

MAIN LIBRARY HOURS

101 4TH ST. N.

Monday-Thursday 10-8
Friday 11-6
Saturday 9-6
Sunday Closed

DR. JAMES CARLSON LIBRARY

BRANCH HOURS

2801 32ND AVE. S.

Monday-Thursday 10-8
Friday 11-6
Saturday 9-6
Sunday Closed

NORTHPORT BRANCH HOURS

2714 N. BROADWAY

Monday-Tuesday 10-8
Wednesday-Thursday 10-6
Friday 11-6
Saturday 9-6
Sunday Closed

Telephone Numbers

Administration	241-8277
Carlson Branch	476-4040
Children's Services	241-1495
Circulation Desk	241-1472
Information Desk	241-1492
Northport Branch	476-4026
Outreach	241-8111

www.fargolibrary.org



HOW TO NAVIGATE THE ONLINE CATALOG

www.fargolibrary.org

1.2025

HOW TO USE THE CATALOG

SEARCHING FOR AN ITEM

- 1) Go to www.fargolibrary.org and locate the **Catalog Search** box.
- 2) Begin searching by entering a keyword, title, or author into the blank search bar and click **Search**.
- 3) To refine your search, click on one or more options on the left side of the results.
- 4) For more information about an item, click on the item title.
- 5) The location and availability of an item is listed under each item, and by clicking on the item title.

LIMIT YOUR SEARCH RESULTS

If your search returns a large number of results, you can reduce the number by clicking on one of the limiting options on the left side of the screen.

- 1) **Availability** allows you to limit your results to only items available right now.
- 2) **Authors** allows you to limit your results to only items listed under a certain author.
- 3) **Holding Libraries** selects the Fargo Public Library branch that owns the item.
- 4) **Item Types** refers to the type of material, such as book, DVD, or video game.
- 5) **Topics** allows you to limit by specific subjects that are related to your search results.
- 6) If you are getting a long list of results and are unable to limit as much as you would like with the options on the left side of the screen, try the **Advanced Search** which can be found at the link directly below the main search box.

YOUR LIBRARY ACCOUNT

ACCESSING YOUR LIBRARY ACCOUNT

- 1) Go to www.fargolibrary.org.
- 2) Click **My Account**, located below the search box in the middle of the page.
- 3) Enter your 14-digit library card number, located on the back of your Fargo Public Library card, in the **Library Barcode** field.
- 4) Enter your last name in all upper case letters in the **Password** field. *See **Other account options**.

RENEWING AN ITEM

- 1) Access your library account (instructions above) and click on **Your Summary** on the left-hand side.
- 2) The **Due** column will show your current due date for each item; the **Renew** column will show if an item can be renewed.
- 3) Click the box in the **Renew** column for the items you wish to renew and click **Renew Selected**.
- 4) Or, click **Renew All** to renew all your items.
- 5) The page will automatically refresh and your new due date will be in the **Due** column.

PLACING AN ITEM ON HOLD

- 1) In the search box at the top of the page, type in a keyword, title, or author and click **Search**. Refine the search as you wish.
- 2) To place an item on hold, click **Place Hold** under the title of that item.
- 3) Select your pickup location from the drop-down menu.
- 4) Click **Place Hold**.
- 5) An email or letter will be sent to you when the item is available for pickup.* See **Other account options**.
- 6) You can cancel the hold through the **Your Summary** page of your account.

- 7) Holds can also be **Suspended** through your account page and set to resume on a date that you choose.

LISTS AND CART

These features let you keep track of books you have read or want to read, and give you the option to keep your lists forever or just for this session.

- 1) You can create your own list of books by adding a book to **your lists** on your account page.
- 2) Add a book to one of your lists by clicking **Save to Lists** under the title on the search results page, or on the right-hand side in the detailed view.
- 3) View a list by clicking **Lists** at the top of the page and selecting the name of the list you want to view.
- 4) Your **cart** is a temporary list of items which will disappear once you close your online catalog session.
- 5) Add an item to your cart by clicking **Add to Cart** under the item title in the search results, or on the right-hand side in the detailed view.
- 6) View your cart by clicking **Cart** at the top of the screen and then clicking on the menu that pops up.

*OTHER ACCOUNT OPTIONS

- 1) You can view **your fines**, current and previous.
- 2) You can update **your personal details**.
- 3) You can **change your password**.
- 4) You can view **your search history**.
- 5) You can change whether and how you are notified of hold availability and item due dates in **your messaging**.

**QUESTIONS? CALL THE ADULT SERVICES
DESK AT (701) 241-1492.**