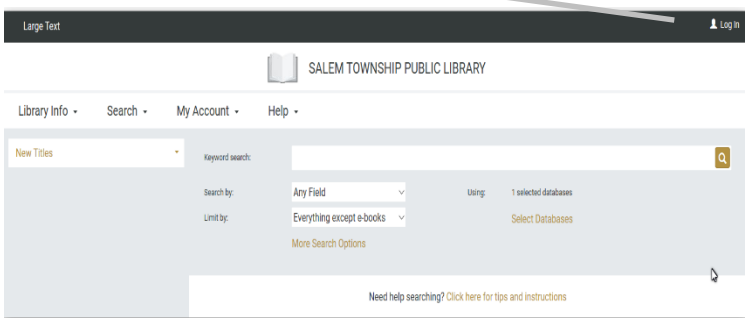
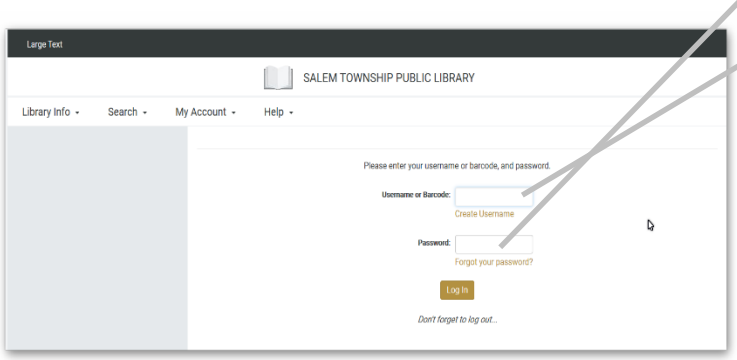
Logging into your account through our catalog:

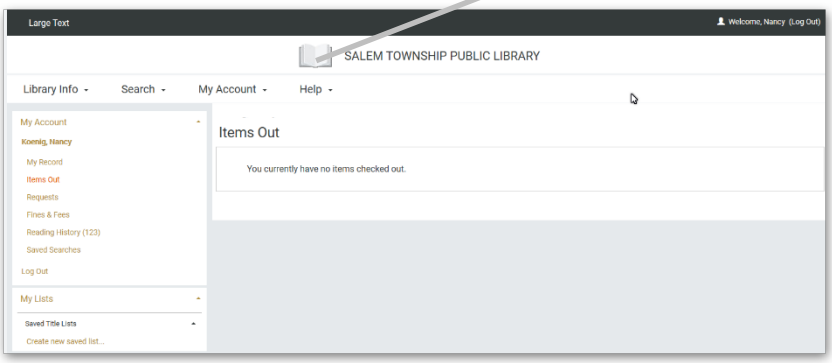
1. www.salem-township.lib.oh.us click on catalog on left side of screen.
2. Click on Log In



3. At the following screen at Username or Barcode type in your library card number.
4. At password enter the last 4 digits of your telephone number (the one provided to the library)
5. Click on Log In

