



Central Rappahannock Regional
Library

INSPIRING LIFELONG LEARNING
FOR EVERYONE IN OUR COMMUNITY

Proudly serving Fredericksburg, Stafford, Spotsylvania, and Westmoreland

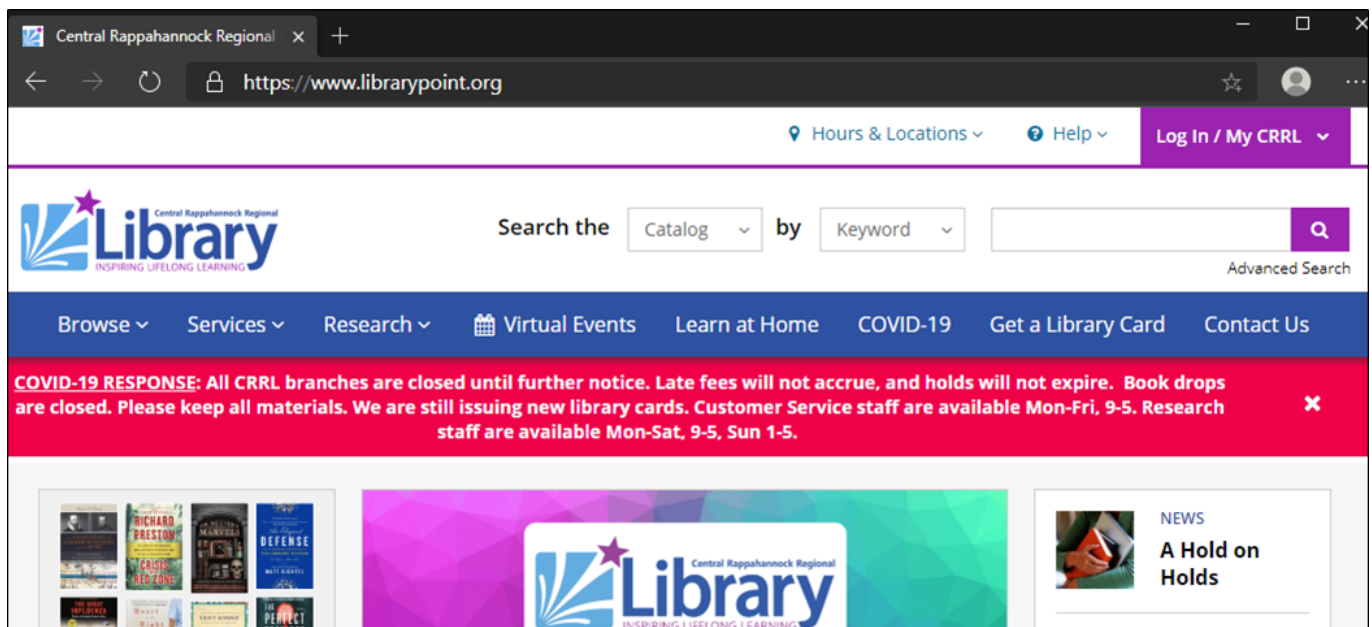
A Guide to CRRL's Web Site During the Covid-19 Closure

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Creating an Account

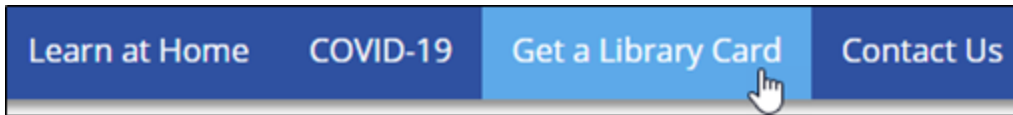
1. Go to <https://www.librarypoint.org/> in Google Chrome, Firefox, Apple Safari, Microsoft Edge, or other modern Web browser. Microsoft Internet Explorer is not recommended.



librarypoint.org

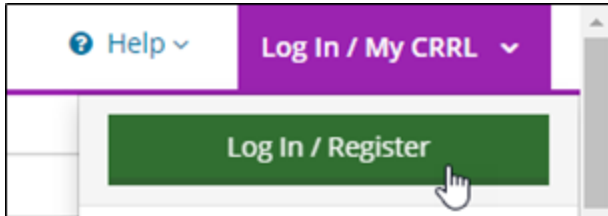
540-372-1144

2. If you do not already have a library card, click the **Get a Library Card** link in the blue navigation ribbon towards the top of the page and submit the form to have a library card number and PIN emailed to you:



If you have a card, but cannot find it or do not know what your PIN is (it's usually the last four digits of the phone number you gave when signing up for your card), click the **Contact Us** link in the navigation ribbon where you can either email us or live chat with library staff.

