

Maine Balsam Library Consortium

Using the OPAC Directions

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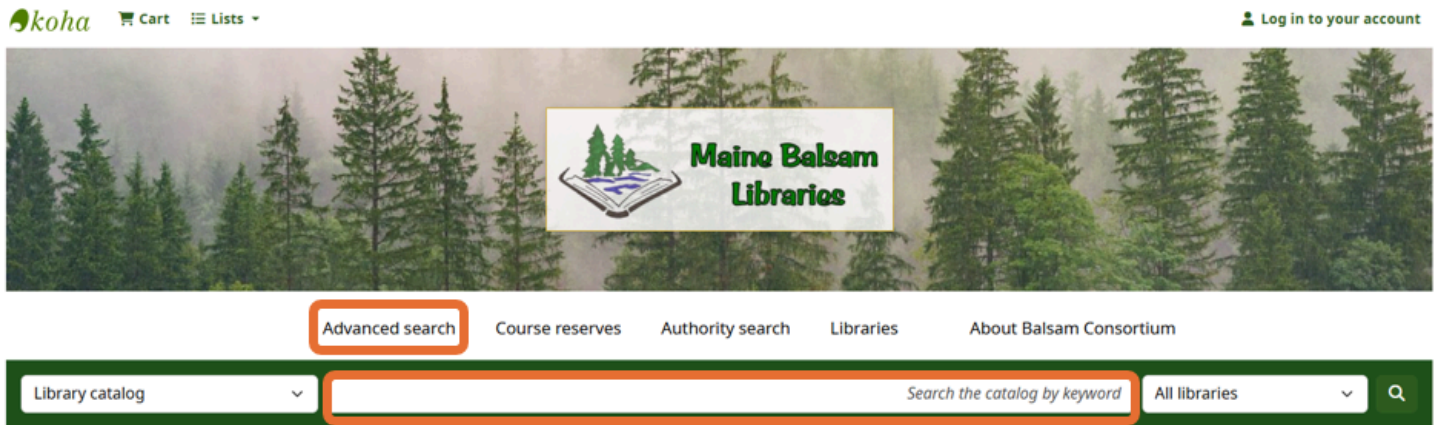
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1.1 What is an OPAC?

OPAC (Online Public Access Catalog) is the public facing digital database that provides patrons access to library collections. The OPAC replaced traditional card catalogs, allowing patrons the ability so search for materials (books, movies, music, journals, and more) online. Generally, OPACs allow patrons to search library collections by keyword, subject, title, or author, view availability of items, and manage their own patron account.

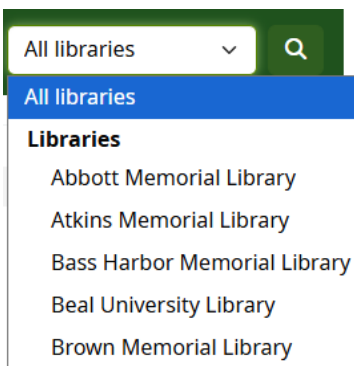
2.1 Searching

To search the OPAC (Online Public Access Catalog) you can either choose to enter your search terms in the search box or click on the 'Advanced search' link to perform a more detailed search. Depending on how you get to the OPAC, you might see 'All libraries' OR your home library selected.



2.1.1 Changing the Search Library

If you click on the box with 'All libraries' or your home library, you will see a long drop-down that lists all libraries in the consortium. You can select one to search.



2.1.2 Searching ILL Libraries

If you scroll to the bottom of the list of library names, you will find 'Groups'. These are groups of libraries that can be searched at once, like 'Balsam ILL' which allows you to search all the libraries that participate in [interlibrary loan](#).