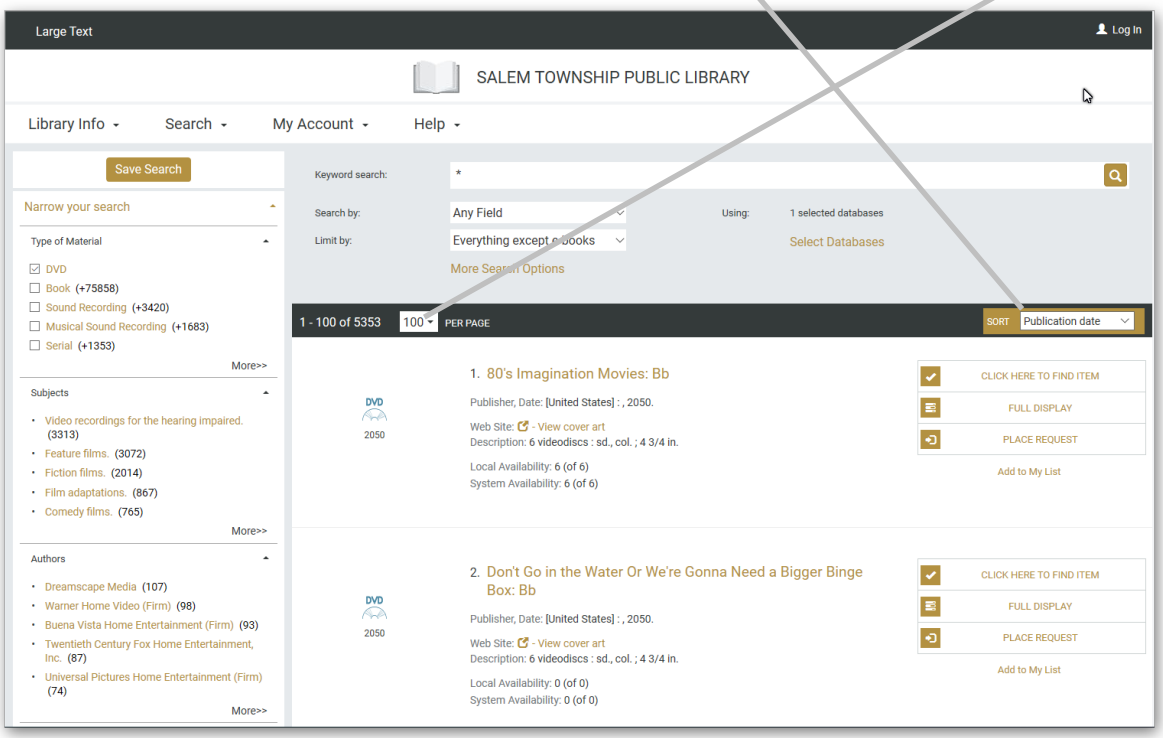


6. When you are logged in click on the book icon or SalemTownship Public Library to bring up the search screen.

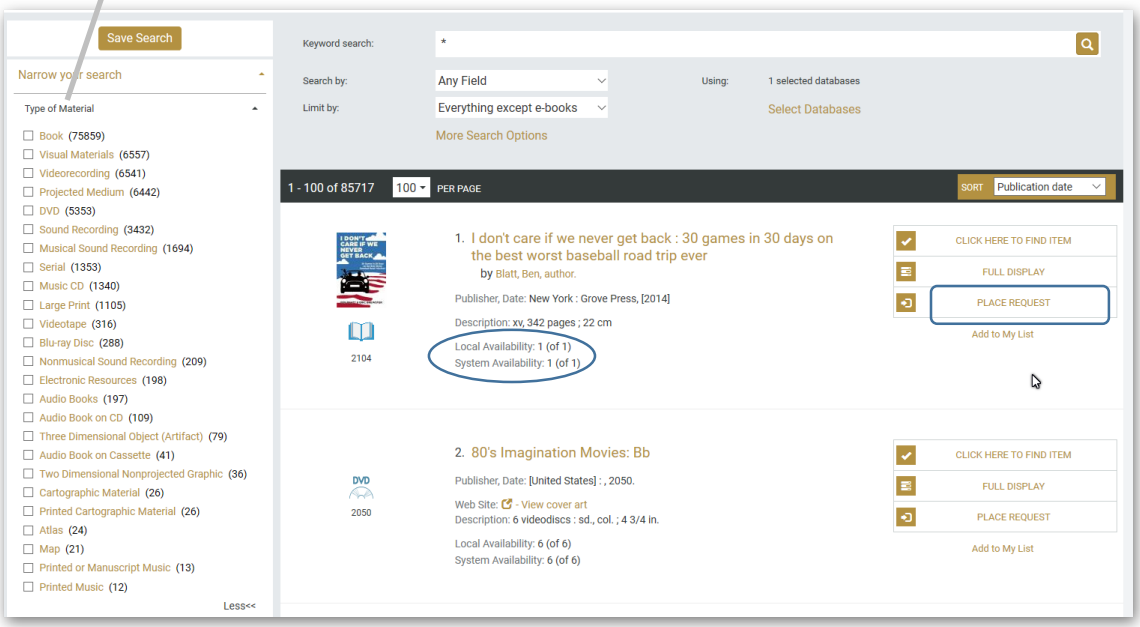


7. In keyword search type in the Title, Author or Subject click on eyeglass
8. If you want the newest books or DVDs, type in an asterisk (*) in the keyword search, click on the eyeglass

9. When you results show up click the box by Sort and from the pull down menu click on Publication Date. It will then sort by Publication Date. Then if you want to see more results on page instead of just 10 pull down the menu by Per Page select 100.

