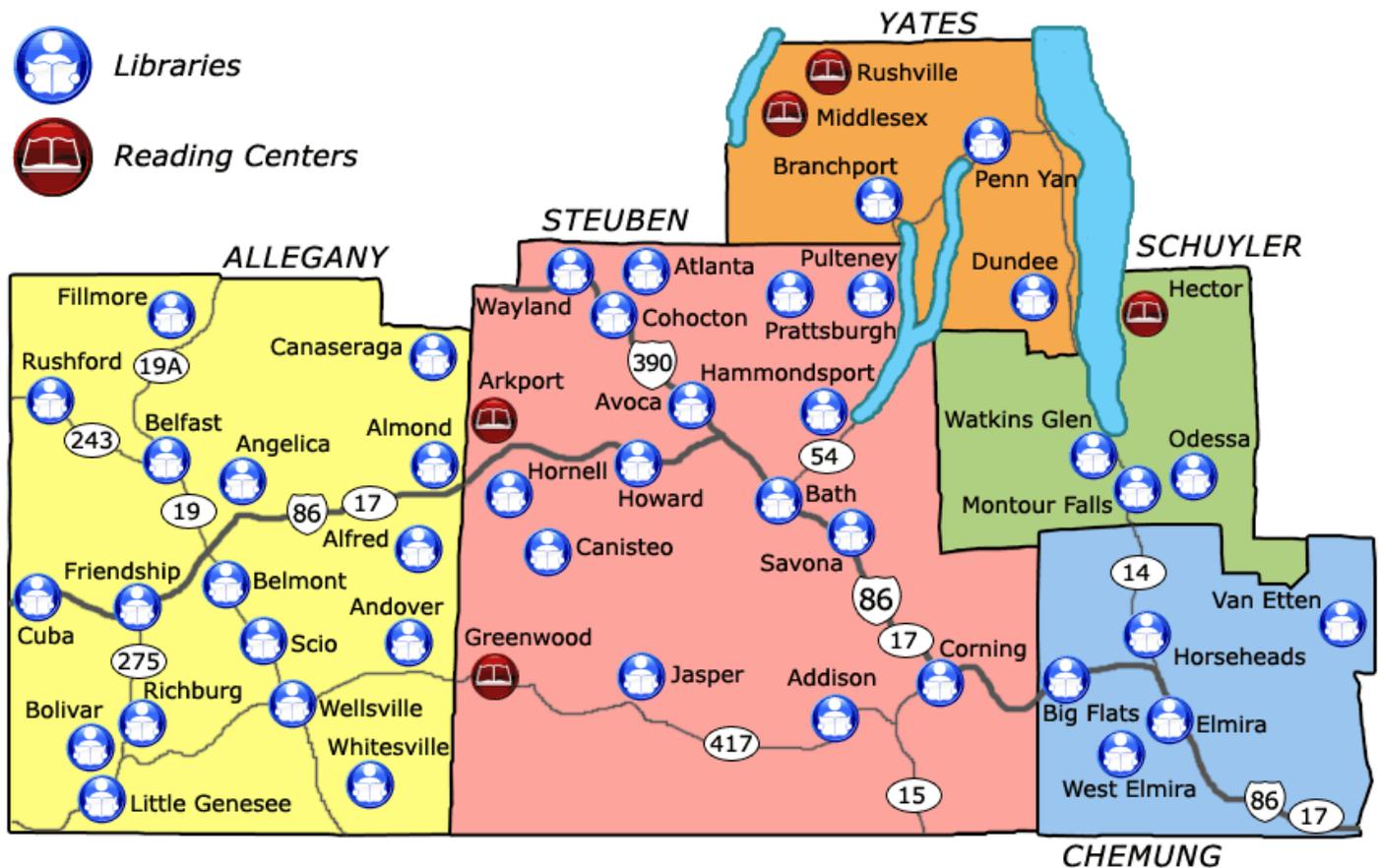
Map of Southern Tier Library System

Home Page
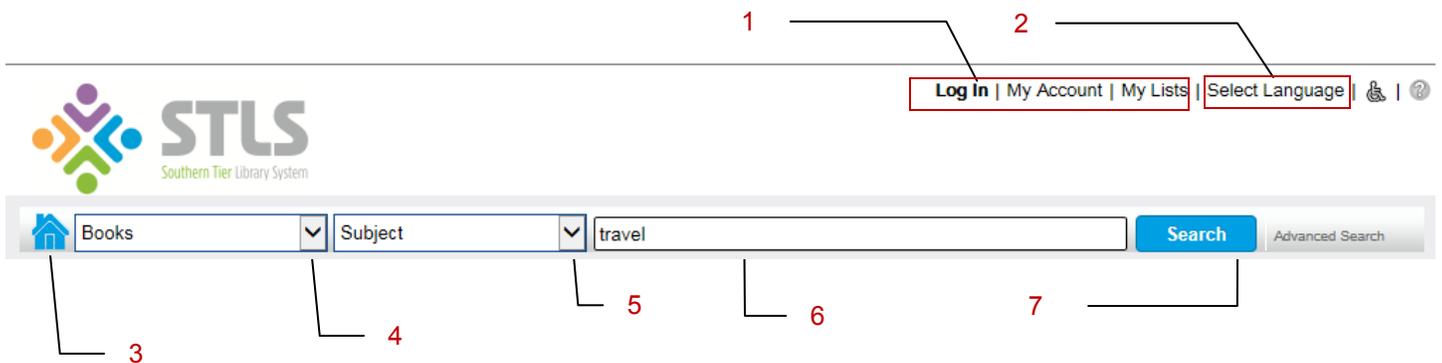
Navigation
The navigation links on the upper-right side of the header (1) allow you to log into your account as well as view the My Account or My Lists page. Clicking the home icon (3) will always return you to the home page.

Selecting a Language
The language drop-down (2) allows you to choose from a list of interface display languages.

Searching
Use the limits drop-down (4) to choose a category to limit your initial search results. Enter