Introducing NC Cardinal!
You’re now part of a state-wide consortium of 93 locations in 26 public library systems from Nantahala in the west to Ocracoke in the east. That means you have easy access to over 4.2 million library items.

This information sheet will give you instructions for the most frequently used activities. If you’d like to try some of other features, please ask your librarian for more information. We’re all learning this together—let’s have fun!

LOGGING INTO YOUR ACCOUNT
To place holds, see what you currently have checked out and when it’s due, find out if you have any bills, etc., you will log in with your library card number and PIN.

When you click on [Log In], you'll see a brief overview of your account in the upper right corner. Notice the [Logout] button. It’s a good idea to logout when you have finished looking at your account, especially if you're using a public computer.

The Account Summary area of the screen allows you to click in various places to see more details.

For example, clicking [View All] beside Items Currently Checked out shows what you have and when it's due. You can even click on a check box for items you'd like to renew.
USING THE ONLINE CATALOG

BASIC SEARCH

As you'd expect, this is the quickest way to search the catalog. Simply choose the format you want from the drop-down menu (All, Audiobook, Book, Music or Video), enter your search term, and select the type of search term (Keyword, Author, Subject, Title, etc.) By default, you'll be searching in the Forsyth County Public Library catalog. For access to materials across North Carolina, click on the drop-down arrow and type N. The search library will change to NC Cardinal. Then click on and you're done. To enter a more specific search, click on.

ADVANCED SEARCH

This allows you to combine search terms, specify a publication year, limit the results to available copies, and choose how you want the results sorted. The Search Filters in the center of the screen may be confusing. For the most part, Item Type and Language are the only two that will have any effect. You can always return to the simpler method by clicking on.

YOUR RESULTS

This example is showing only basic details about the book. Clicking on will display much more. Notice that you can again choose your sort order and limit the results to available copies only. On the right, notice the button. Click there to request the item. If you haven't already logged in, you'll be asked to enter your library card number and PIN. Verify the library where you want to pick the item up and click on and you're done!