Peace Library System

Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

Working with TRAC and the TRACpac app

TRAC

THE REGIONAL AUTOMATION CONSORTIUM

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1 Definitions

TRACpac: is the consortium partnership between the libraries of the Marigold Library System, the Northern Lights Library System, the Peace Library System and the Yellowhead Library System. Combined they offer access to almost 3 million items

TRACpac mobile app: is a free app downloaded onto a mobile device from the Google or Apple app store. It allows you to browse through the TRAC catalogue and works with OverDrive and 3M Cloud Library to offer you content

Item description page is the page dedicated to a single book or album that offers all the available information like the author, series, genre, ISBN and more to help you make sure you find the right book or item.

2 Software

TRAC is available through computer browsers but also has a mobile app for Apple and Android devices. The app is free to download and allows you to search the database, monitor your account for due dates, find library locations and hours, scan the barcode of a book to see if TRACpac has it in its system and to find eResources. To download the app:

1. Go to the Google Play Store or App Store on your device
2. Search TRACpac
3. Once the app is installed select Open

3 About TRACpac

TRAC, also known as The Regional Automation Consortium, is a partnership between the libraries of the Marigold Library System, the Northern Lights Library System, the Peace Library System and the Yellowhead Library System. TRAC allows you to search the catalogue of not only your local library or your library system but over 150 libraries that have nearly 3 million items for you! This is useful for when your local library does not have the book you want or is simply out of copies.

TRACpac's catalogue offers you traditional paper books as well as content purchased on OverDrive and hoopla. TRACpac's catalogue does not include 3M Cloud Library or Zinio. If you check out books or magazines from 3M or Zinio, they will not appear on your account on TRAC

All you need to access all these resources is a library card.

4 Your Account

4.1 Create

4.1.1 Browser

Once you become a library patron you are signed up with TRAC.

1. Go to http://www.tracpac.ab.ca/
2. Select My Account on the top right of the screen
3. Input the barcode on the back of your library card and your pin before selecting Log In
4. You will be brought to your account page

4.1.2 Android & Apple
1. Open the TRACpac app
2. Select Peace Library System
3. Select My Account
4. Type in your barcode and pin before selecting submit

4.2 Use

4.2.1 Browser
1. Select My Account from the menu below the TRAC logo
   a. My Record: shows your personal information, messages, and allows you to change your login information
   b. Items Out: shows all the books, eBooks, audiobooks, movies and all other content you currently have checked out.
      i. Those available for renewal will have a small box beside them on the left. Simply check this box and select Renew Selected Items on the bottom of the screen. A column on the far right shows you how many renewals you have left.
   c. Requests: shows all the active, shipped and cancelled requests you have placed using your account.
      i. Active requests will have a little box beside them on the left. Simply check this box and select Change Pickup Location, Cancel Selected or Suspend/Reactivate Selected
   d. Fines & Fees: show any fees currently attached to your account from late, lost or damaged items
   e. Saved Searches: shows you all the searches that you have saved

    i. If you find that a certain search yields you good results you can save it. All you have to do is run the search and select the blue Save Search button on the top left of the screen

    ii. Select the search you want and select Search

4.2.2 Android
1. Select My Account
   a. Select Check Out to see all the items currently checked out on your account
   b. Select Holds to see all the holds you currently have on physical items
   c. Look at Current Balance to see any fees attached to your account for late, lost or damaged items.
   d. Select library card to get your barcode for scanning (instead of your physical card!)
2. Select eResources

4.2.3 Apple
1. Select My Account
   a. Select Check Out to see all the items currently checked out on your account
   b. Select Holds to see all the holds you currently have on physical items
   c. Look at Current Balance to see any fees attached to your account for late, lost or damaged items.
   d. Select library card to get your barcode for scanning (instead of your physical card!)
   e. Select the menu icon on the top right of the screen and select settings to adjust images, fonts, compass and calendars.
2. Select eResources

5 Browsing and Searching

5.1 Browser
1. Go to http://www.tracpac.ab.ca/
2. Select Search from the menu below the TRAC logo
   a. Select Keyword
      i. Input the keyword(s) in the first bar and apply the relevant filters to your search using the search by and limit by menu.
      ii. For example: search the keyword "fantasy", search by genre and limit to books. This gets over 16,000 results so let's use the filter options on the left.

iii. Select Book as the type of material, select Fantasy fiction as the subject, select Pratchett, Terry as the author, select English as the language and select Fiction as the literary form. This limits your search to 135

iv. Select the sort menu below the search bars to organize the books by publication date then title

v. Select a title you want to get to find reviews, place requests, get series information, similar titles, similar authors and similar series.

b. Select Browse
   i. Type in a word that you want TRAC to look for.
   ii. For example: search for subject that begins with Harry Potter
   iii. TRAC will give you over 100 results of headings to browse through

c. Select Advanced
   i. Run a search with up to 8 fields of information to get really specific answers or if you are looking for a very specific book

d. Select E-Resources to see what tools TRAC has to offer for a variety of different things

e. Select My Lists to browse through the lists you have compiled. Some ideas are "I Want To Read" or "Books I Have Read"

5.2 Android and Apple

1. Open your app
2. Select Catalogue
3. Input a title or author into the search bar
4. Select the blue Filter Results button below the search bar
5. Select Author from the Search By menu and select Book from the Media Type menu
6. Select the green Search button
7. Select the book you want to find reviews, place a request, get series information, similar titles, similar authors and similar series