keywords in the search box (6) to narrow your search results. The fields drop-down (5) allows you to choose which catalog field(s) to include in your keyword search (e.g., author, title, subject). Click the Search button (7) to view search results.
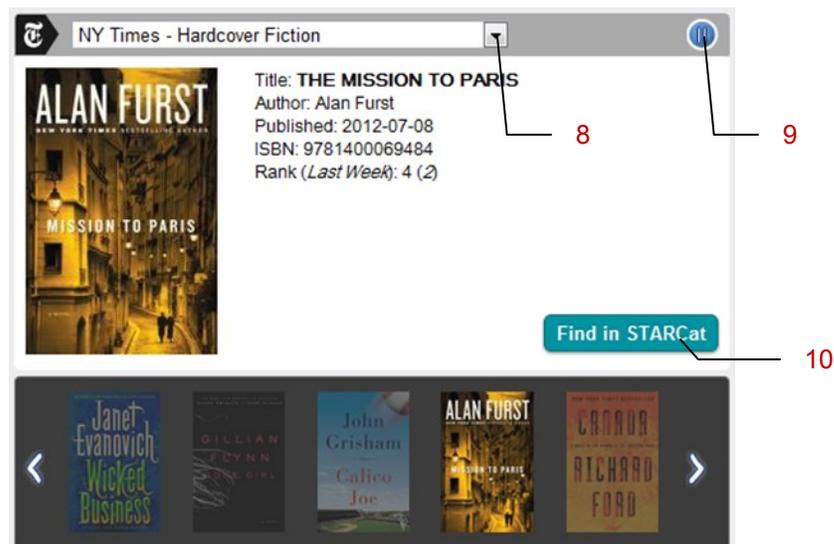
Book River

Book River
The "Book River" displays a slideshow comprised of titles from pre-defined lists. Use the Book River drop-down (8) to choose a specific list. To pause the slideshow, click the Pause button (9). To search for a title, click the Find in STARCat button (10).