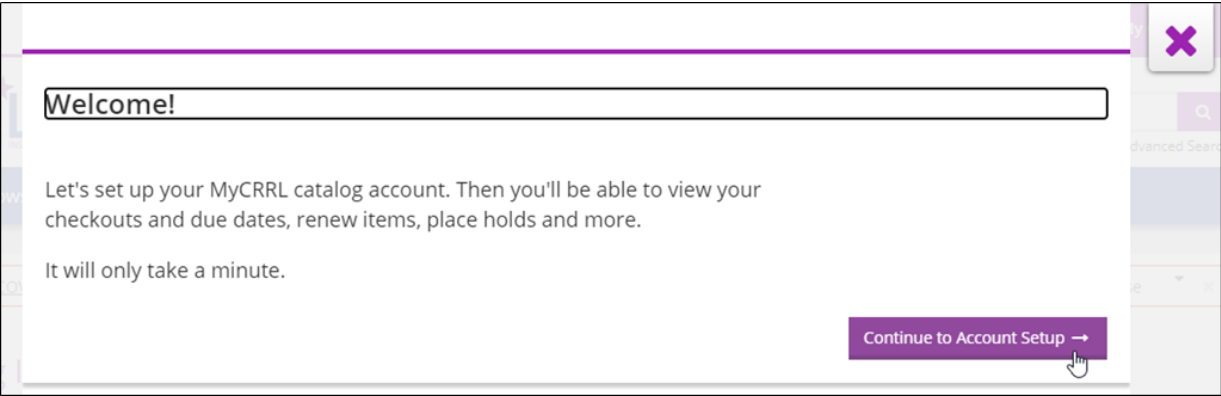
3. Click the **Log in / My CRRL** link in the top-right corner of the page:



4. On the Log In page, enter your full 14-digit card number with no spaces and your PIN, then click the **Log In** button. If you are unable to login, please click the **Contact Us** link for assistance.

A screenshot of the 'Log In' page. The title 'Log In' is in purple with an information icon. Below it is a form with two input fields: 'Username or Library Card Number:' containing '23133001234567' and 'PIN:' containing four dots. Below the PIN field is a link 'Forgot your PIN?' and a checkbox 'Remember me on this device'. At the bottom are three buttons: a purple 'Log In' button (with a hand cursor), a blue 'Get a Card' link, and a dark grey 'Log In' button.

5. If this is your first time logging into librarypoint.org with your card, you will need to create an online account. This account will allow you to add items to your **For Later** shelf (after the branches reopen, you will also be able to place holds on items), renew your borrowed physical items, pay fines, create lists, leave reviews, and much more. When you see the **Welcome!** message, click the **Continue to Account Setup** button:



6. Enter your email address and click the **Continue** button:

A screenshot of a web form titled 'My Account Setup'. At the top left, there are two numbered circles, '1' and '2', with '1' being highlighted. Below the title is a section 'Verify your information' with the text 'The library has the following information on file for this card.' The form contains four fields: 'First Name' with the value 'Bob', 'Last Name' with the value 'Johnson', 'Email Address' with the value 'your_email@gmail.com', and 'Date of Birth' with the value 'Aug 1981'. To the right of the 'Email Address' field is a light blue information box with an 'i' icon, stating: 'You will receive reminders about your borrowing activity. The Library and its partners will not send unsolicited email using the information provided here. More' with a link icon. Below that is another similar box for 'Date of Birth' stating: 'Your birth date is used to determine if you are a minor. It is never made public.' At the bottom left, there is a link 'See any incorrect information?'. At the bottom right is a purple button labeled 'Continue' with a right-pointing arrow. A mouse cursor is hovering over the button.

7. On the next screen, enter a unique username, check the box to accept the terms of use, and click the **Complete Account Setup** button:

The screenshot shows the 'My Account Setup' page with two steps indicated by circles at the top: '1' and '2'. Step 2 is active. The page title is 'My Account Setup'. Below it, the text reads 'Create a username to complete your account setup' and 'All fields are required'. Under the heading 'Create a Username', there is a text input field containing 'bob_johnson_81'. To the right of the input field is a light blue information box with an 'i' icon, stating: 'Usernames can contain letters, numbers and underscores. You can use your username to sign in and to make community contributions. [More](#)'. Below this, under the heading 'Terms and Conditions', there is a checked checkbox and the text 'I accept the following terms:', followed by a link 'BiblioCommons Terms of Use'. At the bottom left is a link '← Back to previous step', and at the bottom right is a purple button labeled 'Complete Account Setup' with a hand cursor icon over it.

If the card being used is for someone under the age of 13, you will be asked to select a color and animal, and a username will be generated based on your selections. This is in keeping with the United States Children’s Online Privacy Protection Act, which limits the collection of personal information from children:

The screenshot shows the 'My Account Setup' page with two steps indicated by circles at the top: '1' and '2'. Step 2 is active. The page title is 'My Account Setup'. Below it, the text reads 'Create a username to complete your account setup' and 'All fields are required'. Under the heading 'Choose a Username', there are two dropdown menus: 'Pick a Color' and 'Pick an Animal'. To the right of these dropdowns is a light blue information box with an 'i' icon, stating: 'Usernames are generated based on your selections. You can use your username to sign in and to make community contributions. [More](#)'. Below this, under the heading 'My username preview:', the text shows 'picked color_picked animal_#'. Under the heading 'Terms and Conditions', there is a checked checkbox and the text 'I accept the following terms:', followed by a link 'BiblioCommons Terms of Use'. At the bottom left is a link '← Back to previous step', and at the bottom right is a purple button labeled 'Complete Account Setup' with a hand cursor icon over it.

