



LIBRARY WEBSITE GUIDE

Nekoosa Help Desk Lesson #1

Navigating the Library Website

Today we will be covering...

- How to get to our website
- Our Home Page
- The Event Calendar
- Meeting Room Request
- Nekoosa History & Info
- Getting to the Library Catalog





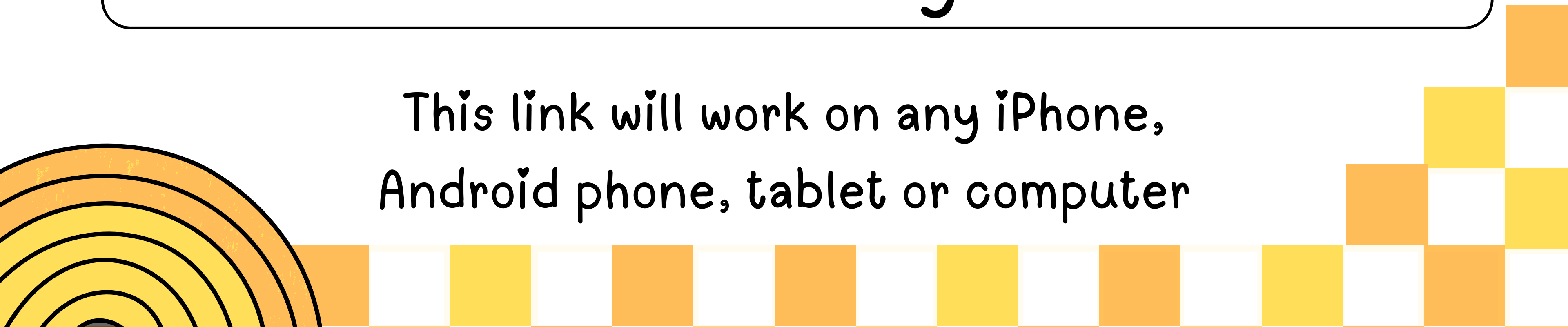
Getting to the Website

To get to our page, type www.nekoosalibrary.com into your search bar and press enter. This will take you to our Home Page.

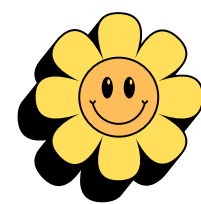
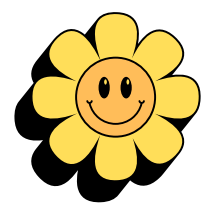
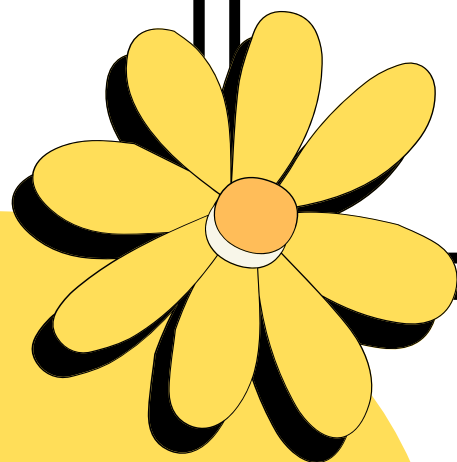
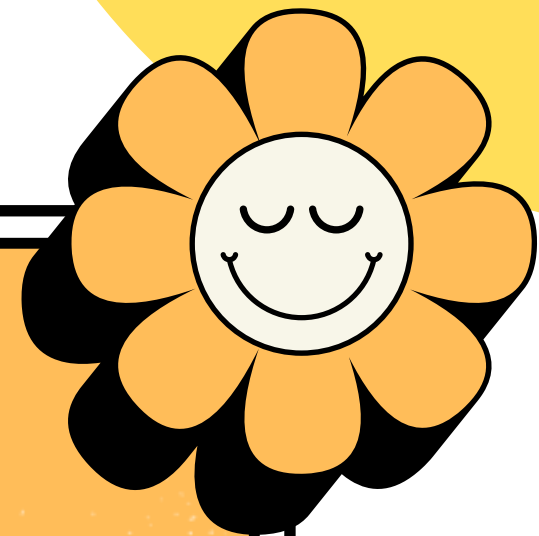


🔍 www.nekoosalibrary.com ✕

This link will work on any iPhone,
Android phone, tablet or computer



The Home Page






This is our
home page!
We have
lots of cool
resources
available
here!



Find books, movies & more

Email us at:
staff@nekooslibrary.com

Got Lost?

If you ever get turned around on our website, simply click  the image of the library in the top left corner. This will take you back to our home page!



Charles & JoAnn Lester Library -
Nekoosa

Connecting People, Inspiring Ideas, Transforming Lives



At The Top...