Walter T.A. Hansen Memorial Library

Groups

AOS 94

Balsam ILL

MSAD 4 Piscataquis

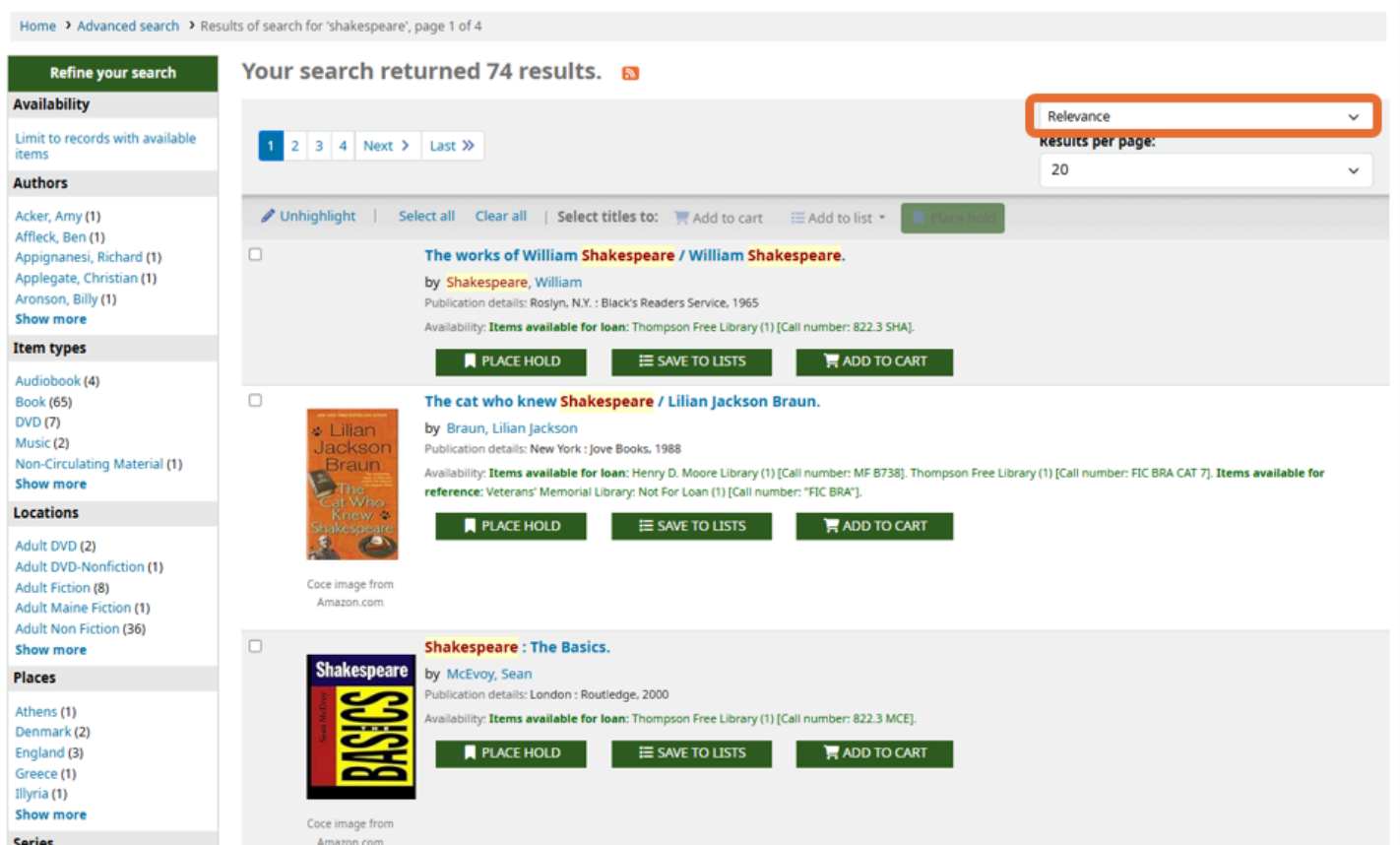
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2.1.3 Performing a Search

Once you have selected the library or library group that you want to search and enter your search term(s), click on the search button.



After performing a search, the number of results found for the search will appear above the results. By default, the search results are sorted based on the Relevance (see below). You can also 'Refine your search' by using facets along the left side of the screen.



Home > Advanced search > Results of search for 'shakespeare', page 1 of 4

Refine your search

Availability

Limit to records with available items

Authors

Acker, Amy (1)
Affleck, Ben (1)
Appignanesi, Richard (1)
Applegate, Christian (1)
Aronson, Billy (1)
[Show more](#)

Item types

Audiobook (4)
Book (65)
DVD (7)
Music (2)
Non-Circulating Material (1)
[Show more](#)

Locations

Adult DVD (2)
Adult DVD-Nonfiction (1)
Adult Fiction (8)
Adult Maine Fiction (1)
Adult Non Fiction (36)
[Show more](#)

Places

Athens (1)
Denmark (2)
England (3)
Greece (1)
Illyria (1)
[Show more](#)

Series

Your search returned 74 results.