8. Your account has been successfully created. Click the **Continue to My Account** button:

Your account is now set up!

Your username is:
bob_johnson_81

Go back to what I was doing

Continue to My Account →

9. On the next screen, you have a few settings to choose. The first is to enable borrowing history so that you can keep track of the books you’ve already checked out and read. This option is turned off by default to protect customer privacy. The second option is to import lists from the old CRRL catalog. This system has not been in use for several years and if you are brand-new to CRRL, you do not need to concern yourself with this. Next, you can select which branch you’d like to be your preferred location for item pickup. Finally, you can hide spoiler content when viewing the records and reviews of library materials, as well as filter out potentially offensive content. Once you’ve finished with these changes, click the **All Done? Explore Your New Catalog** button.

Welcome to your New Catalog!

The following additional optional settings will help us personalize your account before you get started.

Borrowing History

This will display your borrowing history in your user account. This is private and can be turned off at any time. ⓘ

Enable Borrowing History

Import List Items

You can do a one-time import of lists from the previous catalog. These will be displayed on your For Later Shelf. ⓘ

Import List Items

All Done? Explore Your New Catalog »

Additional Settings

Select your preferred library locations

When you check book availability and other information, we'll show you these libraries first

First:

Snow Branch ▾

+ Add Another

Display Defaults

Community Content

☐ Hide spoiler content by default

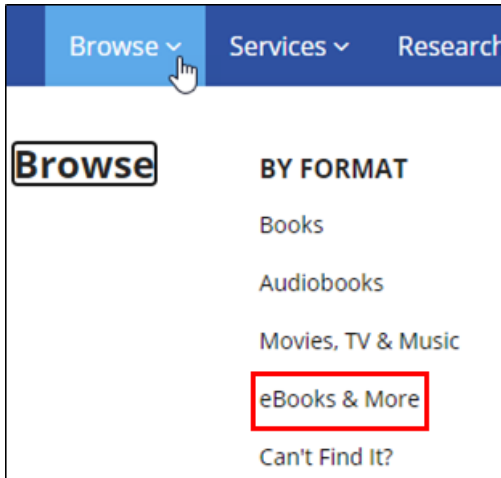
☐ Hide offensive content by default

Save

Navigating LibraryPoint.org

Though CRRL's branches are closed in response to Covid-19, there are several online resources you can use anytime from home.

1. To find our eBook, eAudiobook, eMagazine, and streaming video services, click the **Browse** tab at the top of the screen, then select **eBooks & More** from the menu:



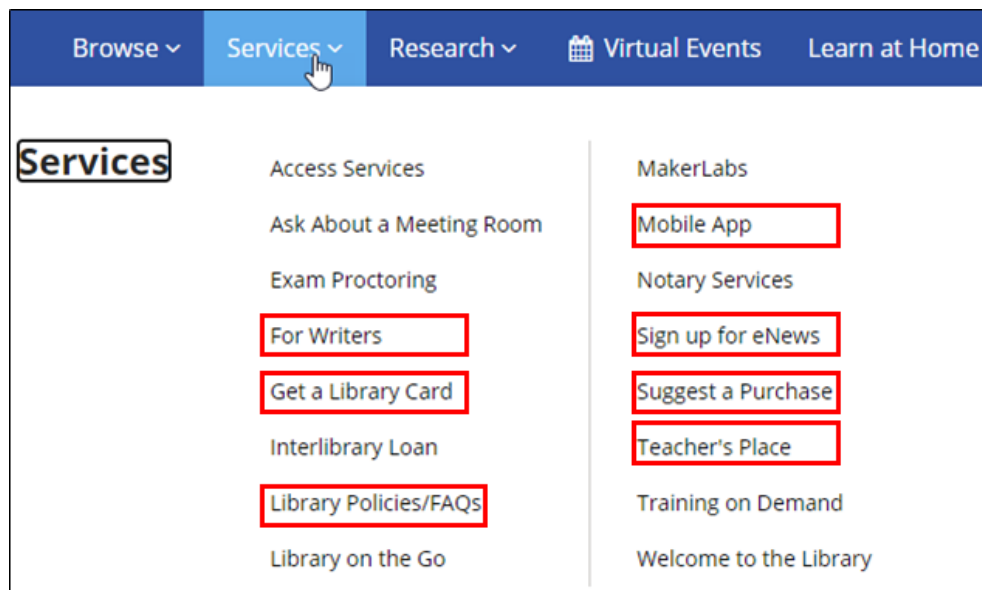
Scroll down the page for a listing of our various services along with descriptions of what they provide access to:

Digital Collection

			
OverDrive eBooks & eAudio	lynda.com Training Videos	Kanopy Streaming Video	RBDigital eMagazines
Over 11,000 popular fiction and non-fiction	Video-based online training offering more	Choose from more than 30,000 films,	Download full digital copies of current and back issues of

Visit <https://www.librarypoint.org/ebook-help/> for step-by-step guides on how to use our most popular resources.

