Explore the Library’s Website

Maplewood Library
3025 Southlawn Drive
Maplewood, MN 55109
651-704-6003

Mounds View Library
2576 County Road 10
Mounds View, MN 55112
651-724-6004

New Brighton Library
400 10th Street NW
New Brighton, MN 55112
651-724-6002

North St. Paul Library
2300 North St. Paul Drive
North St. Paul, MN 55109
651-724-6005

Roseville Library
2180 N. Hamline Avenue
Roseville, MN 55113
651-724-6001

Shoreview Library
4570 N. Victoria Street
Shoreview, MN 55126
651-724-6006

White Bear Lake Library
4698 Clark Avenue
White Bear Lake, MN 55110
651-724-6007

www.rclreads.org
Explore Ramsey County Library’s Website

Although the physical library buildings close at night, you have access to many of the library’s resources 24 hours a day, seven days a week. In this class, you will be taken on a virtual tour of the Ramsey County Library. From the comforts of your home, you can browse the library catalog, request and renew materials, ask a librarian a question, get ideas for what to read next, print full-text magazine and newspaper articles, and conduct research using databases on an endless number of topics.

Find Ramsey County Library on the Internet

Find our Website on the World Wide Web by typing our Web Address in the address field of your browser: www.rclreads.org.

Or

Search “Ramsey County Library” in Google (or another search engine). It will be one of the first links displayed in your results.

Let’s begin by exploring the menu tabs at the top of our homepage.
My Account
Check your personal account information online. View materials you have checked out, see when items are due, renew materials, check the status of your holds, suspend holds, and read blocks or messages you may have on your library account.

1. Click “My Account.”
2. Enter 14-digit barcode number (without spaces). Press “Tab” key.
3. Enter four digit PIN (personal identification number). Press “Enter” key.

4. **Account Overview** displays number of items checked out, overdue, and lost. Also displays requests ready for pick up and items not yet available. Number of blocks and messages as well as your current balance on your account is also shown.

5. **Blocks and Messages** tab will display a list of items overdue, lost materials, fines, and any messages the library has for you.

6. **Checked Out** tab lists all materials checked out along with their due dates and number of times renewed.
   - You can renew items by checking the box to the right of the title and clicking the “renew” button.

7. **Holds** tab lists items ready for pick up and requested items not yet available. Items not yet available also display the current position you are on the waiting list.
   - You may cancel a request by checking the box to the right of the title and clicking the “cancel request” button.
   - You may suspend a hold (if you are going on vacation) by checking the box to the right and entering a date in the “suspend until” fields. Then click the “change status” button. You will continue to move up on the list, but if you get to position # 1, your position remains and your request won’t be triggered until after your suspension date has passed.

8. **Profile** tab allows you to view your personal information (address and phone #). You can request a change, but the change needs to be handled by the library. You are allowed to update your email address and change your PIN.
Basic Navigation

Click the **Catalog** or simply type an author, title, subject, or keyword in the search box to search the library catalog.

Change the font size to make print larger on your computer screen.

Links to Kids and Teen pages featuring programs, suggested reading lists, and links to educational and fun websites.

The **Books** tab links to new fiction, downloadable eBooks and audiobooks, and book club information.

The **Research** tab links you to research databases, magazine and newspaper articles, and homework help.

Click **Movies** and **Music** to see lists of new titles and award winners.

Click **Events & Classes** for programs offered at your local library. From the event calendar, click on title of class and register!

Click **Movies** and **Music** to see lists of new titles and award winners.

Click **Events & Classes** for programs offered at your local library. From the event calendar, click on title of class and register!
Library Catalog and Aquabrowser

You can click “Library Catalog” from our homepage and access the Ramsey County Library catalog 24 hours a day. It looks the same on our website as it does within our buildings. Ramsey County Library’s online catalog has been upgraded with a new discovery tool called Aquabrowser. This search engine provides intuitive, feature-rich catalog searches making materials more accessible to our customers. New features allow users to track their favorite books, write reviews, and search for both books using keywords.

