THE ABCs OF YOUR ALIS SEARCH LIBRARY ACCOUNT

ALIS Search is the online search catalog of the books and audiovisual materials of the Henry Waldinger Memorial Library and most of the public libraries in Nassau County. The website can be found at: http://encore.alisweb.org.

Creating a Library Account in 3 Simple Steps:

1. Click on “Search Tools” on the top left corner of the website, and then scroll down and click on “My Account.” Or you can click on “My Account” that appears on the right-hand side of the screen.

2. Enter your library barcode number (no spaces) and then enter a four-digit pin number. If you forget your PIN number, you can click the link that says “forgot your pin?” and a link to reset it will be emailed to the address on file. Please contact the library for assistance if you do not have an email on file or are unsure if you do.

3. Then click on “Login.” You will be asked to re-enter your PIN number two more times to confirm it. Once confirmed, you should see your name on the right-hand side of the screen. Click on it to review your library account.
Renewing Items on Your Library Account:

To renew an item, click on “Checkouts” to see the list of books checked out in your account. Click on the box under “Renew” to renew any of the items listed. Then click on “Renew Marked” or “Renew All.” A confirmation page will appear next where you can click “yes” to proceed. If the items were eligible for renewal, the status will be updated to read “RENEWED” and with a NEW due date. An item can be renewed for a maximum of two times. Please contact the library if you have any issues renewing.

Searching for a Book:

To search for a book, go to the main page and enter the title, author (last name first) OR subject where it states search. Click on the arrow to perform a basic search. To help refine your search, click on the “Advance Search” button underneath the search box. Once in your results page, on the left-hand column, you can refine your results by a number of categories including Format, Library, Availability, Language and/or Publication Date.

Placing an Online Reserve:

1. Enter the specific item you wish to reserve/request in the search catalog box on the ALIS Search homepage. When the record for the item you wish to request is displayed, click the “Request it” button on the right-hand side of the record.

2. The “My Account Login” screen will appear and you will need to log-in to your account. A “Request It” screen should appear next where you will see a box next to the statement “I have a deadline for this material.” Please note: Unless you want to cancel the hold after a certain date (i.e., going on vacation), the box does NOT need to be checked.
3. Hit “Submit” and the next screen should indicate that “Your request was successful. When it’s ready you will be able to pick up this material at Valley Stream.” Hit “Ok.” An email will be sent to you if one is associated with the account*.

4. If your request was unsuccessful, please call or see a librarian for assistance.

*To add or change an email address, once in your account, click on “Edit account” and a screen will appear to modify your information. Hit “Submit” once finalized.

Searching LI Link:

LI Link is a catalog system for both Nassau and Suffolk counties that allows participating libraries to share resources. If there are no related materials in Nassau County, you can search LI Link, located under “Refine By: Other Sources” or above the results page on the right-hand corner.

To request an LI Link book, once in LI LINK, click on the record of the chosen book, and click on “Request This Item”. Select your home library under the drop down menu (“Valley Stream”) and click submit. Under Request Verification, enter your name (last name, first name) and then your 14-digit barcode. Click “Submit” and verification that it was “successfully requested and will be delivered to your library” will be stated.

Please Note: It is not necessary to request a book from Suffolk County, if there are available books in Nassau County. Also, books from Suffolk County may take up to two weeks or more for delivery.