2. Under the **Services** tab, you will find several helpful library features, all with online content:



Of particular use during the Covid-19 closure are:

- a. **For Writers:** Links to resources for local authors, as well as our Inklings writing groups.
- b. **Get a Library Card:** If you have not already done so, click here to get a library card to use our online resources. Library card numbers are still being issued by email during the closure.
- c. **Library Policies/FAQs:** get information regarding topics such as late fees, holiday closures, registering for classes, meeting room use, copier use, and much more. Please note that in-branch services, such as meeting rooms and copiers, are unavailable during the Covid-19 closure. Also note that eBooks, eAudiobooks, eMagazines, and streaming video services do not incur late fees.
- d. **Mobile App:** Get the link to download the CRRL Mobile App for either Android or iPhone, as well as information on how to use it to navigate the library's catalog.
- e. **Sign up for eNews:** Here you can sign up for the various email newsletters CRRL puts out, including general library news; news for teachers; news for local artists; and Sightlines, our Access Services newsletter for the blind and print disabled.
- f. **Suggest a Purchase:** Use the form on this page to suggest that CRRL purchase a particular item. If there is an eBook or eAudiobook we don't currently own, you can suggest its purchase here. Customers can suggest up to 10 titles every month. If the item is available through our OverDrive service and we decide to purchase it, you will automatically be added to its waitlist and will receive an email when the hold is available for you to check out.
- g. **Teacher's Place:** Get links to the databases CRRL subscribes to that are of particular use to teachers, as well as services such as Classroom Carryout, Book Group in a Bag, teacher library cards, and more. Please note that Classroom Carryout and Book Group in a Bag services are unavailable while the library is closed due to Covid-19.

3. The **Research** tab will give a categorized listing of the various databases that CRRL subscribes to. You can also click **A-Z Resources** for a full alphabetical listing of the databases. These include several services that can help students learning at home, lifelong learners, people looking to move to new careers, streaming content, and much more. There are also resources for those interested in local history and genealogy:

The screenshot shows the 'Research' tab selected in the top navigation bar. The page is divided into three columns. The first column, titled 'Research', lists various resources: A-Z Resources, Biography & History, Books, Literature, & Reading, Business & Investing, Careers & Workforce Development, Children's Homework Help, Continuing Education, Digital Collection, and En Español. The second column lists categories: Health & Medicine, Law & Government, News & Current Events, Research Answers, Science & Technology, and Teen Homework Help. The third column, titled 'LOCAL HISTORY', lists: Local History Home, The Civil War, Genealogy, History Blog, Oral Histories, The Postcard Collection, The Virginiana Room, and Virtual Virginiana.

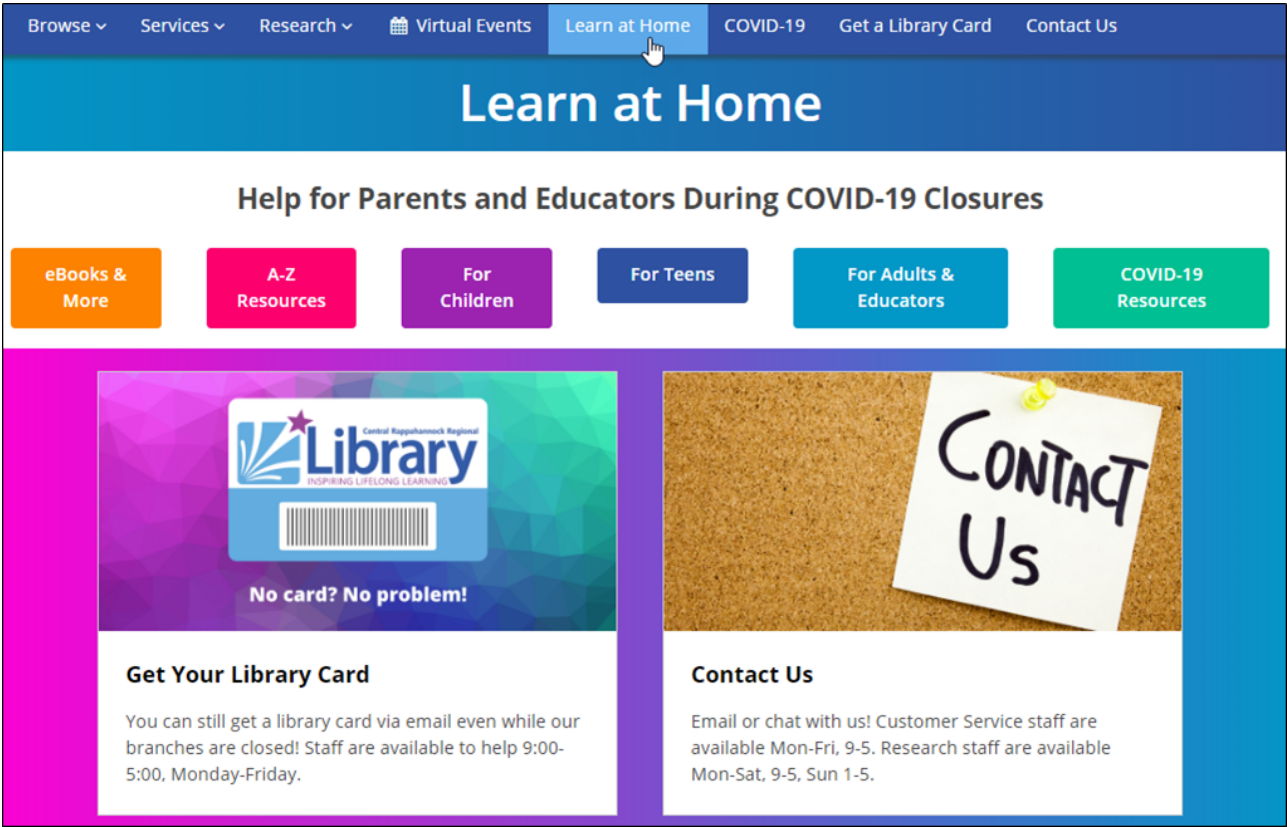
Research		LOCAL HISTORY
A-Z Resources	Health & Medicine	Local History Home
Biography & History	Law & Government	The Civil War
Books, Literature, & Reading	News & Current Events	Genealogy
Business & Investing	Research Answers	History Blog
Careers & Workforce Development	Science & Technology	Oral Histories
Children's Homework Help	Teen Homework Help	The Postcard Collection
Continuing Education		The Virginiana Room
Digital Collection		Virtual Virginiana
En Español		

