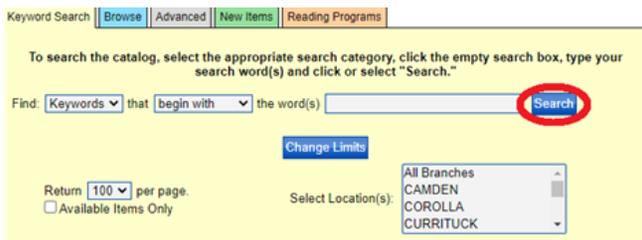


- Click the **OK** button.
- Click the **Search** button *without typing anything into the search box:*



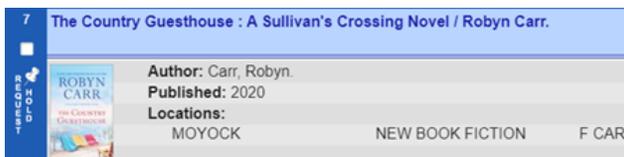
That's it! Now you can browse through all of the items that meet your search criteria!

### How to Request an Item

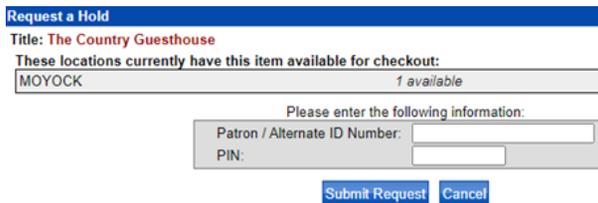
Hopefully you've found a great book or DVD that you are interested in checking out.

Here is how to place a hold on it:

- Click on the words **Request Hold** in the blue area to the left of the item  
*Make sure you click on the words, not the checkbox!*



- In the box that appears, enter your **Patron ID** (the barcode number on your library card) and your **PIN**.  
*If you don't have or don't know your PIN, call the library and we can get you set up with one.*



- Click on the **Submit Request** button.
- You did it! Not so bad, right?

You'll get a confirmation like the one you see below. Library staff will pull your item from the shelf and call you to schedule a pickup time.



If you have any questions, library staff are here to help!

**Barco: (252) 453-8345**  
**Corolla: (252) 453-0496**  
**Moyock: (252) 435-6419**



# Currituck County Public Libraries

Choose Your Direction

Barco • Corolla • Moyock

## How to Search, Browse, & Place Holds in the EARL Online Catalog

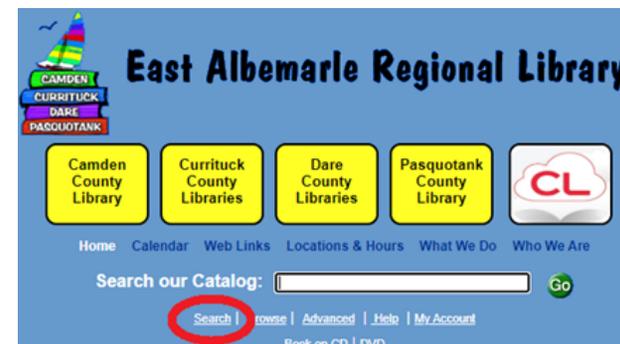
*This is a quick how-to guide to help you navigate within the East Albemarle Regional Library System's online catalog. You will learn how to search, browse, and place holds on items in our physical collection.*

- Go to our website at:  
<https://www.youseemore.com/EARL>

If you have a specific title or topic in mind, you can just type it in the search bar and click the **Go** button.

Otherwise, if you're looking to browse, or if you want to search within a specific branch or collection, follow these extra steps:

- Click the **Search** link (under the words *Search our Catalog* and the search bar):



- Click the **Set Limits** button in the center of the page:

Keyword Search Browse Advanced New Items Reading Programs

To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select "Search."

Find: Keywords that begin with the word(s) Search

Return 10 per page. Available Items Only

Set Limits

Select Location(s): All Branches CAMDEN COROLLA CURRITUCK

- Select your filter(s). You can filter your results by **Collection** (adults, teens, kids, movies, etc) and/or by **Branch** (library location):

Set Limits

Collection: All Collections ADULT FICTION ADULT NONFICTION

Format: All Formats Book Serial

Language: All Languages Arabic Aramaic

Place: All Places Alabama Alaska

Search Branch: All Branches CAMDEN COROLLA

Date to Clear Dates

Results per page: 10

Available Items Only:

OK Cancel Clear All

To filter by **Branch**, select the specific branch. *If you do this, you will only see items owned by the location that you chose.*

To filter by **Collection**, select whichever category you want to browse. See the list to the right for popular searchable collections.

To choose more than one collection, hold the CTRL key down while selecting.



**Adult Collections:**  
 ADULT FICTION  
 ADULT NONFICTION  
 BIOGRAPHY  
 BOOK ON CD (Audiobooks)  
 LARGE TYPE FICTION  
 NEW BOOK FICTION  
 NEW BOOK NONFICTION  
 PARENTING

**Children's (ages 0-12) Collections:**

EARLY CHAPTER  
 EARLY NONFICTION  
 EASY BOOKS (Picture books)  
 EASY READER (Level books)  
 JUVENILE BIOGRAPHY  
 JUVENILE BOOK ON CD (Audiobooks)  
 JUVENILE FICTION  
 JUVENILE NC FICTION  
 JUVENILE NONFICTION  
 OVERSIZE JUV NONFIC

**Teen (ages 13 & up) Collections:**

TEEN BIOGRAPHY  
 TEEN FICTION  
 TEEN NONFICTION

**Movie Collections:**

DVD  
 JUVENILE DVD (Kids & family movies)  
 NEW DVD

- You may want to change the **Results per page** drop-down from '10' to '100' (this makes browsing easier when there are a lot of results).

Set Limits

Collection: All Collections ADULT FICTION ADULT NONFICTION

Format: All Formats Book Serial

Language: All Languages Arabic Aramaic

Place: All Places Alabama Alaska

Search Branch: All Branches CAMDEN COROLLA

Date to Clear Dates

Results per page: 100

Available Items Only:

OK Cancel Clear All

- If you only want to see items that are available in the library right now, select the checkbox next to **Available Items Only**. *If you do not select this, your results will also include items that are currently checked out to other patrons. You can still request these items—you will just be put on the waitlist.*

Set Limits

Collection: All Collections ADULT FICTION ADULT NONFICTION

Format: All Formats Book Serial

Language: All Languages Arabic Aramaic

Place: All Places Alabama Alaska

Search Branch: All Branches CAMDEN COROLLA

Date to Clear Dates

Results per page: 10

Available Items Only:

OK Cancel Clear All