Charles & JoAnn Lester Library - Nekoosa

Connecting People, Inspiring Ideas, Transforming Lives

[My account](#) [Advanced Search](#)

Find books, movies & more

☒ Search Catalog ☐ Search Website

Home

Calendar

Library Catalog

Nekoosa History

This is the main menu bar. Each option will take you to the corresponding website page. Home will take you home, Calendar will take you to our event calendar, etc. Remember, you can also get home using the top left image of the library.





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[My account](#) [Advanced Search](#)

Find books, movies & more

[Search](#)

☒ Search Catalog ☐ Search Website

[Home](#)

[Calendar](#)

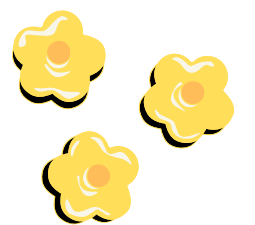
[Library Catalog](#)

[Nekoosa History](#)

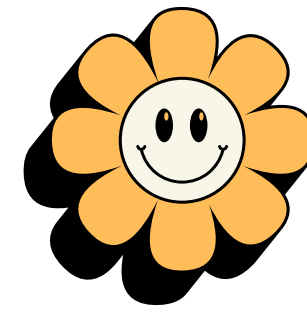
This is our search bar. From here, you can log into your LINKcat account, look up books in the LINKcat system, or search our website for specific documents and information.



Please be aware that our search function is not like Google. You will need to know the exact title or author (without typos) to accurately search for a book.



Below Our Main Menu...



PRESCHOOL STORY TIME

Resumes Wednesday,

Oct 9 @ 10 AM



Hours

Monday-Thursday:
9:00 am–6:00 pm

Friday:
9:00 am–5:00 pm

Saturday:
9:00 am–Noon

Contact Us

100 Park Street
Nekoosa, WI 54457

Questions? Call us at:
715-886-7879

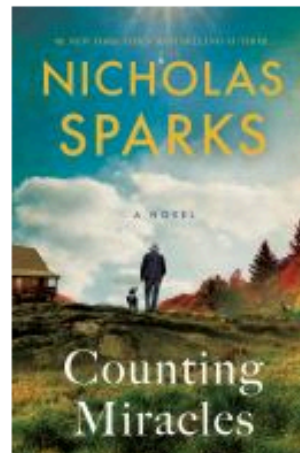
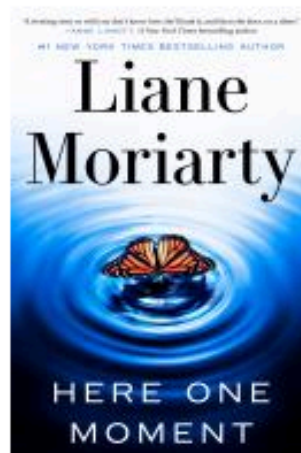
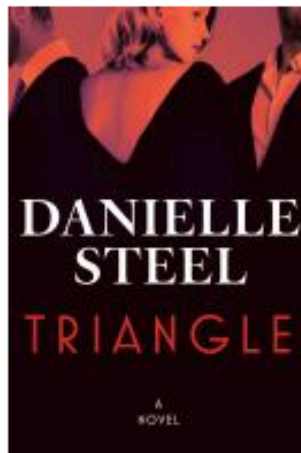
Email us at:
staff@nekoosalibrary.com



Request a Room

[Request a meeting room](#)

New Adult & Young Adult Titles



This is
where all
of our
good stuff
is at!

Our News Carousel

PRESCHOOL STORY TIME

Resumes Wednesday,

Oct 9 @ 10 AM



We display all recent news, upcoming events, and thank you's on our carousel. Click through the slides using the arrows on the left and right sides.



Important Information

All of the important information for our daily library operation is listed on the right hand side of our website.

Our weekly hours, address, phone number, email, and Facebook page are right here. We also have our request a room feature in case you want to use a meeting room for an event.



Hours

Monday-Thursday:
9:00 am–6:00 pm

Friday:
9:00 am–5:00 pm

Saturday:
9:00 am-Noon

Contact Us

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Nekoosa, WI 54457

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staff@nekoosalibrary.com



Request a Room

[Request a meeting room](#)

At The Bottom...

Library Catalog

- [Search LINKcat](#)
- [LINKcat Help](#)



Online Resources

- [Nekoosa Library Tech Help](#)
- [Ancestry Library](#) (*in-library use only*)
[Libby](#)
- [More resources](#)



About Us

- [Library Collection Policy](#) (pdf)
- [Meeting Room Policy](#) (pdf)
- [Meeting Room Rules](#) (pdf)



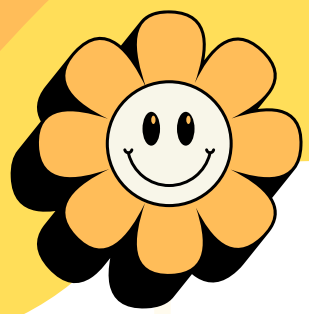
Quick Links

- [Federal Tax Forms](#)
- [Wisconsin State Tax Forms](#)
- [WE Energies Rates](#)
- [City of Nekoosa Forms & Permits](#)



There are a TON of useful resources at the bottom of our Home Page. You can find library policies, LINKcat help info, and the Nekoosa Help Desk here! There are also icons that will link you to sites for books and programs too.





