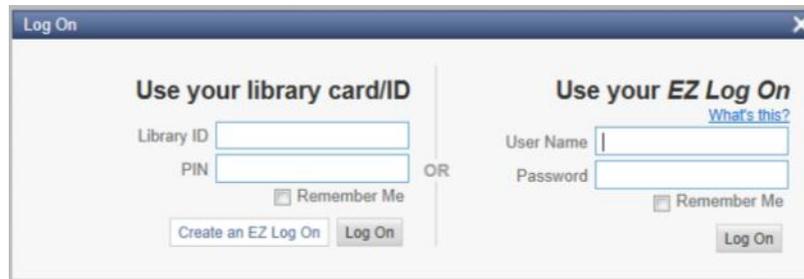


# SSG Paul D. Savanuck Memorial Library Online Catalog Login Instructions

There are two ways to log into the library catalog.

1. Website: <http://dis.tlcdelivers.com>



Your username is your first name. last name. last four digits of your SSN.

Your password is the last four digits of your SSN.

**\*\*\*REMINDER: the first name and last name must be in all CAPS\*\*\***

2. From the DINFOS homepage, click on the resource block in the lower right corner. Then click on the SSG Savanuck Library link; then click on the DINFOS Library Catalog.

**Click Here!**

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## Can I see my library account online?

YES!

**My Account (right side navigation pane):** Once you click on this (unless you logged in at the start) you can view any or all of the following options:

### Account Summary:



This is where you can find a quick overview of your information. Here you can edit your account and your PIN. This screen contains a lot of personal information, so be careful when viewing this information.

### Current Loans:



This shows the items that you currently have checked out and the due date. You can renew items using this screen.

**Loan History:** Here you can see every item you checked out of the library.

**Holds:** This screen provides information regarding the status of any holds you have placed on materials.

**Saved Searches:** This screen displays a list of up to 10 saved searches with the criteria you used in your original search. This is a great way keep track of items you have found while doing a lot of research.

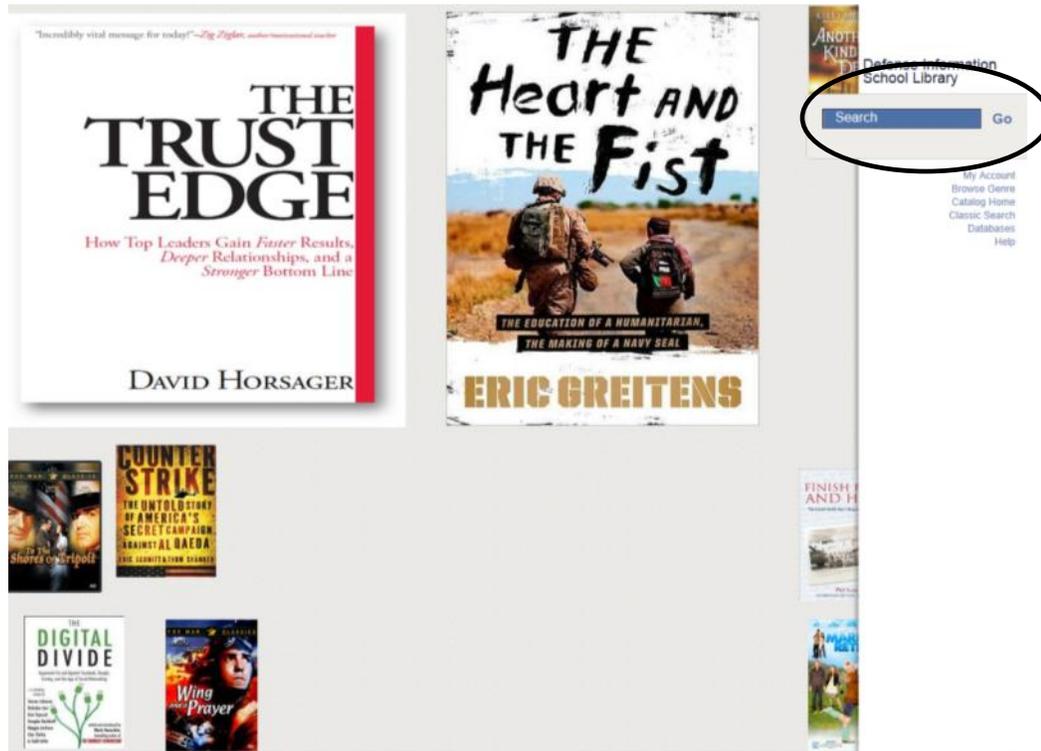
## Welcome to the Savanuck Library Public Access Catalog (PAC):

The PAC will assist in helping you get around the library instead of searching each aisle for that book, looking where YOU think it might be. The PAC will let you know if the item you want is available or on hold.



## How can you search the PAC?

### 1. Option 1: In page search



Enter the term(s) you are looking for. A new page will load showing search results, at this time you can also narrow your results by using the advanced search panel that will be at the top of the screen or you can narrow your choices by selecting options in the right hand menu. Here you can narrow choices by type (book, video, etc...), author or genre (mystery, romance, thriller, etc...).

## 2. Option 2: Classic Search (found on the right side navigation panel)

- a. Keyword Search:** This is the best place to start for first timers or even those that “know it all”. This may be the only place you need to go to find what you want, especially if you have come armed with information about what you want to find. Nevertheless, if you do not have any information, don’t sweat it. There are other ways of pointing you in the right direction...

The screenshot shows a search interface with a yellow background. At the top, there are three tabs: "Keyword Search" (highlighted in blue), "Browse" (grey), and "New Items" (green). Below the tabs is a text box with the instruction: "To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select 'Search.'" The main search area contains a "Find:" label followed by a dropdown menu currently set to "Titles". A secondary dropdown menu is open, showing options: "Keywords", "Titles", "Authors", "Subjects" (highlighted in blue), "Notes", "Publisher", "Series", and "ISBN". To the right of the dropdowns is a text input field containing "Ansel Adams" and a "Search" button. Below the search field is a "Change Limits" button. Further down, there is a "per page." dropdown menu and a "Select Location(s):" dropdown menu currently set to "DINFOS All Branches".

- b. Browse:** If you just want to look around to see what the library has – this is the place to go. It is like checking out the shelves in the library, electronically. If you have a partial title or author, this search type may assist in zeroing in on exactly what you need. You can move forward or backward through a word or number search list.
- c. Advanced:** If you are library savvy, this search type can get to the nitty gritty – FAST! Do you know part of the title and a portion of the author’s name? This combo search will “cut through the red tape”. You can search author, title, subject, and/or notes simultaneously.
- d. New Items:** If you want to know what just came in, or love the smell of freshly shelved books, this is the place for you. You could possibly be the first to get your hands on THE book

everybody wants to read. Or, maybe you just want to see if your library has what everyone is talking about. You can see what was shelved in the last month, or even the last year.

Keyword Search Browse Advanced New Items

To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select "Search."

Find: Notes that begin with the word(s) DVD Search

Change Limits

Return 10 per page.  Available Items Only Received Since September 2009 Select Location(s): DINFOS All Branches

\*\*\*If you only want to search for an audio book, a playaway or a video, change the title pull down to NOTES. Then search for audio book or playaway or DVD. Also on the screen change the 10 to 100. This way you will be able to look at 100 titles at a time.\*\*\*