1 2 3 4 Next > Last >>

Relevance
results per page: 20

Unhighlight | Select all | Clear all | Select titles to: Add to cart | Add to list | [Show more](#)

The works of William Shakespeare / William Shakespeare.
by Shakespeare, William
Publication details: Roslyn, N.Y. : Black's Readers Service, 1965
Availability: **Items available for loan:** Thompson Free Library (1) [Call number: 822.3 SHA].
[PLACE HOLD](#) [SAVE TO LISTS](#) [ADD TO CART](#)

The cat who knew Shakespeare / Lilian Jackson Braun.
by Braun, Lilian Jackson
Publication details: New York : Jove Books, 1988
Availability: **Items available for loan:** Henry D. Moore Library (1) [Call number: MF B738]. Thompson Free Library (1) [Call number: FIC BRA CAT 7]. **Items available for reference:** Veterans' Memorial Library: Not For Loan (1) [Call number: "FIC BRA"].
[PLACE HOLD](#) [SAVE TO LISTS](#) [ADD TO CART](#)

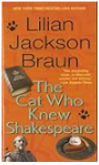
Shakespeare : The Basics.
by McEvoy, Sean
Publication details: London : Routledge, 2000
Availability: **Items available for loan:** Thompson Free Library (1) [Call number: 822.3 MCE].
[PLACE HOLD](#) [SAVE TO LISTS](#) [ADD TO CART](#)

Under each title in the results list you'll see author(s), publication information, availability of item(s), place hold button, save to lists button, and add to cart button.

*Note that even if you searched a single library, you'll still see all libraries in the consortium with holdings.

☐ **The cat who knew Shakespeare / Lilian Jackson Braun.**
 by Braun, Lilian Jackson
 Publication details: New York : Jove Books, 1988
 Availability: **Items available for loan:** Henry D. Moore Library (1) [Call number: MF B738]. Thompson Free Library (1) [Call number: FIC BRA CAT 7]. **Items available for reference:** Veterans' Memorial Library: Not For Loan (1) [Call number: "FIC BRA"].

[PLACE HOLD](#) [SAVE TO LISTS](#) [ADD TO CART](#)



Coce image from Amazon.com

2.1.4 Bibliographic Record

When you click on a title from the search results, you'll be brought to the bibliographic detail of the record. The top portion shows various item details that will help you decide if this is the item you're looking for, such as cover art, description (pages versus discs) of the physical item, subject(s), publication date, etc.

The 'Holdings' section shows which libraries have the item, the shelving location, call number, and availability status. On the far right side there are links to place a hold, print the record, cite the item, and more.

Home > Details for: The cat who knew Shakespeare /

Normal view | MARC view | ISBD view

The cat who knew Shakespeare / Lilian Jackson Braun.
 By: Braun, Lilian Jackson
 Publication details: New York : Jove Books, 1988.
 Description: 249 p. ; 18 cm
 ISBN: 0515095826 (pbk.) | 0000000000000
 Subject(s): Qwilleran, Jim (Fictitious character) -- Fiction | Journalists -- Fiction | Cats -- Fiction
 Genre/Form: Detective and mystery stories. | Mystery fiction.

DDC classification: 813/.54 20
 LOC classification: PS3552.R354 C34 1988 PS3552.R354 C34 1988

Holdings (3)

Item type	Current library	Shelving location	Call number	Status
Book	Henry D. Moore Library	Fiction-Mystery/Blue Room	MF B738 (Browse shelf)	Available
Book	Veterans' Memorial Library	Stacks	"FIC BRA" (Browse shelf)	Not For Loan
Reference	Thompson Free Library	Basement	FIC BRA CAT 7 (Browse shelf)	Available


Place hold
 Print
 Cite
 Add to your cart
 Unhighlight
 Send to device
 Save record
 More searches

Share

3.2 Placing a Hold

You can place holds on items in the OPAC, but you must be logged into your patron account.

Step 1: In the upper right corner of the screen, click 'Log in to your account'

 [Log in to your account](#)

Step 2: Enter your login information

Log in to your account ×

Card number or username:

Password:

Show password

[Log in](#)

[Forgot your password?](#)

Step 3: You can then click on 'Place hold' from either the search results list or the bibliographic record page. If you click 'Place hold' and aren't logged in, you will be prompted to login before proceeding.

