



Library Catalog

Bibliovation

Patron Version
2021

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NAF Atsugi Library Aid

Library Sign-in Page

The screenshot shows the top portion of a web page for the Navy MWR Library Program. In the top right corner, there is a button labeled "My account [log in]" with a user icon. On the left, the logo for "MWR LIBRARIES" features a yellow star and the text "NAVY MWR LIBRARY PROGRAM". To the right of the logo is a "Library Catalog" dropdown menu and a search bar with the placeholder text "Enter search terms - use quotes for phrases" and a magnifying glass icon. Below these elements is a dark navigation bar with links for "Home", "Advanced Search", "New Titles", "Browse", "Tag Cloud", and "Lists".

OverDrive Migration

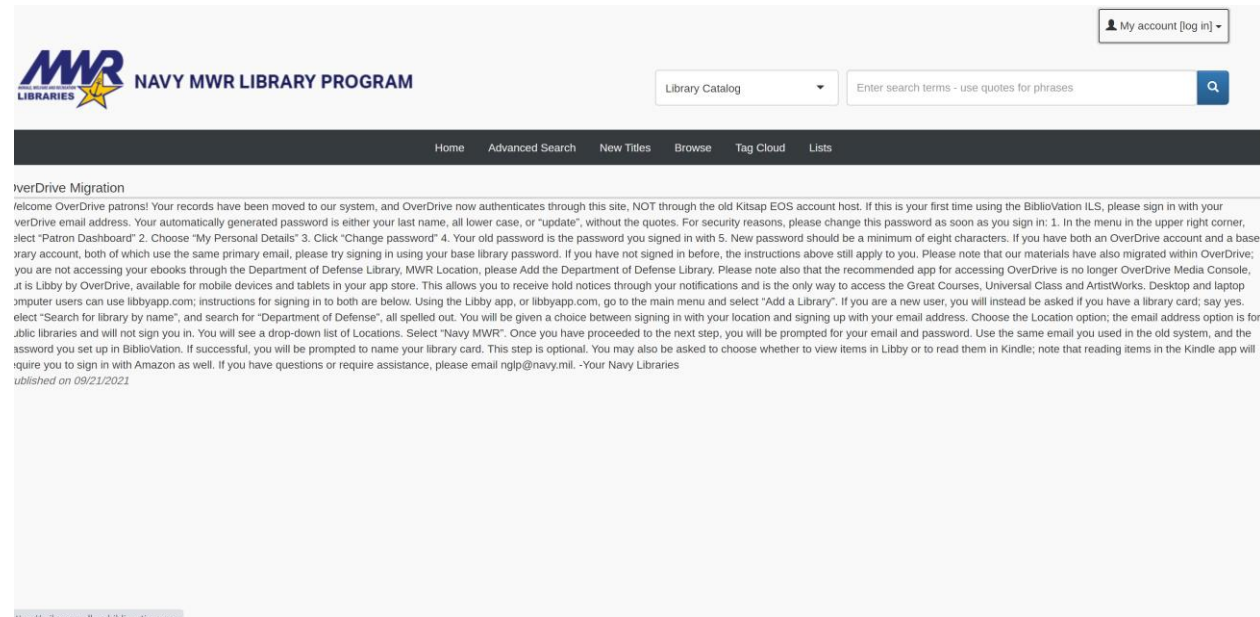
Welcome OverDrive patrons! Your records have been moved to our system, and OverDrive now authenticates through this site, NOT through the old Kitsap EOS account host. If this is your first time using the BiblioVation ILS, please sign in with your OverDrive email address. Your automatically generated password is either your last name, all lower case, or "update", without the quotes. For security reasons, please change this password as soon as you sign in: 1. In the menu in the upper right corner, select "Patron Dashboard" 2. Choose "My Personal Details" 3. Click "Change password" 4. Your old password is the password you signed in with 5. New password should be a minimum of eight characters. If you have both an OverDrive account and a base library account, both of which use the same primary email, please try signing in using your base library password. If you have not signed in before, the instructions above still apply to you. Please note that our materials have also migrated within OverDrive; if you are not accessing your ebooks through the Department of Defense Library, MWR Location, please Add the Department of Defense Library. Please note also that the recommended app for accessing OverDrive is no longer OverDrive Media Console, it is Libby by OverDrive, available for mobile devices and tablets in your app store. This allows you to receive hold notices through your notifications and is the only way to access the Great Courses, Universal Class and ArtistWorks. Desktop and laptop computer users can use libbyapp.com; instructions for signing in to both are below. Using the Libby app, or libbyapp.com, go to the main menu and select "Add a Library". If you are a new user, you will instead be asked if you have a library card; say yes. Select "Search for library by name", and search for "Department of Defense", all spelled out. You will be given a choice between signing in with your location and signing up with your email address. Choose the Location option; the email address option is for public libraries and will not sign you in. You will see a drop-down list of Locations. Select "Navy MWR". Once you have proceeded to the next step, you will be prompted for your email and password. Use the same email you used in the old system, and the password you set up in BiblioVation. If successful, you will be prompted to name your library card. This step is optional. You may also be asked to choose whether to view items in Libby or to read them in Kindle; note that reading items in the Kindle app will require you to sign in with Amazon as well. If you have questions or require assistance, please email nglp@navy.mil. -Your Navy Libraries

