

PREFERRED SEARCHES

The Preferred Searches feature allows you to save favorite searches for easy reference and searching in future sessions. Then OWL will automatically send you an email when the Library acquires items that match your saved Preferred Searches.

1. Start by signing in to your library account.
 - * From the OWL web site (<http://fcgov.com/owl>), click on **My Library Account**.
 - * Type your last name and press the **Tab** key to move to the next box.
 - * Type your entire library card number with no spaces.
 - * Click on the "Display Record" button.
2. Click on the link that says **Search the Catalog**.
3. If you are doing a **Keyword Search**, enter your search terms in the box. If you would like to do a different type of search, such as author or title, select the search type from the left side.
4. The search results will be displayed. To save this search as a preferred search, click on the **Preferred Searches** button.

The screenshot shows the OWL website interface. At the top, it says "You are logged into Ft. Collins Public Library /All Locations as TEST CARD". Below this are buttons for LOGOUT, MY ACCOUNT, START OVER, MODIFY SEARCH, and NEW SEARCH. There is a search history dropdown menu. The search type is set to KEYWORD, and the search terms are "flower gardening". There are buttons for "View Entire Collection", "Search", and "Preferred searches". A red arrow points to the "Preferred searches" button. Below the search bar, it says "90 results found. Sorted by Date". There are buttons for "SAVE MARKED RECORDS" and "SAVE ALL ON PAGE". The search results are displayed in a table with the following information:

KEYWORDS (1-12 of 90)		
1.	 Zinnia's flower garden / Monica Wellington.	c2005
<input type="checkbox"/>	No copies available for checkout at this time.	

5. Nothing will visibly happen when you click on this button, but it has saved this search as a preferred search for you.
6. To see a list of your preferred searches, click on the **Return To Your Record** button at the top of the page.
7. There will be a link that says **Preferred Searches**. To see a list of your searches, click on this link.
8. From here, you can remove searches, or you can click on the **Search** button to perform the search.
9. When items are added to OWL that match a preferred search, you will be notified by e-mail.

Fort Collins Public Library

Main Library

201 Peterson 221-6380

Harmony Library

A joint-use facility of Front Range Community College and the City of Fort Collins
Harmony & Shields 204-8206



Reasonable accommodations will be made for access to services, programs, and activities and special communication arrangements will be made for persons with disabilities. Please call 221-6680 for assistance.

