

# Take a Tour of UNICORN - MRL's Online Public Access Catalog

## What is a Room and Why is MRL's Online Catalog Considered a Room?

Let's use a construction metaphor to help you with your understanding of how to use the tools within UNICORN. You hire a general contractor to build your house. He lays a foundation and then organizes the available space into *Rooms*, each of which is intended for a different purpose or function. There is a living room, a kitchen, bathrooms, and bedrooms. Our *Rooms* have a variety of different purposes as well. A *Room* is designed as a space where a variety of traditional, digital, and online resources are contextually arranged to satisfy an information need. A variety of subjects and materials are available at the click of your mouse. We invite you to explore UNICORN and make yourself at home!

### URL - WEBSITE ADDRESS TO ACCESS UNICORN

Access UNICORN by visiting MRL's homepage at [www.mrlinfo.org](http://www.mrlinfo.org) or bookmark the Online Catalog page at <http://rooms.mrlinfo.org>.

### QUICK NAVIGATION

The top section of the webpage is for quick navigation. Click the Library icon to get to the UNICORN homepage. In the **top navigation bar** (that crosses the page horizontally), you can click for quick links, print pages and access UNICORN help screens.

### EXPLORE A ROOM

Each Room inside UNICORN is listed in the taxonomy on the left side of the screen titled *Explore a Room*. This subject-driven navigation takes you to other *Rooms* containing information about that subject.

### HOW DO I...

This is a quick link to information and services. From the UNICORN homepage you can access the Library's FAQs (Frequently Asked Questions). To get to the UNICORN homepage, click the Library icon located on the top left corner of your screen.

### LOGIN

To gain access to more content on a variety of topics you must first login. Login to your account with your 14 digit Library card number as well as your PIN (Personal Identification Number). Your user record contains a PIN which ensures that your library activity is confidential. If you need a PIN assigned to you, please call Circulation Services at 966-8291.

### MY LIBRARY ACCOUNT

Every authorized library user has a user record, which identifies the user and contains information about the user's circulation activity. In this area of the page you can review your circulation activity, renew materials, view fines, place holds, and much more.



### QUICK SEARCH and ADVANCED SEARCH

Typically, the first search page that you access has simple Quick Search options. By choosing Search All you will get a list of all materials in that subject area. If you click Search Resource you can limit your search for a certain material type.

Click Advanced Catalog Search to further refine your initial search. To get more help with Advanced Catalog Search click the Help link in the top navigation bar (that crosses the page horizontally).



Morrisson-Reeves Library is proud to offer our user-friendly, Online Catalog to assist you in quickly finding Library materials, accessing resources and managing your Library account. UNICORN, MRL's Online Catalog has something for everyone! It's all found under one address on the Internet, <http://rooms.mrlinfo.org>.

*A few of the highlighted features are:*

- Access to your personal Library account
- Renew your materials
- Review the materials you have checked out
- Place holds
- View your fees and fines
- Find interesting reading materials
- Explore careers and business websites
- Get started on genealogy and family history
- Explore travel and tourism websites
- Find food and entertainment materials

## Hours of Operation

### September - May

Monday - Thursday	9:00 am - 8:00 pm
Friday & Saturday	9:00 am - 5:30 pm
Sunday	1:00 pm - 5:00 pm

### June - August

Monday - Thursday	9:00 am - 7:00 pm
Friday & Saturday	9:00 am - 5:30 pm
Closed Sundays	

### Holidays the library will be closed:

New Year's Day	
Easter Sunday	
Memorial Day	
Independence Day	
Labor Day	
Thanksgiving Eve	Closing at 5:30 pm
Thanksgiving	
Christmas Eve	
Christmas Day	
New Year's Eve	Closing at 5:00 pm



MORRISSON-REEVES  
LIBRARY

80 North 6th Street  
Richmond, Indiana 47374  
765-966-8291  
[www.mrlinfo.org](http://www.mrlinfo.org)



**Get Connected  
@ MRLInfo.org!**

## DISCOVER UNICORN

Get connected to MRL from home or work with our user-friendly interface that will have you surfing our resources with ease. You can search our Online Catalog and other resources, check the status of your library account, renew materials, place holds and so much more.