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<https://milrec-sandbox.bibliovation.com>


Navigation




- Sign-in to your library account on the top right corner
 - Once you sign in this is where you can access your account information
- You do not need to sign in to search the catalog, but you need to if you wish to place holds, check your account, and make lists
- The grey bar along the top is your main catalog navigation
 - Home is what is pictured
 - Advanced search= more detailed search tool for items
 - New titles= list of new items entered in the catalog in the last 30 days
 - Browse= simple search
 - Tag cloud= subjects added as tags to books
 - List= your private book lists and our public lists











 My Library Dashboard

My Borrowing Summary
at NAF Atsugi

Welcome,  Test Atsugi [AtsugiLIB]

	Checked Out You have nothing checked out.	0
	On Hold No active holds.	0
	Fees	\$0.00

My Account

 My Personal Details	 My Lists
 My Tags	 My Messages
 My Messaging Preferences	 My General Preferences
 Proxy Borrowing	 Patron Group

Account

- To access your account after you sign-in, go to the top right of the webpage where you see your name. Click on the drop-down and select “My Dashboard”
- In your dashboard this is where you can see your current checkouts, holds, fines, etc.
- In the borrowing summary for each of the categories you can click on one and you can see the specific details i.e., what books are checked out
- Messages from your library will be displayed in My Borrowing Summary

My Borrowing Summary

My Borrowing Summary
at NAF Atsugi

Welcome, Test Atsugi [AtsugiLIB]

Checked Out 0
You have nothing checked out.

On Hold 0
No active holds.

Fees \$0.00

Checked Out

- From here you can see the number of check outs and overdues
- If you click on the “checked out” link it will take you to the main page where you can renew your books and see when they are due back to the library
- This is also where you can renew your checkouts

MWR LIBRARIES NAVY MWR LIBRARY PROGRAM

Library Catalog

Home Advanced Search New Titles Browse Tag Cloud Lists RFI

My Dashboard / My Checkouts

My Checkouts

0 Checkouts, 0 overdue Checkout History: Off

	Title	Date	Status
No current checkouts.			

The Navy Base Recreation Libraries

My Borrowing Summary

My Borrowing Summary
at NAF Atsugi

Welcome, Test Atsugi [AtsugiLIB]

Checked Out 0
You have nothing checked out.

On Hold 0
No active holds.

Fees \$0.00

On Hold

- From here you can see the holds you have placed on your account
- If you click on the “On Hold” link it will take you to the main page where you can view your hold and where they are currently located or available for pickup
- Holds for Japan are limited to DOD Libraries located in Guam, Hawaii and Japan