Searching

To conduct a search:

1. Choose a limiter (1) (optional).

2. Choose fields to include in a keyword search (2) (optional). Note: The default includes all search-able fields.

3. Enter your keyword(s) (3). *Note: You may also conduct a search with no keyword(s) entered.*

4. Click the Search button (4) to view your search results (shown below).

Facets (5) allow you to narrow your search results. To view further details on an item in the results list (e.g., summary, reviews), click on the item title or image (6).

Item Details View

The item details view provides information including: ISBN, publication info and an abstract. Any information that is presented as a hyperlink may be clicked on to conduct a new search (1). Additional sections may provide further information such as item summaries and reviews (2).

Click the Select an Action drop-down arrow to perform an action such as placing a hold, adding the item to a list, emailing, texting or printing item info (3).

Placing a Hold

Once you have located an item (or items), the next step to obtaining the item is to place a hold. When your hold is available (for pickup at your local library), your library's staff will contact you.

To place a hold in Enterprise:

1. Click on the Place Hold button (1). *Note: This button is also available on the details display page.*

2. When prompted, enter your library card number and pin and click the Log In button (2). Another dialog box will appear with the title of your item and the pickup library. The pickup library corresponds to the library associated with your account. If you would like to pickup your hold(s) at a different library, click on the dropdown arrow for Pickup Library (3) and change the selection.

3. Click on the Place Hold(s) button (4) to complete the transaction. *Note: Not all items are available for you to place a hold on them.*
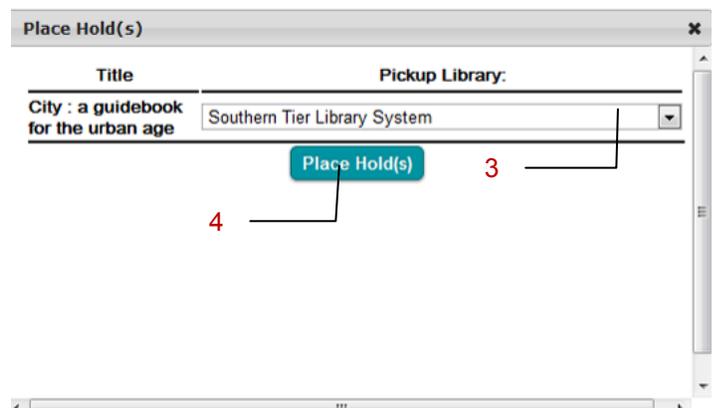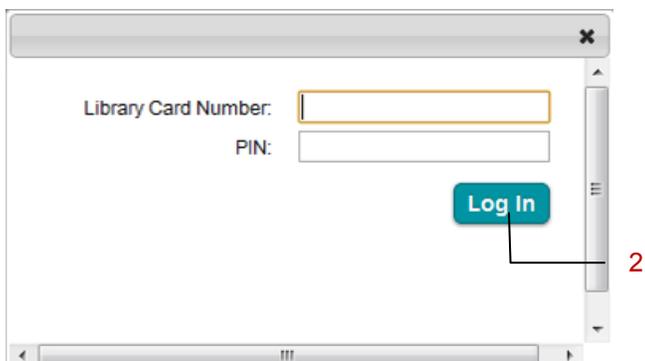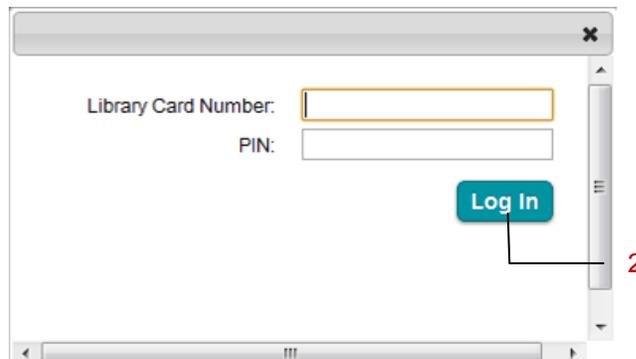
My Account