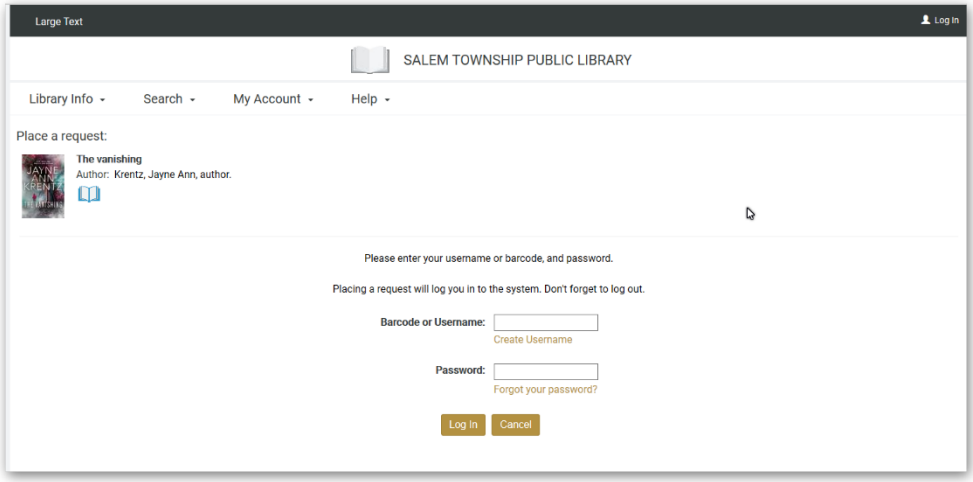


10. To see a specific material format go to the box on left hand of screen and see Type of Material and check DVD or Book or Sound Recording etc. You can click on More for additional options.

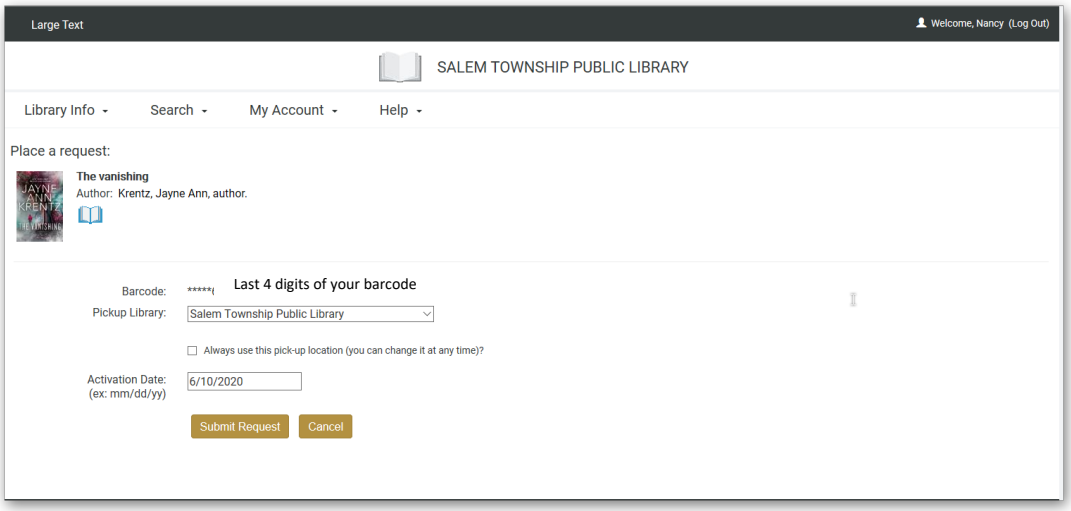
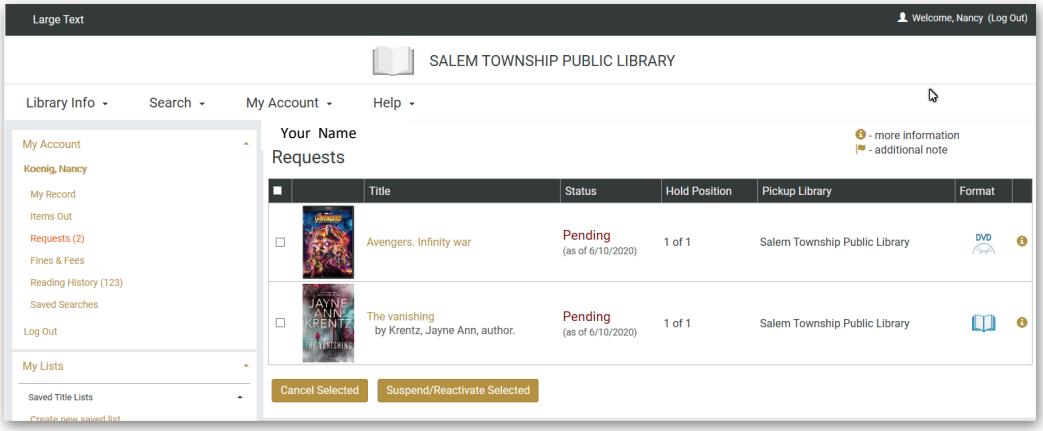


11. When you see a material you like look at Local Availability. If it says 1 (of 1) (Circled in the box above) it means there is a copy available. If it says 0 (of 1) then it means our copy is checked out. Either way you can still request the material, if it is 1(of 2) we will pull the material for you and have it ready to pick up the following business day. If it is 0 (of 1) the system will put you on reserve for the next available copy.

12. To request material – On right side of screen click on Place Request (square in above box.)



The box above will display when you are not logged in. Barcode or Username is your library card number and Password is the last 4 digits of your phone number.
Click on Log In. The box below is if you are logged in or after you logged in. Click Submit Request.



You have successfully submitted a request