MWR LIBRARIES NAVY MWR LIBRARY PROGRAM

Library Catalog

Home Advanced Search New Titles Browse Tag Cloud Lists RFI

My Dashboard / My Holds

🕒 My Holds

Suspend Resume Cancel 0 Total Holds

	Title	Item	Placed On	Pick Up Location	Status (Priority)
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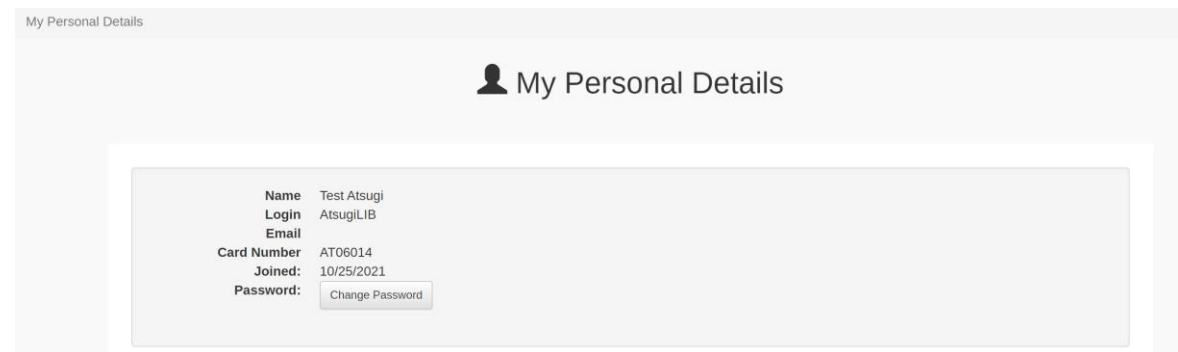
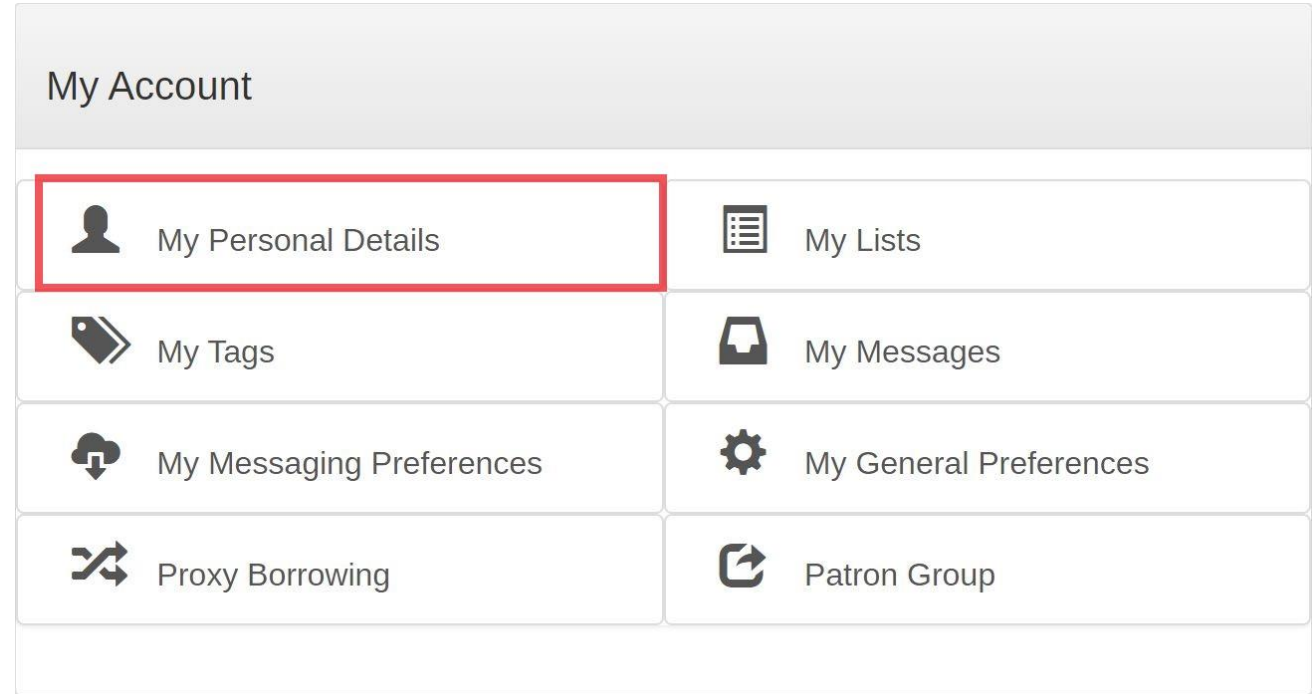
The Navy Base Recreation Libraries

Personal Details

From my dashboard you can access your account information.

This is where you can change your password and make sure all the information for your contacts is correct.

Dashboard → My Personal Details
→ Account information: change password, name, library card number