4. Though the library's branches are closed, we are still conducting programs online, which are listed under the **Virtual Events** tab:

The screenshot shows the 'Virtual Events' tab selected in the top navigation bar. The page displays 'Filtered Events > 17 events' with a 'Clear filters' link. On the left, there are filters for 'DATE' (Today, Tomorrow, This Weekend, Next 7 Days) and 'LOCATIONS' (Fredericksburg Branch (1), Howell Branch (8), Porter Branch (4)). The main content area shows events for 'Thursday, April 30, 2020' and 'Friday, May 1, 2020'. The first event is 'Virtual English Conversation Group' at 12:00PM - 1:00PM at Howell Branch, categorized as 'Learning & Reading Virtual / Adults'. The second event is 'Virtual Inklings' at 7:00PM - 9:00PM at Howell Branch, categorized as 'Part of Writers' and 'Learning & Reading Virtual / Adults Seniors'. The third event is 'Virtual Cooking Corner' at 10:00AM - 11:00AM on Friday, May 1, 2020.

DATE	TIME	EVENT	LOCATION	CATEGORY
Thursday, April 30, 2020	12:00PM - 1:00PM	Virtual English Conversation Group »	Howell Branch	Learning & Reading Virtual / Adults
Thursday, April 30, 2020	7:00PM - 9:00PM	Virtual Inklings »	Howell Branch	Part of Writers Learning & Reading Virtual / Adults Seniors
Friday, May 1, 2020	10:00AM - 11:00AM	Virtual Cooking Corner:		

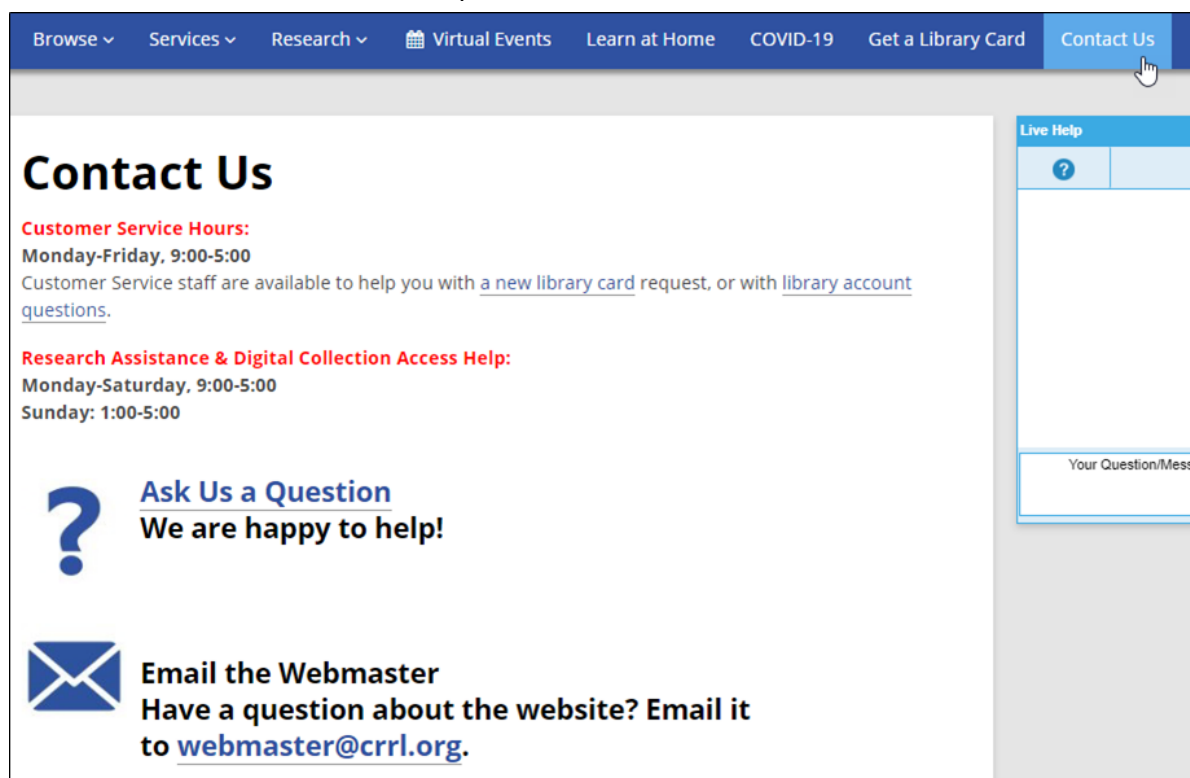
5. The **Learn at Home** tab gathers together in one space the library’s many electronic services, virtual programs, reading lists, ideas for learning and staying entertained, and is your go-to resource while under quarantine:



