

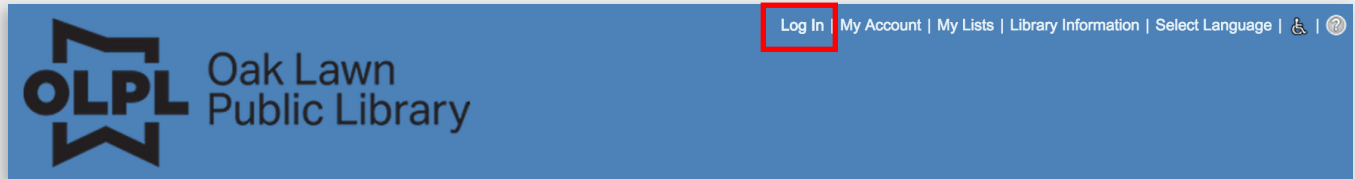


# Using the New SWAN Catalog

To view the OLPL SWAN catalog, visit: [catalog.olpl.org](http://catalog.olpl.org)

## How to log in

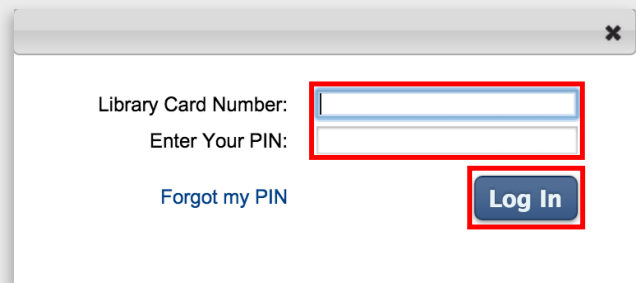
Click on Log In



Type in your card number and PIN  
Click on Log In

**Your 4 digit PIN has been reset to the last four digits of your primary phone number.**

If the PIN you enter does not work, click on Forgot my PIN and follow the directions below or stop at a service desk for further assistance.



*Note: To update your PIN after you successfully log in, select My Account, the Personal Information tab and then Change PIN.*

## Forgot your PIN?

Click on Forgot my PIN (1)

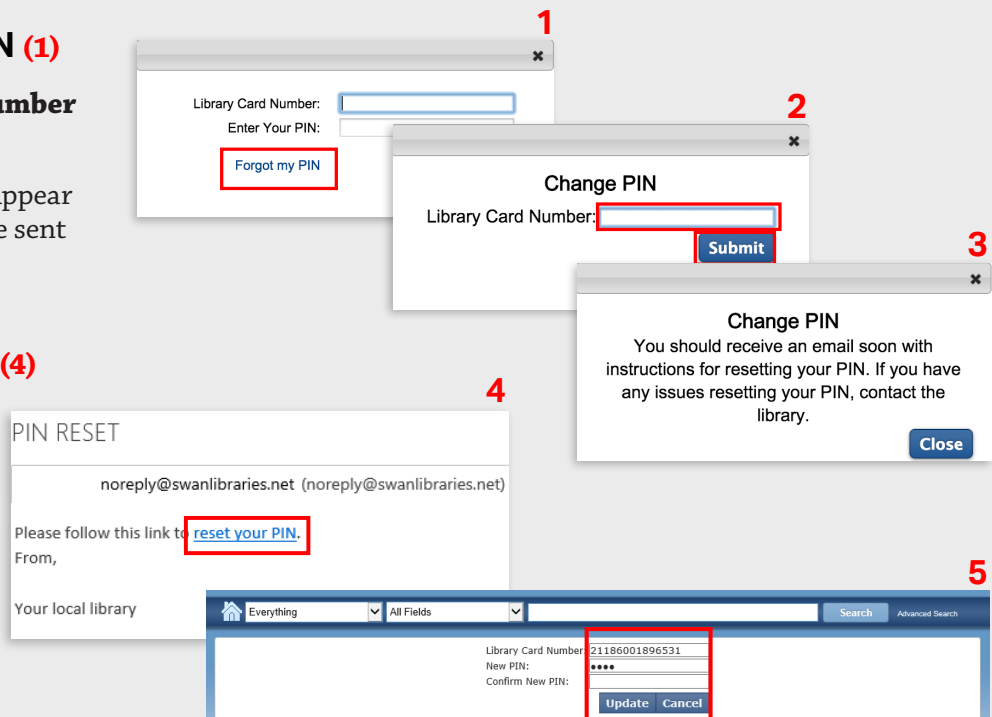
Enter your library card number and then hit submit (2).