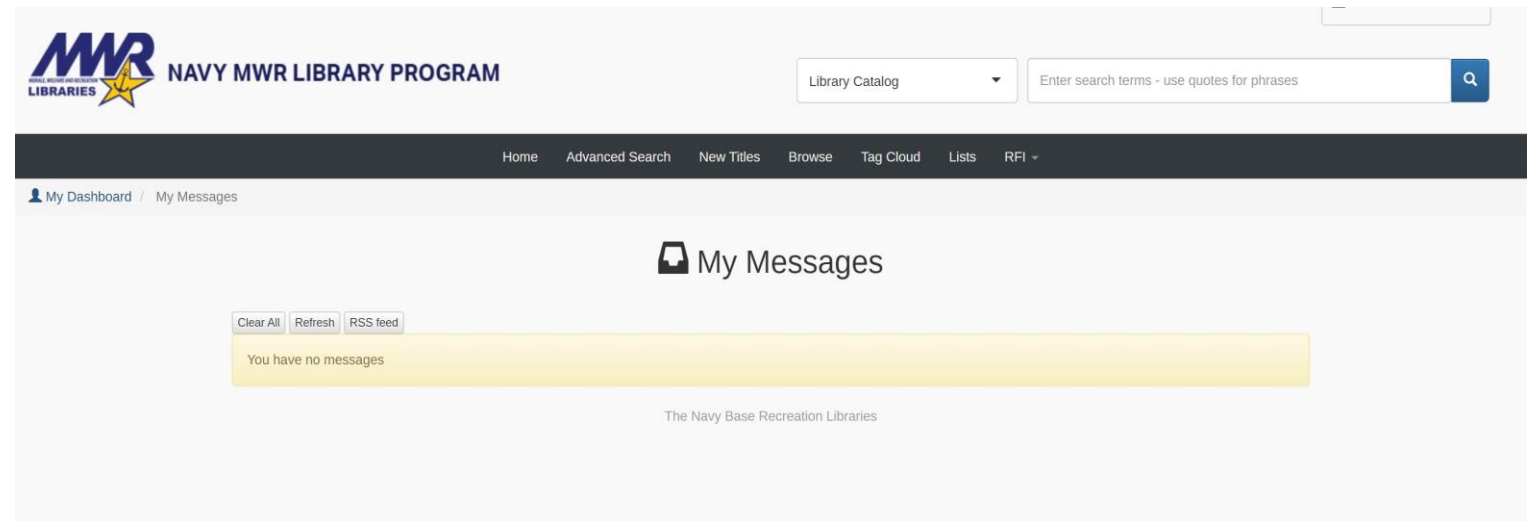
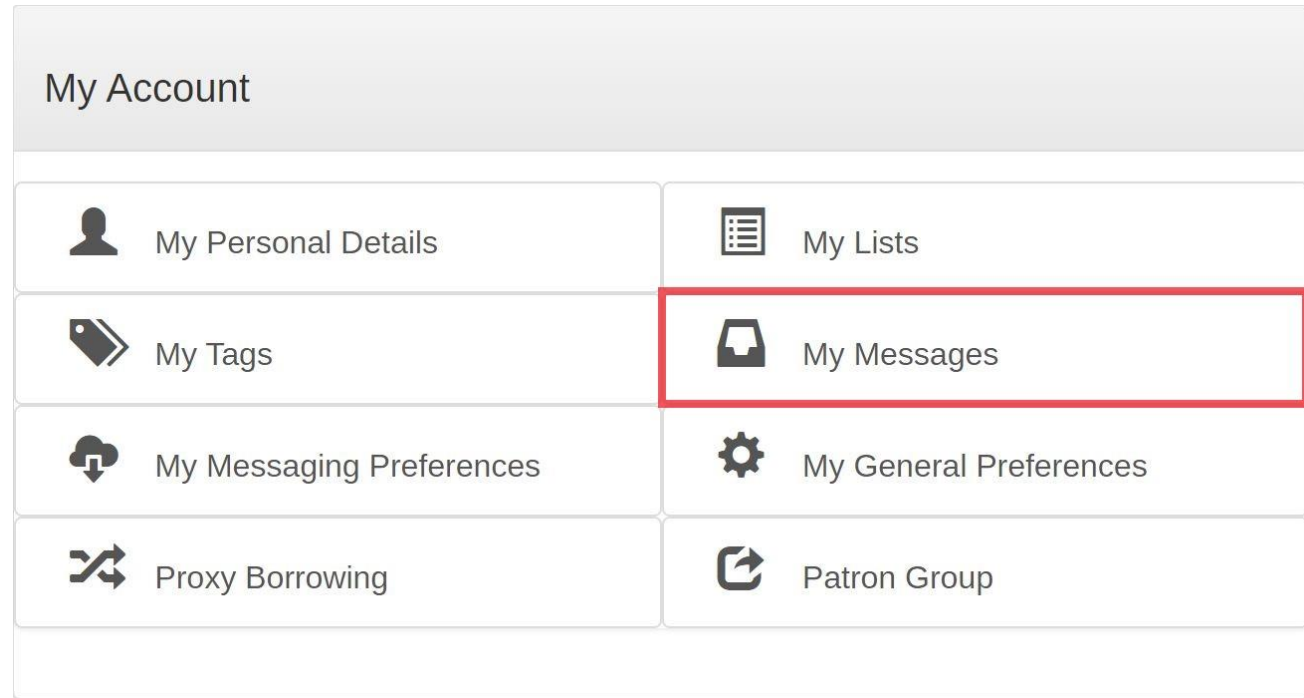


Messaging

Any messages or updates from the library will be here.

You will also receive checkout receipts and such to the email that is on your account.

Dashboard → My Messages



My Account

A. My Tags

- I. This is where all the tags you place on books will be listed (go to slide # for more information on tags and how to place them)
- II. In the example you can see this person placed two tags on books
- III. Tags are related subjects to the items you add them too
- IV. Dashboard → My Tags

B. My Lists

- I. You can make private lists within your account
- II. These lists could be books, movies, cds, game, or all of the above
- III. This is a useful tool to help you organize your TBR or school material.
- IV. Go to slide 16 to learn how to add to your lists
- V. Dashboard → My Lists