6. The **COVID-19** tab features CRRL’s response to the pandemic, frequently asked questions regarding library policies while the branches are closed, and articles with information on how to get affordable internet access, where to get food assistance, financial assistance, and more:



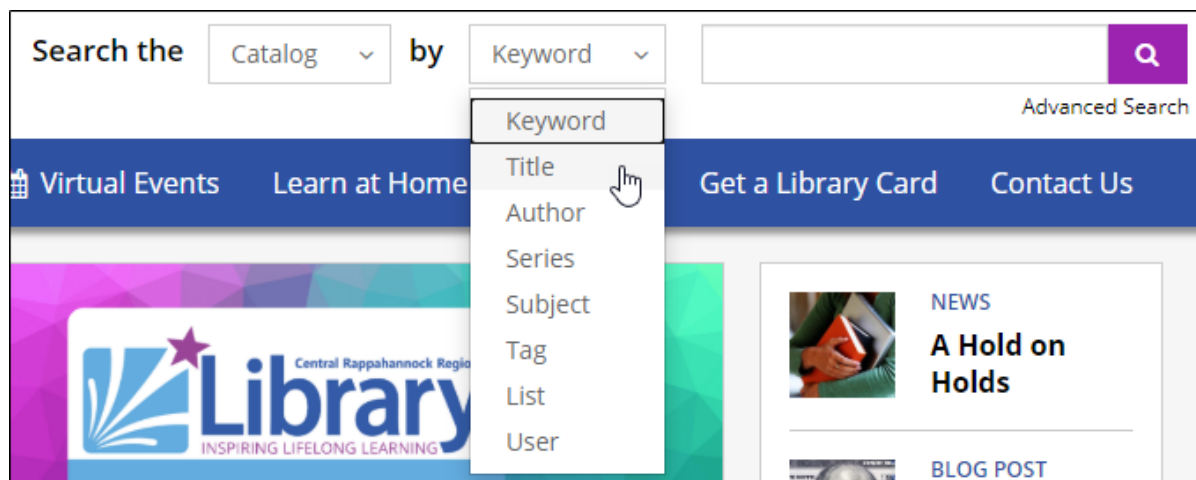
7. The links to contact the library via live chat or email are listed under the **Contact Us** tab. Phone assistance will be available once the branches reopen:



Searching

Please note: due to overwhelming demand, physical materials cannot be placed on hold while the library is closed due to Covid-19 concerns. However, they can be added to your “For Later” shelf in your account. When the library reopens, you will be able to refer back to this shelf and start placing holds for pick-up again. Please monitor <https://www.librarypoint.org> for announcements as to when we’ll reopen and when holds will be enabled again. Holds that have already been placed will still be honored. eBooks and eAudiobooks may still be placed on hold and borrowed. Step-by-step guides for their use can be found at <https://www.librarypoint.org/ebook-help/>.

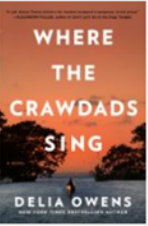
1. You can search for library books, audiobooks, DVDs, music CDs, and more from any page on LibraryPoint.org. At the top of the screen, make sure that **Catalog** is chosen in the first drop-down menu. In the next menu, you can choose what you’d like to search by, such as general keyword, title, author, series, subject, and more.