The Change Pin pop up will appear with instructions that will be sent to your email address (3).

Open your email and click on the reset link (4)

Type in your card number and new PIN and then hit update. (5)

*\*A valid email address is required to change your PIN.*





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## How to find an item

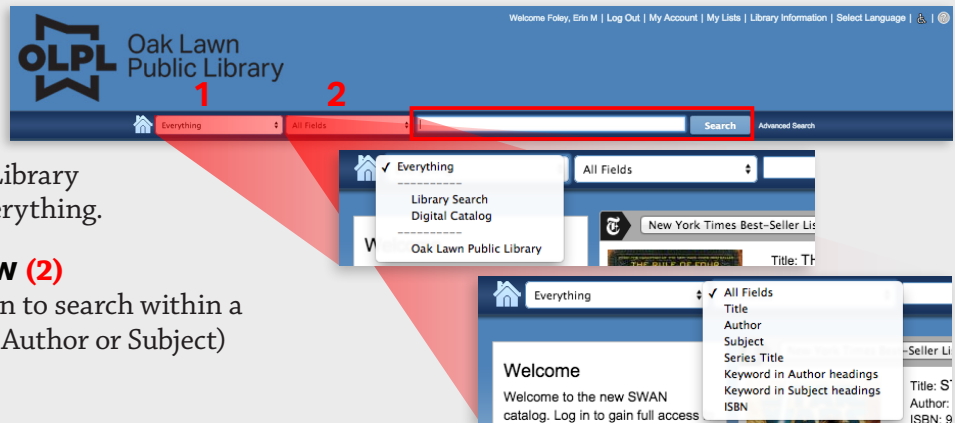
Use the search bar or limit your search ...

### Search by catalog (1)

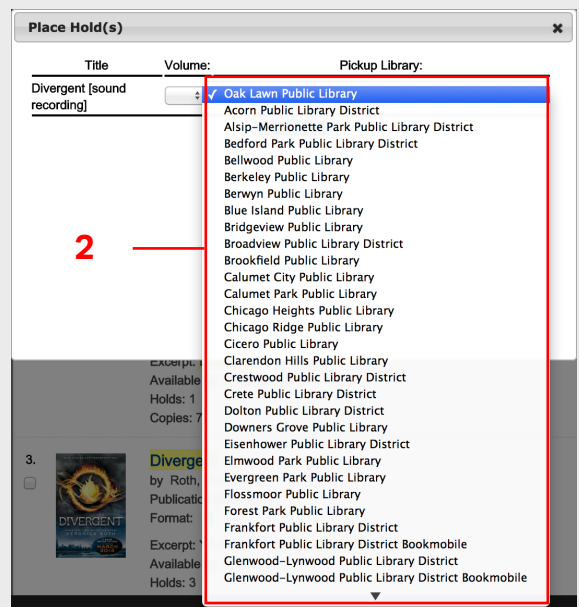
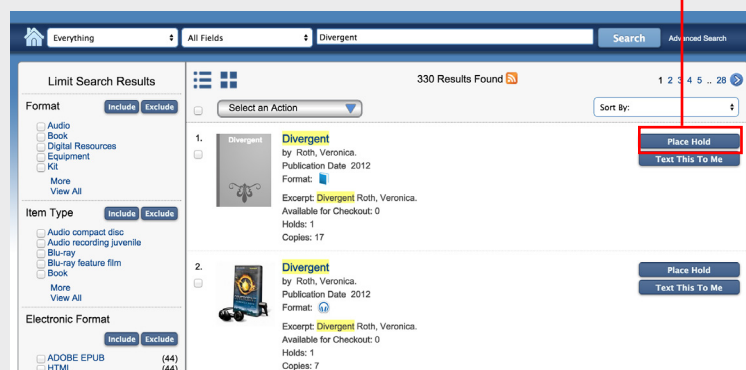
Use the Limits drop-down to confine your search to a specific location or database (for example: Oak Lawn Public Library or Digital Catalog) or search Everything.

### Search by what you know (2)

Select from the Fields drop-down to search within a specific field (for example: Title, Author or Subject) or search from All Fields.



## How to reserve an item



### Click on Place Hold (1)

The Place Hold(s) menu will pop up.

From the drop-down (2), choose where you would like to pick up your item.

Confirm your hold by hitting OK. (3).

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