The image shows a series of screenshots from a library website. The top screenshot is the 'My Account' dashboard, which has a grid of menu items: My Personal Details, My Lists, My Tags, My Messages, My Messaging Preferences, My General Preferences, Proxy Borrowing, and Patron Group. The 'My Lists' and 'My Tags' items are highlighted with red boxes. Below this are two screenshots of the 'My Tags' page. The first shows a table with two tags: 'Teens' Top Ten' and 'YALSA', both with the title 'Tweet cute' and a date of '10/25/2021'. Each tag has a 'Delete' button. The second screenshot shows the 'My Lists' page, which includes a 'Create New List' button, a table with one list named 'YALSA Teens' Top Ten' (with 0 titles), and a 'View others' Lists' button. The website header includes the 'MWR LIBRARIES' logo and 'NAVY MWR LIBRARY PROGRAM' text, along with a search bar and navigation links like Home, Advanced Search, New Titles, Browse, Tag Cloud, Lists, and RFI.

How to Search

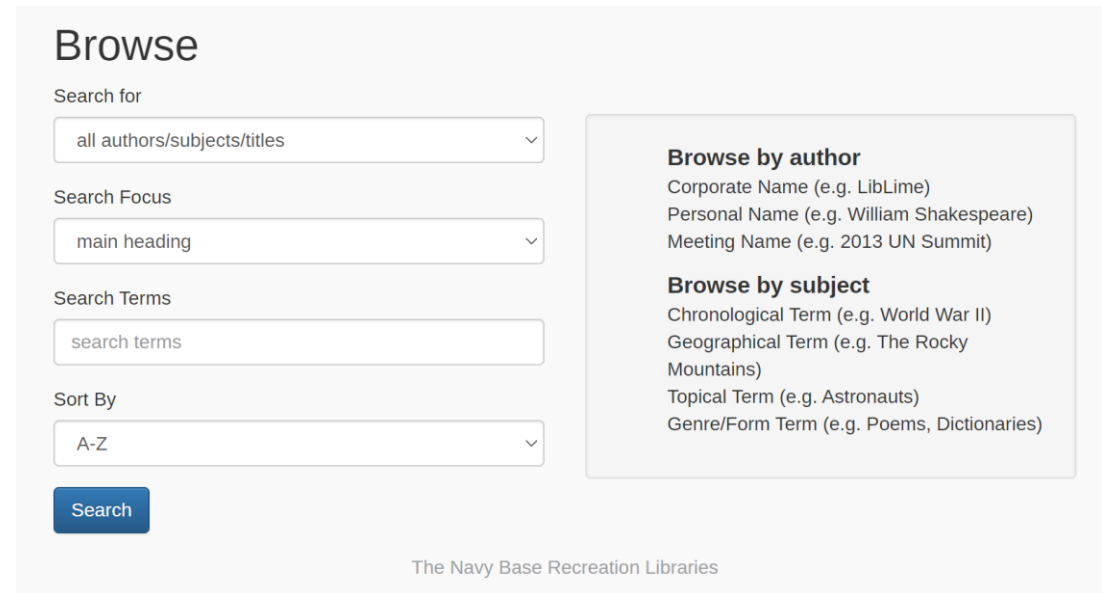
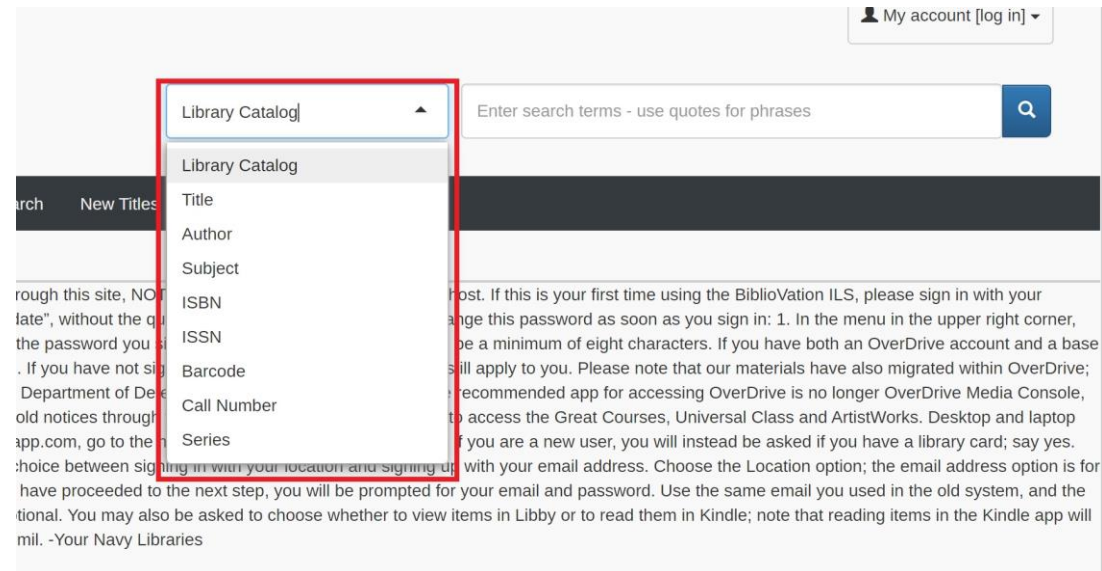
*You do not need to be logged into to do searches in our new catalog