2. For this example, let's search by the title "Where the Crawdads Sing" and click the  button:

Search the by   [Advanced Search](#)

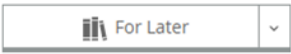
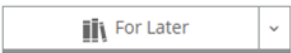
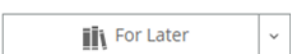
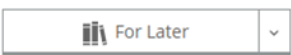
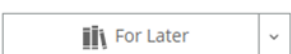
3. On the next screen you will see all the available formats for the title. Depending on the title's age and popularity, we may have it in several formats or just as a print book or eBook. "Where the Crawdads Sing" is, at the time of writing, a very popular title, so we have it in several formats, including Book, eBook, Downloadable Audiobook, Audiobook CD, Book Club Kit, and Large Print:



Where the Crawdads Sing

by Owens, Delia

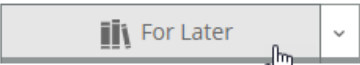
★★★★☆

 Audiobook CD - 2019	
Available but not Holdable View details	
 Downloadable Audiobook - 2018	
Available	Checkout Now
 Book Club Kit - 2018	
To schedule this Book Group Bag, please click here	
 Book - 2018	
All copies in use View details	
 Large Print - 2018	
All copies in use View details	
 eBook - 2018	
All copies in use Holds: 31 on 25 copies	Request this Download

4. To add a title to your shelf to place on hold later, simply click the **For Later** button next to the format of your choice:

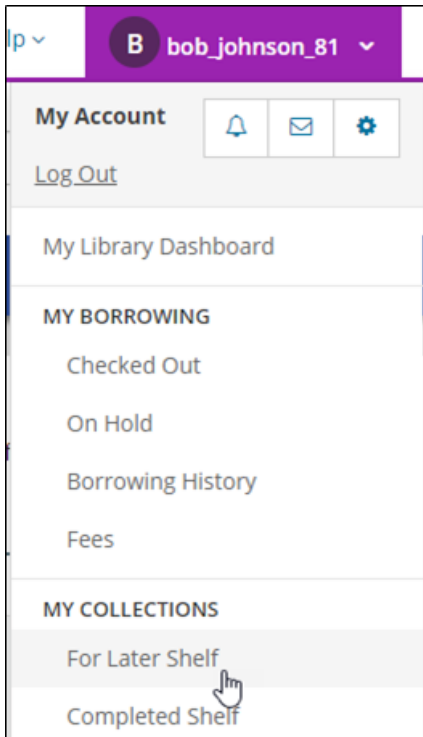
 Book - 2018

All copies in use [View details](#)



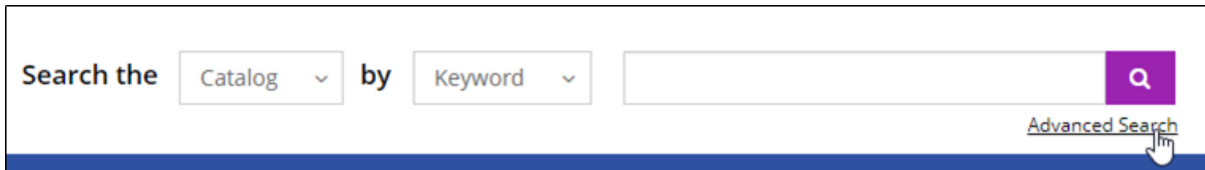
For instructions on how to borrow or place holds on eBooks and Downloadable Audiobooks, please refer to the guides at <https://www.librarypoint.org/ebook-help/>.

5. To review your For Later shelf, click your username in the upper-right area of the screen, then click **For Later Shelf** in the menu:



Advanced Searching

1. If you would like more options when performing a search in the catalog, begin by clicking the **Advanced Search** link at the top of the screen:



2. At the top of the next screen, you will see a text box labeled **Enter your advanced search here...**

A screenshot of the 'Advanced Search' page. At the top, it says 'Advanced Search' with an information icon and a 'Reset All' link. Below this is a large text input box with the placeholder text 'Enter your advanced search here...'. Below the input box, it says '0 of 900 characters used.' and there is a 'Search' button. A 'Tips' link is located to the right of the input box.

While you *can* use this box to construct a complex search (click the **Tips** link to learn how to do this), it is generally a better idea to skip down to the **Use the form to construct your query** search boxes.

3. Here you can choose what you would like to search by and also what you would like to exclude. For instance, if you want to find books written by Stephen King that aren't horror, start by choosing **Author or Contributor** from the **include** menu and entering his name in the search box. To exclude horror, move down to the **but do not include** menu, select **Genre**, then enter **horror** in the search box:

Use the form to construct your query:

Include **ALL** ▾ :

Author or Contributor ▾

[+ Add Another](#)

but do not include:

Genre ▾

4. Scrolling down further will allow you to limit your search by several factors:

Limit my search results by:

