

## 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](http://www.fargolibrary.org)



HOW TO NAVIGATE THE ONLINE CATALOG

[www.fargolibrary.org](http://www.fargolibrary.org)

1.2025

## HOW TO USE THE CATALOG

### SEARCHING FOR AN ITEM

- 1) Go to [www.fargolibrary.org](http://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](http://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.**