- There are 3 ways to start your search:
 - The search bar on the top right
 - Advanced search
 - Browse

The screenshot displays the top navigation bar of the Navy MWR Library Program website. The logo on the left features the letters 'MWR' in a stylized font above the word 'LIBRARIES' and a yellow star. To the right of the logo is the text 'NAVY MWR LIBRARY PROGRAM'. In the top right corner, there is a user account link that says 'My account [log in]'. Below the logo and text is a search bar with a dropdown menu set to 'Library Catalog' and a search input field containing the placeholder text 'Enter search terms - use quotes for phrases'. A magnifying glass icon is on the right side of the search bar. Below the search bar is a dark navigation bar with several menu items: 'Home', 'Advanced Search', 'New Titles', 'Browse', 'Tag Cloud', and 'Lists'. The 'Advanced Search' and 'Browse' items are highlighted with red boxes. Below the navigation bar is a section titled 'OverDrive Migration' with a detailed announcement about the system change, including instructions for users to sign in and update their passwords. The text is small and dense. At the bottom left of the page, there is a small URL: 'https://milrec-sandbox.bibliovation.com'.

How to Search

- From the search bar, the drop-down menu allows you specify what you want to search by i.e., title, ISBN, or just keywords “library catalog”
- In “Browse” search you can do the same thing as above, but you have more selections to restrict your search results. This search would be good to find book on a certain subject matter and not a specific book title.



How to Search

- Advanced Search is an even more specific search tool
- You can search by keyword, title, ISBN, author, etc.
- You can limit the location so you can just look for books within your local library and you can limit by the item type (book, dvd, audiobook, etc.)
- You can also limit the search by collection, shelving location, and language

Advanced search

Search for

[+ Add another](#)

Limit search results

Limit by Library

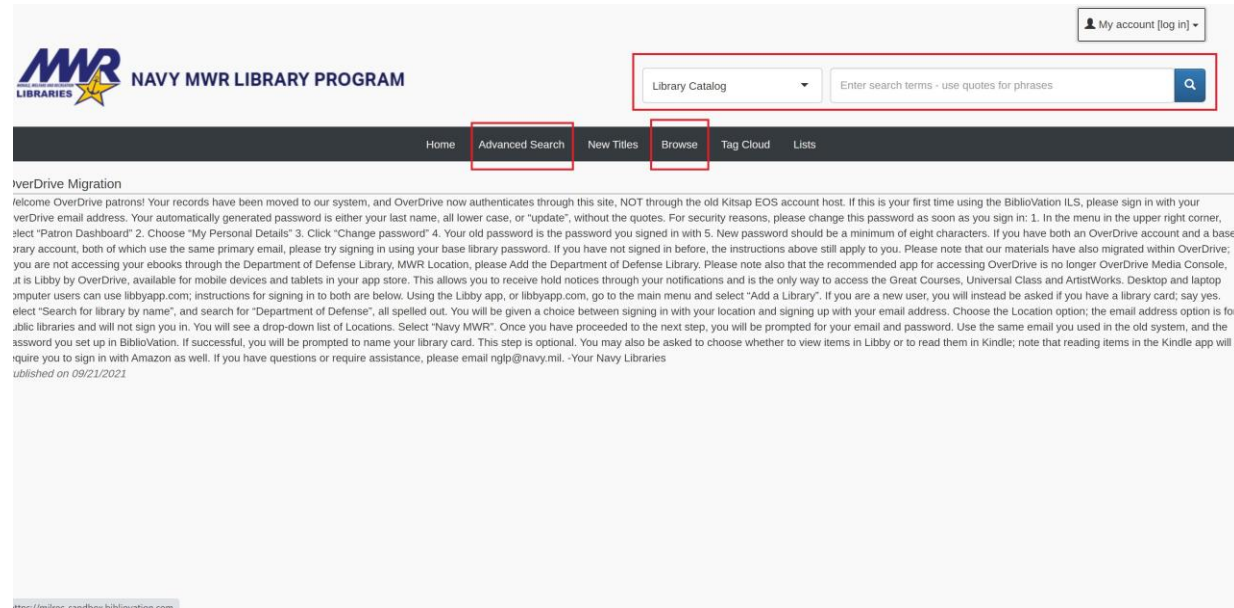
Only items currently available for loan or reference