 [PLACE HOLD](#)  [Place hold](#)

Step 4: The pick up location should autopopulate to your home library, then click 'Confirm hold'

[Home](#) > [Placing a hold](#)

Placing a hold

Confirm holds for: H [redacted] ([redacted])

Place a hold on
Braiding sweetgrass for young adults : indigenous wisdom, scientific knowledge, and the teachings of plants /
by Kimmerer, Robin Wall,

Pick up location:

[Show more options](#)

[Confirm hold](#)

4.3 Your Patron Account

4.3.1 Account Summary

Once logged, the default view is 'Your summary'. You will see all of the items you have checked out with the overdue items highlighted in red. Along the left side are a number of tabs that you can click through to see various information regarding your account.

Home > Your summary

Your summary

Hello, [redacted]
[Click here if you're not \[redacted\]](#)

Checked out (1)

[X Clear filter](#) [CSV](#) [Copy](#) [Print](#) [iCal](#) [Renew selected](#) [Renew all](#)

1 Item(s) checked out

Title	Author	Checked out on	Due	Call number	Renew	Fines
Eat native : savory recipes made from the three sisters-corn, beans, & squash/	Harper, Faith G.,	02/09/2026 11:21	03/02/2026	ZINE .H377s 2024	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	No

[Renew selected](#) [Renew all](#)

4.3.2 Change Password

If you want to change your password, you can click on 'Change password' tab and follow the onscreen instructions.

Change your password

Your password must contain at least 4 characters, including UPPERCASE, lowercase and numbers.

Current password:

New password:

Re-type new password:

[Change password](#) [Cancel](#)

4.3.3 Reset Password

If you forget your password, you can click 'Forgot your password?' link found under the login box.

Log in to your account:

Card number or username:

Password:

Show password

Log in

[Forgot your password?](#)

Once clicked, you will be presented with a form asking for your username or email address.

Forgotten password recovery

To reset your password, enter your login or your email address.

Card number or username:

Email:

Submit

4.3.4 Privacy Management

In the 'Privacy' tab, patrons can define how long their checkout and hold history is kept.

Summary	<h4>Your privacy management</h4> <p>We take great care in protecting your privacy. On this screen, you can define how long we keep your checkout and hold history.</p> <p>Your options are:</p> <ul style="list-style-type: none">• Forever: keep my history without limit. This is the option for users who want to keep track of what they are reading or placed a hold on.• Default: keep my history according to library policy. This is the default option : the library will keep your history for the duration set by library policy.• Never: Delete my history immediately. This will delete all record of the item that was checked-out upon check-in, and hold history upon fulfillment or cancellation. <p>Please note that information on any book still checked-out must be kept by the library no matter which privacy option you choose.</p> <p>Please also note that the library staff can't update these values for you: it's your privacy!</p> <p>Please choose your privacy rule:</p> <p>Forever <input type="text"/></p> <p>Save</p> <hr/> <h4>Immediate deletion</h4> <p>You can delete all your checkout and hold history immediately by clicking here. BE CAREFUL. Once you've confirmed the deletion, no one can retrieve the list!</p> <table border="1"><tr><td>Immediately delete my checkout history. This action cannot be undone.</td><td>Delete checkout history</td></tr><tr><td>Immediately delete my hold history. This action cannot be undone.</td><td>Delete hold history</td></tr><tr><td>Immediately delete my checkout history & my hold history. This action cannot be undone.</td><td>Delete checkout and hold history</td></tr></table> <p>Please note, the last person to return an item is tracked for the management of items returned damaged.</p>	Immediately delete my checkout history. This action cannot be undone.	Delete checkout history	Immediately delete my hold history. This action cannot be undone.	Delete hold history	Immediately delete my checkout history & my hold history. This action cannot be undone.	Delete checkout and hold history
Immediately delete my checkout history. This action cannot be undone.		Delete checkout history					
Immediately delete my hold history. This action cannot be undone.		Delete hold history					
Immediately delete my checkout history & my hold history. This action cannot be undone.		Delete checkout and hold history					
Library card							
Charges							
Personal details							
Change password							
Checkout history							
Privacy							
Holds history							
Purchase suggestions							
Messaging							
Lists							