6 eBooks, audiobooks and digital content

TRACpac offers the traditional paper books, magazines and physical DVD's and CDs but there is even more content available to you online. TRACpac includes all content from OverDrive and hoopla in its catalogue but as of June 2016 does not include 3M Cloud Library or Zinio's content available to you.
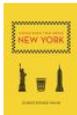
6.1 Browser

6.1.1 OverDrive

When you find a book that you want from OverDrive in TRAC:

1. Select the blue Check Out button on the far right
2. A popup window will offer you a list of formats (if there is more than one available). Select Adobe ePUB eBook if unsure and select the green Check Out Now button.
3. When you receive a confirmation message select the word OverDrive in the message.
4. Select 👤 and sign in (the same barcode and pin used for TRAC)
5. Scroll down to the book you want and select the blue Download (or Listen) button beside the eBook or audiobook cover.
6. Open your eBook in Adobe Digital Editions and audiobooks in OverDrive Desktop app

6.1.2 Hoopla

Hoopla content is also included in TRAC but does not offer any icons to easily spot it. Using the film Columbus Circle as an example, this is what a search for the title will give you:

2. Select the first result and notice that beside the Web Site field it says "Web Link Instantly available on hoopla"
3. Select the words Web Link and a new window will open with Columbus Circle in hoopla

6.1.3 cloudLibrary and Zinio

Neither resource is currently included in the TRAC catalogue so make sure to look on their websites.

6.2 Android & Apple

1. Open the TRACpac app
2. Select eBooks & eAudiobooks
3. Select OverDrive or 3M Cloud Library which will launch their respective app

6.2.1 Hoopla and Zinio

Content available on hoopla will offer the web link to the item in the hoopla. Open the item description page in TRACpac and under Additional details will be a yellow bar that says "Web Link Instantly available on hoopla". A top of the new page you will be promoted to open the hoopla app.

Zinio content is NOT in the TRACpac catalogue so you will have to open the Zinio for Libraries app to search.

7 Renewals

7.1 Browser

1. Select My Account
2. Select the small box beside the title you want to renew
3. Select Renew Selected Items on the bottom of the screen
4. A new screen will confirm the renewal

7.2 Android & Apple

1. Select My Library Account
2. Select Check Out
3. Select the title you want to renew
4. Select the orange CONFIRMATION REQUIRED section
5. A green bar will appear a top of your Check Out Section when successfully renewed

8 Holds

8.1 Browser

1. Select the item you want
2. Select the faded blue Place Request button on the far right
3. Select the pickup library and add any notes before selecting Submit Request

8.2 Android & Apple

1. Select the item you want
2. Select the yellow Request bar below the green Review bar
3. Select the branch you want to pick the item up from

9 Lists

The lists you create are only available to use and able to create, edit and add to while using TRAC on a browser. This feature is not found on the TRACpac app. The My Lists section will be in the left sidebar while browsing through the website.

Once you've logged into your TRAC account:

1. Select Search from the blue menu.
2. Select My Lists
3. A link saying Create New Saved List can be found just below the blue menu bar
4. Create all the lists you want! For example, let's say you created a list called Books to Read and Books I've Read. It will appear like this when you are searching the TRAC catalogue:

5. Select Add to List from the right hand side and select the appropriate list to add it to or select Create a New List if it gave you some inspiration

6. The Add to My List will also appear on the item description page as seem here:
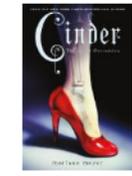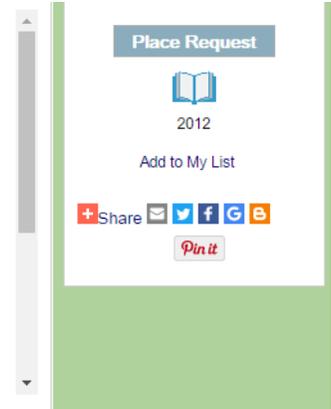
a. If you select Add to My List from the item description page you will NOT be given a menu choice. It will go to the general area of My Lists. Just go to My Lists where you will find that book.

b. Below the book information you can select delete, copy to and move to with an option for which menu

c. This lets you limit what list shows, what information about the book shows and showing the items based on availability.

10 Community

Community allows you to search through the library catalogue for information about organizations, events and services. Start by:

1. Select Community from the blue menu
2. Select Community Keyword or Community Browse
3. Type your search into the Search my community for: bar and apply to relevant filters.
   a. You can use an asterisk (*) which is a wildcard character to increase the results you get. For example, if you type boy*, you will get potential results like boy scouts or boys and girls club
4. Apply the relevant filters on the search results page just like you would for a book.
5. You can save community information to a list on your account just like a book

11 BookLook

BookLook is a feature available on the TRACpac app and not the TRAC website. It can be found on your home page just above eResources. You can either scan a books ISBN barcode or type in the ISBN. This can be used if you find a book in a bookstore or out that you want to read, you simply scan or type in the barcode and the app searches the TRAC catalogue. If it returns an item that you want all you have to do it select it and you will be brought to the item description page.

12 Help

TRAC offers a HELP section on the blue menu

Many of the sections on TRAC offer help links like "More Options" or "Click here for tips and tricks"