

Using Vermont ABLE Library Catalog

<http://webopac.klas.com/vtssu>

Vermont Department of Libraries, ABLE Library, offers an online catalog to allow patrons to order their own books and monitor their own accounts. If you have transferred to Vermont from another state, or if you get braille materials from Perkins, you may notice our catalog is similar to these other libraries; many of us use the same system.

Please note: You do not HAVE to use the online catalog at all; we continue to be reachable by phone, regular mail, and email and will be happy to search for and order books for you.

Your account

If you plan on ordering books or monitoring your account, login now, before you search for titles. Click on Patron Information, located on the left side of the screen. You will need to use the user ID and password that have been assigned to you. The user ID is based on your name and has two numbers at the end. The password is the last four digits of the phone number you gave us. Capitalization does not matter.

Your User ID _____

Your Password _____

Please note: if your login information is entered incorrectly three times, the system will lock you out; please call our office to have your account reset.

Once you log in, you will see a screen summarizing your account, telling you how many books you have checked out now, and how

many you have on request. Click on those words to see what titles you have out or on request.

To look for books, click on [Basic Search](#), located on the left side of the screen.

Basic search

Type your search term(s) in the first search box. Underneath the search box, click on [Keyword](#), [Author](#), [Title](#), or [Subject](#), depending on the type of search you want to do. A search by title is the default search. Click the [Submit Search](#) button now to run the basic search.

Use the additional qualifiers below the search box if you want to limit your search results to show only those titles that are currently available, to show only large print books, only digital books, only recorded books, only audio-described videos or DVDs, only fiction or only non-fiction, date range, or reading level.

Search results

The first screen showing the results of your search will display a list of titles with brief information on each, including author, title, book number (called KLAS ID number), publication year, and status of availability.

Please note: The book number, or KLAS ID number, indicates whether the title is a digital book (the number begins with DB), recorded cassette (the number begins with RC), a large print book (the number begins with LP), or a movie (the number begins with MT or DVD).

To get more information about a title, click on the title itself. This next screen will give you a description of the title, the narrator, and other information. To select the book, click the button labeled [Add to Book Basket](#), located near the bottom of the web page.

If you want the book to be sent right away, click on Rush This Item, appearing on the next screen. Leave this unchecked if you want to book added to your request list. You will be limited to two "rush" requests at a time. Call our office if you need more than two at one time.

Click on Return to Search Results if you want to select additional titles from that search. Click on Basic Search located on the far left if you want to conduct a different search.

Click on Proceed to Checkout when you are finished selecting your books. You get one last look at your book basket before clicking again on Proceed to Checkout. You should now see a confirmation screen listing the titles you have just ordered. If you get a screen saying there are no items in your book basket, you may be listed as being "on hold" with us; please call our office to change your status.

For additional information, please call our office at 802-636-0020 or 1-800-479-1711 (toll free in Vermont), or email lib.ablelibrary@vermont.gov.