





About WebPALS

WebPALS provides access to the Minnesota State Colleges and Universities Statewide Automated Library System (MnSCU/PALS), giving you access to materials at Moorhead State, the Tri-College, and throughout the system. To make things easier, it provides navigation buttons to help you move through lists and records. WebPALS is accessible throughout the library at WebPALS terminals.

You can access it at home if you have Internet access by typing the URL in as your destination: <http://www.pals.msus.edu/>
It is also linked off of Livingston Lord Library's web site: <http://www.moorhead.msus.edu/library/>

Basic Instructions

1. Go to one of the WebPALS terminals in the library OR connect to WebPALS via a remote computer at the following URL:
<http://www.pals.msus.edu/>
2. If using a library WebPALS terminal, select HOME button at the top to connect to library webpage.
3. Click on "WebPALS" icon.
4. Select  button.
5. Select library (e.g., Moorhead State University) and database (e.g., library catalog; ERIC; General Magazines, etc.). To enter the database, click on the "GO" button. It sends your request.
6. Search by keyword, subject, author, & other combinations. Searching is easy. Just type in the term, and click the  button.
7. Evaluate search results and  if necessary. You can limit it by adding another term, by language, by format, or by publication year.
8. Print or e-mail the results by clicking on  or by using the PRINT button at the top of your screen.

**See reverse for a brief visual tour of WebPALS features.*

Frequently Asked Questions

Where is the item located in the library?

When you look at an individual record, there is a link to "Location Details." This will tell you where in the library you will need to go (what floor; Periodicals Desk, etc.). Use this information, plus the call number to find the item on the shelf.

Moorhead State University library does not own the item I want. What can I do?

For your convenience, the name of the library or libraries that own the item is displayed on all record screens. You may choose to search Moorhead State University, the Tri-College Consortium, All Pals Libraries, or any individual library's catalog in the PALS system. WebPALS gives the option to submit an interlibrary loan (ILL) request for a book or journal article. Click the button "Submit ILL Request" at the bottom of your results screen. When an item is held by multiple libraries, patrons can display each library's record.

**If you have a question about accessing or searching in WebPALS,
contact a reference librarian.**



1. **Select library.** →

Choose a library (in our library the default is Moorhead State) to search. You may choose to search Moorhead State University; the Tri-College; the whole state system; or any individual libraries within the system.

Library:

Advanced Search The library you select will be the default library during your WebPals session. You can override the default for a specific search or return to this screen to reset it.

2. **Select resource.** →

- Here are a few of the databases you can search with WebPALS:
- Library Catalog (books & other cataloged items in library)
 - General Magazines (including Expanded Academic Index, The New York Times Index)
 - ERIC
 - Government Documents
 - Health Index
 - And more

The Library Catalog

Reserves and uncataloged items in PALS CIRC

| | |
|--|--|
| <input type="radio"/> General Magazines* <ul style="list-style-type: none"> <input type="radio"/> Expanded academic index* <input type="radio"/> Magazine index* <input type="radio"/> New York Times index* | <input type="radio"/> Business Magazines* <ul style="list-style-type: none"> <input type="radio"/> Business index* <input type="radio"/> Wall Street Journal index* |
| <input type="radio"/> ERIC* <ul style="list-style-type: none"> <input type="radio"/> Journals in Education* <input type="radio"/> Resources in Education* | <input type="radio"/> Books in Print* <ul style="list-style-type: none"> <input type="radio"/> Current Books in Print* <input type="radio"/> Publisher Addresses* |

3. **Search!** →

Search by keyword; title; author; subject heading. Limit search to one library (e.g., Moorhead State University) – or search all PALS libraries at once.

Search the Library Catalog [About this Resource](#)

by: Keyword Author (last-name, first-name)

Title, keyword Title, exact (omit initial article)

Subject Heading, keyword Subject Heading, exact

for what:

where:

4. **Refine (limit) your search.**

Click the LIMIT button to add terms to your search; to limit by publication year; or by language.

5. **Locate materials.**

WebPALS will help you locate the item you want by giving you the call number, the location in the library (e.g., 4th floor; Documents Desk), and the name of the PALS library.

You may also print your results by clicking the PRINT button in Netscape or the PRINT OPTIONS button on your results screen.

6. **View your patron information.** →

The Patron Information Page allows you to perform the following functions (requires barcode and password – your last name):

- Interlibrary Loan – making requests; viewing pending requests.
- Display Patron Record – see items checked out; fines owed.
- Suggest an Item for Purchase – currently not available to students or staff.

Patron Information and Requests

What to do: Display items linked to your patron record by title

Display items linked to your patron record by barcode

Display a summary of information in your patron record

Renew titles linked to your patron record

Cancel ILL requests linked to your patron record

Change or Cancel Hold Requests linked to your patron record

Submit an ILL request to your library

Suggest your library order an item

Barcode Number:

Password: [\[Change Your Patron Password\]](#)

You may use **NAVIGATION BUTTONS** → to move to other screens in WebPALS.

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| | | | | | |
| WebPALS Home Page | Change Library or Database | New Search | Advanced Search | Patron Info Page | Help |