

Technical Services

Technical Services provides the following:

- Operational support to the Horizon integrated library system
- Full training sessions for Halton District School Board staff in the use of the Horizon Information Portal and Horizon circulation system
- Full cataloguing and processing services for all schools, including bulk orders
- Technical support and consultation services for library projects such as weeding and re-locating collections
- Barcodes, library cards and barcode readers to school libraries



Searching the Public Library Catalogues

The library catalogues of the Burlington, Oakville, Milton and Halton Hills public libraries can be searched through your school's HIP catalogue.

Click on the "**Search**" tab then the "**Advanced**" search option. Select the public libraries you wish to search by clicking the check box next to the library's name in the "**Other Sources**" box. Enter your search term(s) in any of the keyword search boxes (general, author, title, series or subject) and click on the red arrow or "**go**" button to perform your search.

Please note: holds cannot be placed on items at the public library through the school's HIP catalogue.

Need help?

Call us! (905) 335-3663

Technical Services Manager

Ext. 2224

- Cataloguing inquiries & processing standards
- Bulk orders
- System enhancement requests
- Library automation supplies
- Library Technician Supervisor

Library Information Systems Technician

Ext. 3224

- Software support for Horizon system and HIP
- Patron record updates
- System access logins
- Hardware troubleshooting

School Support Library Technician

Ext. 3322

- Library inventories
- Monthly statistical reports
- Special school library projects leader

Horizon Information Portal



Library Services

<http://www.hdsb.ca/library/>

Halton District School Board
2050 Guelph Line
Burlington, Ontario
L7R 3Z2

Phone: 905.335.3663

Fax: 905.335.9802

HIP - Horizon Information Portal

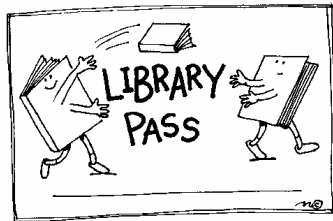
HIP is a web-based online catalogue that allows users to search their library's holdings. The catalogue is accessible 24/7, from school or from home. "My Account" in HIP allows users to login to their library account and manage their own holds and renewals.

Searching HIP

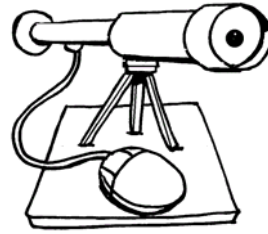
Each school library has its own unique web address for its catalogue. You can get this address from your Teacher-Librarian, Library Technician or from Library & Information Services.

The catalogue's home page features a general keyword search – this will search for the term you enter in the search box in all fields in the item's record.

To perform a more specific search, click on the "Search" tab at the top of the screen – you will then have the option of a "Basic" or "Advanced" search.



Use the drop-down menu in the "Basic" search to select the field you wish to search, enter your search term in the box, then click on the red arrow.



On the "Advanced" search screen, you can combine search terms from different fields – for example, you could enter an author's name in the "Author Browse" search along with a subject in the "Subject Browse" search.

Please note: when combining search terms, all searches must be either browse or keyword – you cannot combine terms from a browse search with a keyword search.

It is recommended that keyword searches be performed when ever possible.

My Account

In order to access "My Account" you will need your library barcode number. Click on the "My Account" tab at the top of the screen and enter the full 14-digit barcode number into the Borrower Barcode # box . Click the login button when done.

Once you are logged in, your name will be displayed in the upper-right hand corner of the screen, along with a Logout button – be sure to click the Logout button when you have finished your session.

The **Account Overview** screen shows any items that are signed out, any holds that have been placed, and any blocks or monies owing on your borrower record. Click on the "Items Out", "Hold Requests" and "Blocks" links or subtabs for more information.

Placing Holds

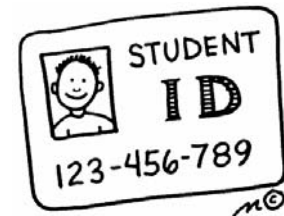
Holds can only be placed on items that are owned by your library and that are currently signed out.

To place a hold, log into "My Account", then click on the "Search" tab. Search for the item you wish to hold. Select the item and proceed to the "Item Information" screen. Click on the "Request Item" button and follow the on-screen instructions.

You will be notified by your Teacher-Librarian or Library Technician when your hold is available for pickup.

Renewing Items

Log into "My Account" and select the "Items Out" subtab. Items that are currently signed out to you will be listed. Click in the box to the left of the title you wish to renew.



When the box has been checked, click on the "Renew" button.

If the item can be renewed, a new due date will be assigned. If the item cannot be renewed, please see your Teacher-Librarian or Library Technician.