Limit by Item type

<input type="checkbox"/> 3D Printer	<input type="checkbox"/> AUDIO_CD	<input type="checkbox"/> Audiobook CD	<input type="checkbox"/> BluRay
<input type="checkbox"/> BluRay 4K	<input type="checkbox"/> Board Book	<input type="checkbox"/> Board Game	<input type="checkbox"/> Book
<input type="checkbox"/> Book Leased from Vendor	<input type="checkbox"/> Camera	<input type="checkbox"/> CD_ROM	<input type="checkbox"/> Desktop computer
<input type="checkbox"/> DVD player	<input type="checkbox"/> DVD video	<input type="checkbox"/> E-reader digital device	<input type="checkbox"/> Equipment (Miscellaneous)
<input type="checkbox"/> FIXMEDIA	<input type="checkbox"/> Headphones	<input type="checkbox"/> Kit (miscellaneous)	<input type="checkbox"/> Laptop Computer
<input type="checkbox"/> Large Print Book	<input type="checkbox"/> LaunchPad Device	<input type="checkbox"/> Magazine	<input type="checkbox"/> Microform
<input type="checkbox"/> Music CD	<input type="checkbox"/> New Item	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Nintendo 3DS game
<input type="checkbox"/> Nintendo 3DS system	<input type="checkbox"/> Nintendo Switch Cartridge	<input type="checkbox"/> Nintendo Switch Console	<input type="checkbox"/> Nintendo Wii Console
<input type="checkbox"/> Nintendo Wii Disc	<input type="checkbox"/> Nintendo WiiU Console	<input type="checkbox"/> Nintendo WiiU Disc	<input type="checkbox"/> Other item
<input type="checkbox"/> Oversize book	<input type="checkbox"/> Paperback book	<input type="checkbox"/> Playaway audiobook	<input type="checkbox"/> Playaway View
<input type="checkbox"/> PlayStation 3 Console	<input type="checkbox"/> PlayStation 3 Disc	<input type="checkbox"/> PlayStation 4 Console	<input type="checkbox"/> PlayStation 4 Disc
<input type="checkbox"/> Portable screen	<input type="checkbox"/> Power adaptor	<input type="checkbox"/> Projector	<input type="checkbox"/> PS5_DISC

How to place an Item on Hold

- To place an item on hold you must be logged into your account.
- Search for the item you would like to place on hold either using the advance search, browse, or the search bar in the top right.
- After you find the item, there are multiple ways to place it on hold



How to place an Item on Hold

When you place an item on hold you have the option to choose next available copy within the region or can choose which location you want the copy from. Highlighted are areas where you cannot get holds from.

Option 1: from the search results you can select the item by checking on the small square right next to the title. Once that is selected the “actions” drop-down will have a “1” next to it. Click on the drop-down and you will see the place on hold option.

The screenshots illustrate the steps to place a hold on an item:

- Search Results:** A search for "Tweet cute" shows a result by Lori, Emma. The "Actions" dropdown is highlighted with a red box.
- Place Hold Dialog:** A dialog box titled "Place hold on Percy Jackson" shows the "Next available" dropdown highlighted with a red box.
- Choose a Copy Dialog:** A dialog box titled "Choose a copy" shows the dropdown menu highlighted with a red box.
- Select a Specific Copy Table:** A table titled "Select a specific copy:" lists available copies with their locations and statuses. The table content is highlighted with a red box.

Item Type	Location/Callnum	Volume/Copy	Status	Actions
DVD video	CFA Sasebo DVD PER	1	Available	Place hold
DVD video	Joint Base Pearl Harbor- Hickam DVD F PERCY	1	Available	Place hold
DVD video	Little Creek Main Library DVDJ PER	1	Available	Item not available for Hold. Item cannot be delivered to requested pickup location.
DVD video	NAS Corpus Christi NAS F PERCY	1	Available	Item not available for Hold.

How to place an Item on Hold

Option 2: on the search results below the item on the bottom left there is a “place hold” selection. Click that and then follow the prompts to successfully place a hold.