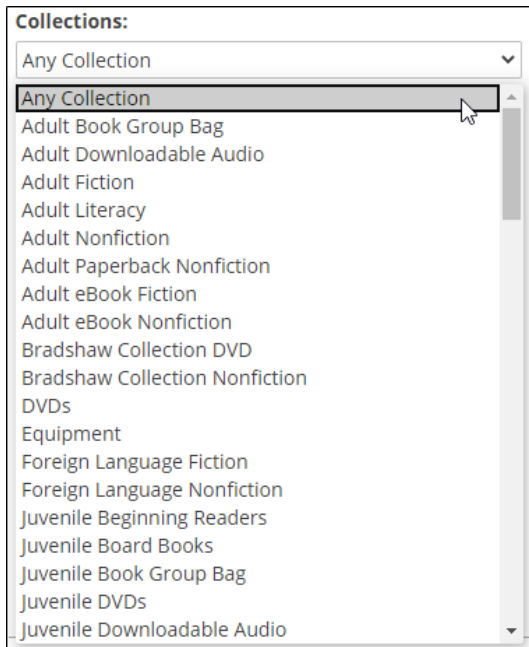
Language: Language - Any	Held at: All Locations
Available at: Availability - Any	Audience: Audience - Any
Collections: Any Collection	Reading Level: Between L and L
Content: Any Content	Date Published: Between YYYY and YYYY

Format:

☐ Audiobook CD	☐ Large Print
☐ Board Book	☐ Magazine or Journal
☐ Book	☐ Map
☐ Book Club Kit	☐ Microform
☐ Book Plus CD	☐ Music CD
☐ Database	☐ Newspaper
☐ Device	☐ Online Periodical or Article
☐ Downloadable Audiobook	☐ Oversize Book
☐ DVD	☐ Paperback
☐ eBook	☐ Pre-loaded eBook Player
☐ Equipment	☐ Streaming Video
☐ Kit	

[Search](#)

- a. **Language:** choose your preferred language.
- b. **Available at:** choose which branch you'd like to check for availability.
- c. **Collections:** items are available by age level, format, and more:



- d. **Content:** choose fiction, non-fiction, or undetermined.
- e. **Held at:** choose which branch houses an item, though not necessarily which branch has the item available for check-out.
- f. **Audience:** choose adult, teen, or children.
- g. **Reading Level:** limit your search by Lexile level. Find out more about Lexile levels at <https://lexile.com/>.
- h. **Date published:** choose a start and end publication date range. This is especially handy for items published within just the current year or the last few years.
- i. **Format:** choose whether you'd like a book, eBook, DVD, audiobook, large print, magazine, or other format.

5. Let's say you want audiobook CDs by Janet Evanovich that do not feature Stephanie Plum which were published in the last ten years and are available for check-out right now at the Salem Church Branch (keeping in mind that all branches are currently closed until further notice). Start by selecting **Author or Contributor** from the menu under the **Include** section and typing **Janet Evanovich**, then select **Series** under the **but do not include** section and enter **Stephanie Plum**. Choose **Salem Church Branch** from the **Available At** menu and **Fiction** from the **Content** menu. Type **2010** in the first box under **Date Published** and **2020** in the second. Finally, check the box next to **Audiobook CD** under the **Format** section, then click the **Search** button at the bottom of the screen:

Use the form to construct your query:

Include ALL ▾ :

Author or Contributor ▾ Janet Evanovich

➤ Add Another

but do not include:

Series ▾ Stephanie Plum

➤ Add Another

Limit my search results by:

Language: Language - Any ▾

Held at: All Locations ▾

Available at: Salem Church Branch ▾

Audience: Audience - Any ▾

Collections: Any Collection ▾

Reading Level: Between L and L

Content: Fiction ▾

Date Published: Between 2010 and 2020

Format:

☒ Audiobook CD	☐ Large Print
☐ Board Book	☐ Magazine or Journal
☐ Book	☐ Map
☐ Book Club Kit	☐ Microform
☐ Book Plus CD	☐ Music CD
☐ Database	☐ Newspaper
☐ Device	☐ Online Periodical or Article
☐ Downloadable Audiobook	☐ Oversize Book
☐ DVD	☐ Paperback
☐ eBook	☐ Pre-loaded eBook Player
☐ Equipment	☐ Streaming Video
☐ Kit	

Search

You would get something similar to the following results:

Advanced search: contributor:(Janet Evanovich) -series:(Stephanie Plum) available:"Salem Church Branch" contentclass:"FICTION" formatcode:(BOOK_CD) pubyear:[2010 TO 2020]

[Save search](#)

[Modify search](#)[Search other resources](#)

Filter your results by...

Available Now

Format

Audiobooks

Audiobook CD (6)

Form/Genre

Topic

Regions

Published Date

Sort by: Relevance

1 to 6 of 6 results



Dangerous Minds

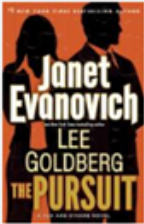
by Evanovich, Janet

★★★★☆

Audiobook CD - 2017

Available but not Holdable [View details](#)

For Later



The Pursuit

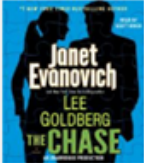
by Evanovich, Janet

★★★★☆

Audiobook CD - 2016

Available but not Holdable [View details](#)

For Later



The Chase

by Evanovich, Janet

★★★★☆

Audiobook CD - 2014

Available but not Holdable [View details](#)

For Later



The Heist

by Evanovich, Janet

★★★★☆

INSTRUCTIONS END