1. To log into your account, click the My Account hyperlink at the upper-right portion of the header (1).
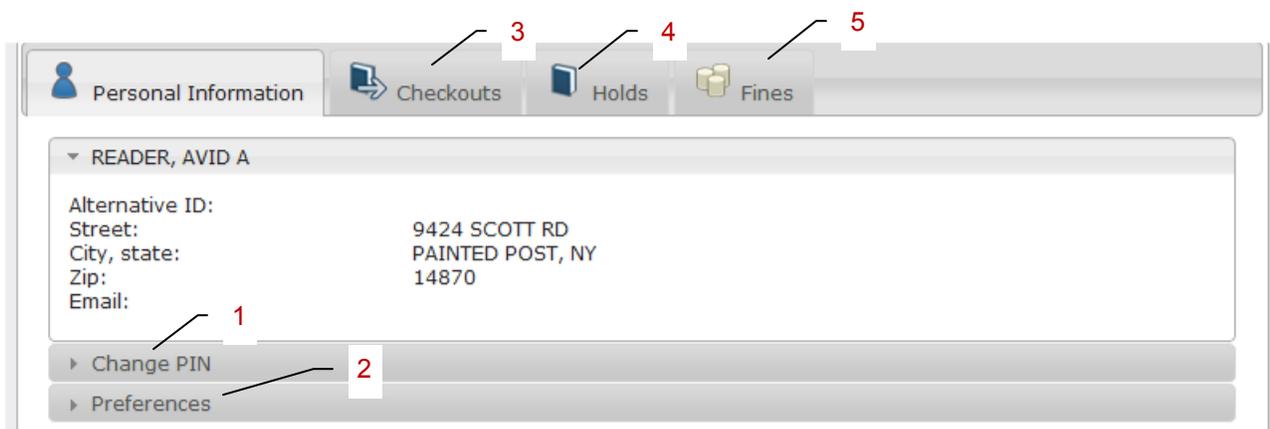

2. When prompted , enter your library card number and pin and click the Log In button (2).

Once you are logged into your account, you can perform various tasks including:
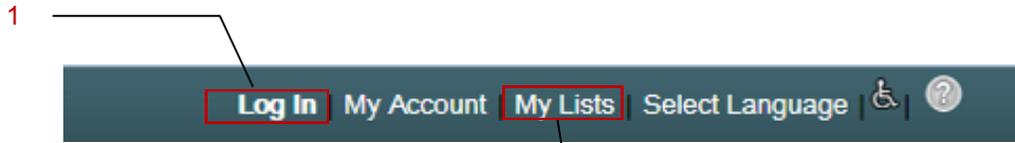
- Change your four digit pin (1)
- Change your account preferences (2)
- See a list of your current checkouts (3)

- View and renew your holds (4)
- View and pay fines (5)

My Lists

To create a saved list in Enterprise:

1. Log into your account (1). *Note: If you wish to create just a temporary list, you can skip this step.*
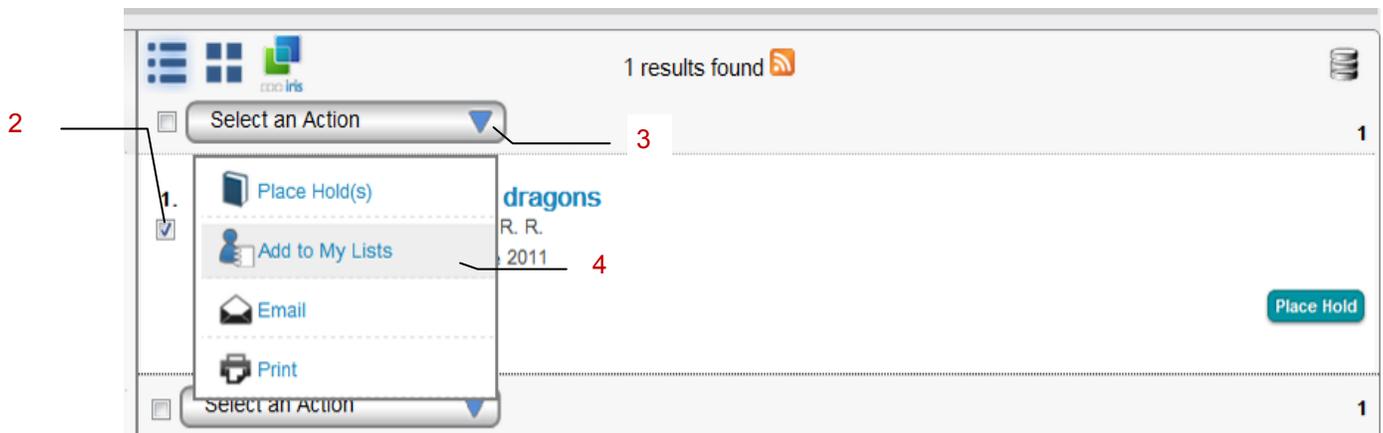