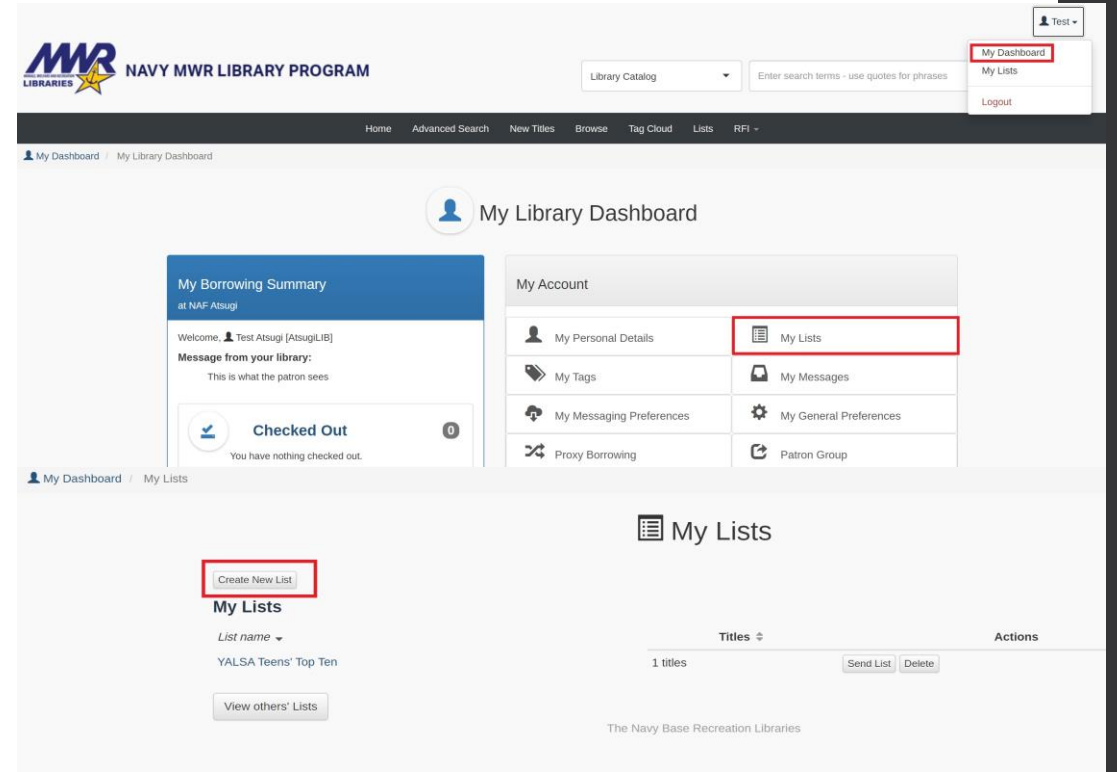
The screenshot shows the Navy MWR Library Program search results for "percy jackson". The search results are filtered to "Available for Checkout Out: CFA Sasebo". The first result is "Percy Jackson sea of monsters / [videorecording]" by Lerman, Logan, 1992-. The item is available at 8 locations, including South Potomac Dahlgren Video, NAS Corpus Christi Juvenile area, and CFA Sasebo Video. A red box highlights the "Place hold (0 active on 8 items)" button.

Option 3: from the search results select your title and that will take you to the item profile and from there on the right side under “Actions” you will see the “place on hold” selection. Then follow the prompts to properly place the hold.

The screenshot shows the item profile for "Tweet cute" by Lord, Emma. The item is available at 8 locations, including South Potomac Dahlgren Video, NAS Corpus Christi Juvenile area, and CFA Sasebo Video. A red box highlights the "Place hold" button in the "Title Actions" section.

How to create and use Lists

- Log into your library account
- Use the drop-down and click on “My Dashboard”
- From your dashboard you can go into your lists
- This is where you can see your private lists and create new lists
- To create a new list, you simply click on “create new list”- this where you name your list.
- To add items to your list you must search for them using the search tool listed earlier.
- Once you find the desired title, select the square next to the title then go to “actions” then select add to list or you can select the item title and on the right side under actions select “save to your lists”



“View Other’s Lists” is another way to

see the public lists that the library creates



Tags

- Tags are words or phrases that can be used to describe a library item- a way to add specific subjects to items to aid in searches
- You can add tags to an item by clicking “add tag” and then your tag will come back to the library for approval
- You can click on the tag cloud and see all the approved tags. The bigger the word or phrase the more that was used as a tag. You can click on the word or phrase and that will take you to a list of all the items where that tag has been used.
- You can access all your tags from “My dashboard”

The image shows a screenshot of the Navy MWR Library Program website. A modal window titled "Tag Cloud" is open, displaying a list of tags. The modal includes a search bar with "100" tags shown and a "Close" button. The tags listed are: Fantasy, Halloween, Historical Picturebook, Mammals, Mount Rushmore, Murder Mystery, Mystery, President, Science Fiction, Suspense, Teens' Top Ten, Television, Thriller, Travel, Women in World War II, and YALSA. The "Teens' Top Ten" and "YALSA" tags are highlighted in blue. Below the modal, the main website interface is visible, featuring the Navy MWR Libraries logo, a search bar, and a navigation menu. The "My Tags" dashboard is also shown, displaying a table of tags with columns for Term, Title, Date Added, and Delete.

Term	Title	Date Added	Delete
Teens' Top Ten	Tweet cute	10/25/2021	Delete
YALSA	Tweet cute	10/25/2021	Delete

If you have a questions, please
come by the library or call us at
264-3776

Link to Catalog: <https://pacific-milrec.bibliovation.com/>

Monday- Friday 1000-1830

Saturday 1000-1730

Closed on Federal Holidays

NAF Atsugi Library Bldg 949 2F