Cairns Hospital Library & Knowledge Centre (LKC)

New LKC Koha Catalogue – Instructions for how to manage your account

LKC online catalogue: https://cairnshospital.intersearch.com.au

GO TO:

Logins | Loans | Renew Loans | Change password | Updating your details | Creating & Exporting Lists | Viewing Public Lists | Contacting LKC

Logging into your account

Use your EMAIL to sign in and your SURNAME as your password

The email would have been your primary (preferred) or work email provided at time of registration.

Having difficulties? Contact the LKC Team and we’ll check your details and we can reset your password.

Tel. 07 4226 6679 or email cairns_library@health.qld.gov.au
Checking your loans

Once you have logged in, your account and current loans will display in the centre screen.

<table>
<thead>
<tr>
<th>Title</th>
<th>Due</th>
<th>Call No.</th>
<th>Renew</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Librarian's nitty gritty guide to social media</td>
<td>05/01/2015</td>
<td>352.303</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Solomon, Laura</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bite-sized marketing</td>
<td>05/01/2015</td>
<td>021.7.009</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Dowd, Nancy</td>
<td></td>
<td>2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Want to renew your loan/s?

Login to your account.

Check the RENEW, 5th column, of your account details for each item you have on loan. There is a renew tick box option. Tick the box/es and scroll down to click on the Renew Selected or Renew All buttons.

Alternatively, click on the RENEW SELECTED or RENEW ALL links above the table.

Note, the maximum number of renewals you can request on the system is 2. After that, you need to contact LKC staff to renew your loans.
How do you change your password?

When you are logged into your account, go to YOUR SUMMARY and select CHANGE YOUR PASSWORD option on the left hand menu.

To change your password, you will need to know your current password.
Type in new password (at least 5 characters long), repeat and click SUBMIT CHANGES.

If you can’t remember your current password, contact LKC team for assistance on tel. 4226 6679 or email cairns_library@health.qld.gov.au
Updating your details

To update your details, please submit a new LKC registration form. Forms available online at:

http://cairns.health.qld.libguides.com/lkc-home/request-forms

If you use SUBMIT UPDATE REQUEST using your KOHA Account under YOUR PERSONAL DETAILS page, a request will be sent to LKC to accept changes.

The fields marked in red are mandatory fields.
Creating and Exporting Lists

Once you've logged into your LKC Koha Catalogue account, you are able to create your own personalised lists of resources.

There are 2 options for creating lists in LKC catalogue:

- Using the LISTS option – for creating permanent lists
- Using the CART (shopping cart symbol) – this is for creating temporary lists that won’t be saved once you close the Catalogue

There are 2 types of lists:

- Public (everyone using the Catalogue can look at the list)
- Your Private Lists (your own list for private use, no-one else can view it)

You need to be logged in to use this function

To create your list, conduct your search. When you have some results, identify those that you are interested in and click on the tick box beside the title.

You can then select **Add to**: (click on the down arrow and options will display).

If you think you’ll want to keep adding items to your list over time, choose [New list]. To create a temporary list to download or save, choose Cart.
Adding items to a New list

You must be logged in to create a list.

To create a new list, select the last option in the drop down list [New list].

Create a list name and leave the Category as Private if it is for your own use.
When you click Save, the window will close. To view your private lists, go to Lists and click on down arrow.

You then have the option to view your private as well as all public lists.

It is recommended that you make your lists private unless you wish to share it with other colleagues.

When you click on your list it will display items. You then have the choice to Download list | Send list (email) | Print list | Edit List | Delete List

Adding items to the Cart

Select Cart from the Add to option.

To view items in your cart, go to the Cart link in the main menu and click on it.
Click on the **Items in your cart: x** link to view the Cart contents.

If you want to Download (export) your items to your EndNote library, select Download.

Then select RIS format (EndNote), then click on Go.

If you are prompted to **Open with**… Select EndNote from the program list.

Alternatively, you can Print or Send (email) the list to yourself.
Viewing Public Lists

The LKC uses Public Lists to create specialist lists of resources, eg latest new resources for borrowing or by subject (eg sexual health resources).

To view all Public Lists, go to Lists link in the main menu. Click on the Lists down arrow to view Lists.

To view a Public List, select the topic. Once you select a List, the items will display. For example, New Resources January 2015.
Once you have selected a list you can Download (eg to EndNote) | Send (via email) | Print contents of the list – either selected items or all items.

If you are logged into your account, you can also place a Hold on an item or save it to your personal list.

You can only Edit or Delete a Public List if you have permission to do so.

For further help, contact the LKC Team

Tel. 07 4226 6679 or Email cairns_library@health.qld.gov.au

QHEPS intranet site: https://qheps.health.qld.gov.au/fnqlib

LKC website: https://cairns.health.qld.libguides.com/lkc-home

LKC FAQs website: https://cairns.health.qld.libanswers.com/

LKC Catalogue: https://cairnshospital.intersearch.com.au