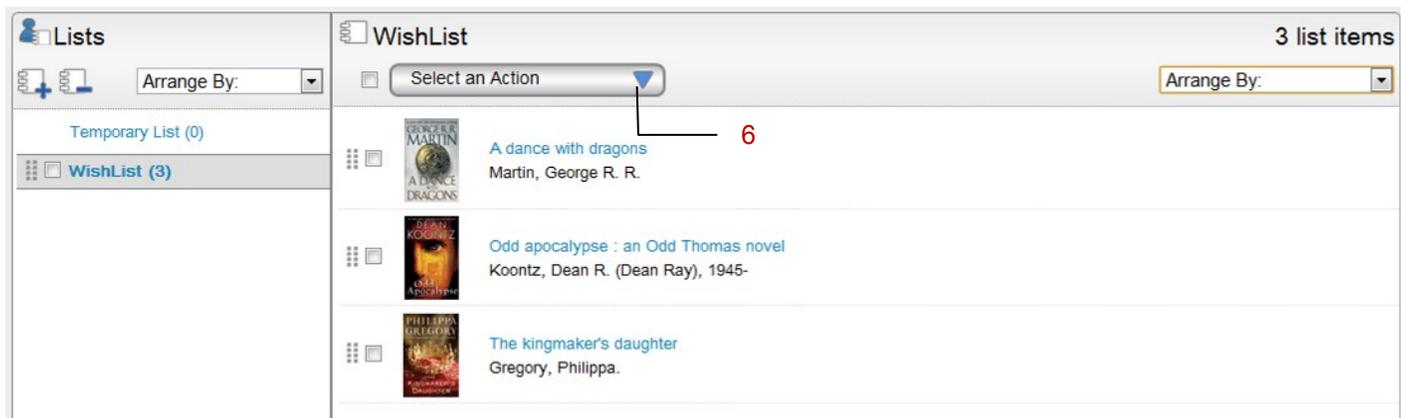2. Locate an item to add to your list.
3. Click the checkbox to the left of the item (2).
4. Click on the Select an Action drop-down (3) and then click Add to My Lists (4).
5. To view items currently in your list, click the My Lists link (5).

Via the Select an Action drop-down (6), items in your list may be emailed, printed or placed on hold.

Saving Checkout History

1. Log into your account (see [My Account](#)).

2. On the Personal Information tab (1), click the Record and Show my checkout history checkboxes (2). After items are returned to the library and discharged, they will appear within the Checkouts tab under My Checkout History (3). If you later decide you no longer wish to view your checkout history, uncheck Show my checkout history.

Paying Fines

1. Log into your account (see [My Account](#)).

2. On the Fines tab (1), enter the dollar amount you are paying (2) (the default is total due). *Note: The minimum online payment is $1.00.*