Catalog Searching

1. Start by typing in search term (title, author, subject, and/or keywords) and click the “Search” button or press Enter.
2. The results displayed reflect the closest relevant holdings to the terms you typed.
3. You can sort your results by year, title, or author by clicking on the drop-down menu at the top.
4. Use the word cloud on the left to help narrow search topic if needed.
5. Narrow results by clicking on the many facets (format, subject, series, language, audience, publication date, etc.) on right.
6. Narrow results by library location by clicking on drop-down menu.
7. Some titles may have multiple editions. Each record may need to be checked for availability.
8. Click desired title for copy/holding information
9. Scroll down to view holding information
10. **Location** shows which library owns copy
11. **Collection** tells where item is shelved in that library
12. **Status** shows availability of item:
   - Checked in – item should be on the shelf
   - Transit Processing – item has been recently returned and is available only if shelved
   - Checked out – item is not available and is checked out to another patron
   - Transit – item is not available-in transit from one library to another
   - Item being held – item is not available-on request shelf for another patron
   - Damaged – item not available-item is damaged
   - Mending – item is not available-item is being repaired
   - Missing or Trace – item is not available-item cannot be found
   - Lost – item is not available-item is checked out to a patron and they are being charged for the item
13. **Call number** tells where to find item on shelf
14. **Due Date** gives date item is due back if checked out
To view enriched content click summary, table of contents, and reviews in upper right under item image.

If all items are checked out, you can request the item by adding your name to a waiting list. Click “Request first Available Copy” under picture of item.

11. To request an item you need to be logged into your account by typing in your barcode (no spaces) and PIN
12. Select Pickup location
13. Next, click “Place Hold”
My Discoveries

Click My Discoveries to create book lists (that you can make public or private), rate materials, and write reviews!
Once you have logged into My Discoveries, you are able to tag items, rate items, and even write reviews for the public to see!

Advanced Search

The advanced search option allows you to search by using more than one search index. The more fields you fill, the smaller and more refined your results will be.

Must be logged into My Discoveries to rate items or write reviews

Create lists, tag, rate, and review items within the holdings record

Advanced search option available

Click Advanced in the upper right corner and multiple search index fields will open on the left
Research and Library Databases

The Research tab is a great place to start if you are doing research on any topic or just exploring the Web. Online Resources is a combination of librarian selected websites and Premium Databases that are paid for by Ramsey County Library or affiliated organizations, and are made available to library users.

The library’s research resources are organized by subject or alphabetically. If you click Subject Guide, you will get a list of links to websites and/or databases related to that subject.

What is a Library Database?

♦ Library databases are subscription websites on the Internet that the library pays for. Everything on the Internet is not free. Instead of selecting print sources, we have subscribed to electronic sources.
♦ Library databases are paid for by taxpayer dollars.
♦ Library databases usually contain information from published works (reference books, magazines, newspapers, etc.)
♦ Library databases are usually searchable (by keywords, subject, date, etc.)
♦ Library databases often provide full-text articles with citation information (author, publisher, date of publication)
How to Access Library Databases

Ramsey County Library databases are available free in all branches. Most Ramsey County Library databases can be viewed from your home, school, or any computer which has internet access. Due to certain license agreements, many databases can only be accessed within a Ramsey County Library building, and not remotely.

To logon to a database that can be accessed outside of the library, click on the database title and enter your library card number. Click the “submit” button to be forwarded to your selected database.

Popular Databases that can be accessed from home

MasterFile Premier
Contains full text for over 2000+ periodicals covering general reference, business, health, education, general science, multicultural issues and more.

Star Tribune Online
Full text archives from 1/1/1986 of the Star Tribune newspaper.

St. Paul Pioneer Press

Reference USA
Reference USA is a directory of over 14 million U.S. businesses and 120 million U.S. households.

Biography In Context
Biographies of more than 180,000 people from throughout history.
Morningstar Investment Research Center
Financial data on more than 30,000 stocks, mutual funds, and ETFs, and buy/sell guidance on more than 1,900 stocks and 2,100 mutual funds.

Minnesota Library Information Network (MnLink)
Search several library catalogs in Minnesota at once. Users are now able to request materials via interlibrary loan with a valid Minnesota Library Card.

Popular Databases available only within library buildings

ALLDATA Online
The world’s most comprehensive resource for automotive diagnostic and repair information.

Ancestry Library Edition
This comprehensive genealogy database contains over 2 billion names and includes U.S. Census records, passenger lists, and genealogical charts.
One-to-One Computer Help

Do you need extra help on the computer, tablet or other piece of technology? Are you searching for a job or working on a resume? Let us answer your questions about surfing the Internet, setting up an email account, or working with documents. Registration not required.

Mondays 3-5  
RCL – Maplewood

Wednesdays 5-7  
RCL – Roseville

Thursdays 1-3  
RCL – Roseville

One-to-One e-Reader Help

Have you purchased a new e-reader or tablet computer? Are you curious how to use your new device with the Library’s e-book services, Overdrive and 3M Cloud Library? Help is available for your questions. Bring your Nook, Kindle, iPad or other device for some hands-on instruction. Registration not required.

Tuesdays 2-4  
RCL – Roseville