3. Click the PayPal button (3).
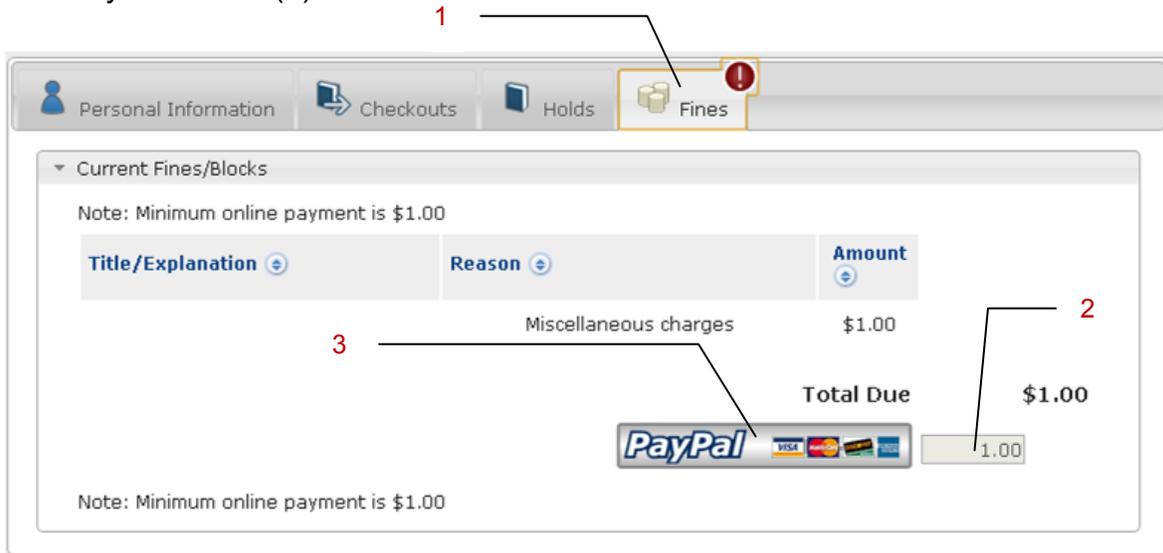
4. If you wish to pay via PayPal, enter the email address and password associated with your account and login (4).

5. To pay by means other than PayPal (e.g., credit card), click the Don't have a PayPal account? link (5). *Note: eCheck payments take 3 to 5 business days to process.*
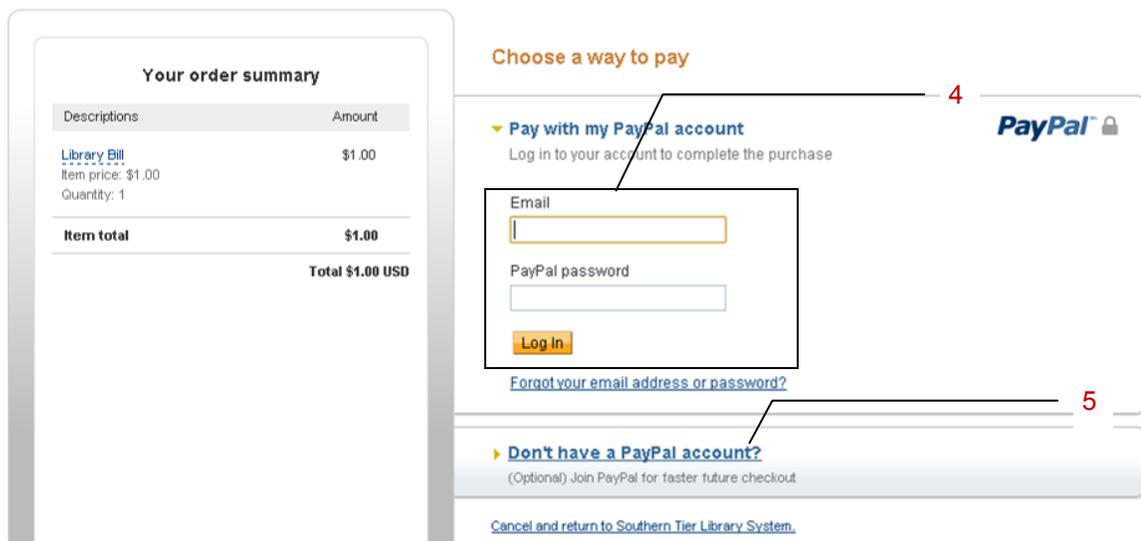
Additional Support

For questions/comments or to report an issue with Enterprise, send an email to starcat@stls.org.

For questions regarding pending holds, returned items and fines, please contact your library. A directory of STLS member libraries is available at http://www.stls.org/for-the-public/member-libraries/