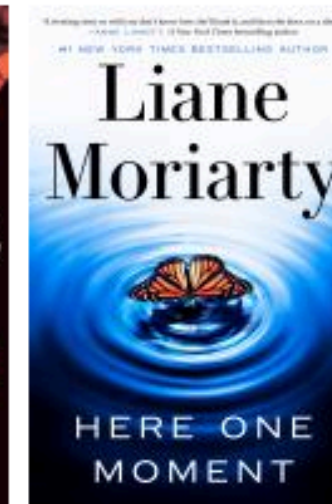
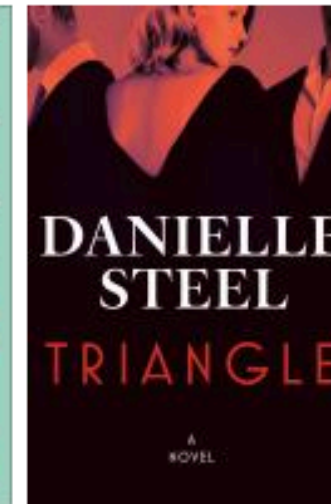
Featured Books

Below our news carousel, we have all of the new books we have added recently.

Click on any book to find the LINKcat page and check to see if it is available!



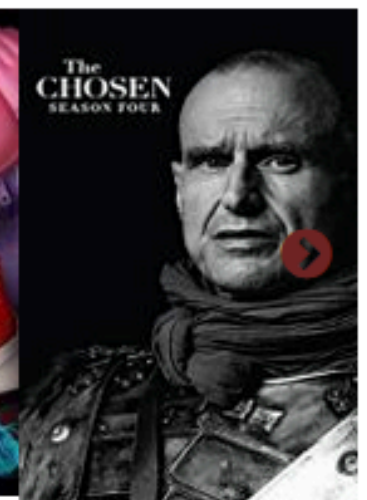
New Adult & Young Adult Titles



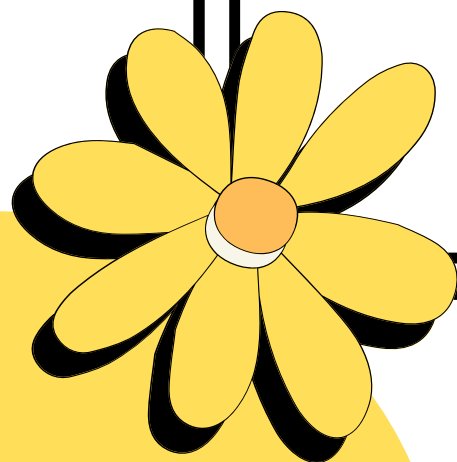
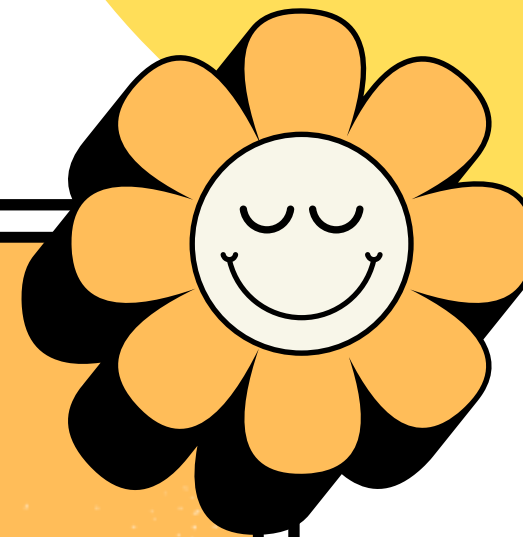
New Juvenile Titles



New Audio-Visual Titles



The Calendar





Charles & JoAnn Lester Library - Nekoosa

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Find books, movies & more

[Search](#)

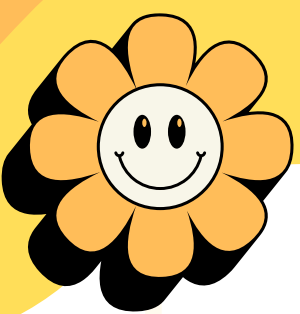
☒ Search Catalog ☐ Search Website

Calendar

Finding Our Calendar

Our calendar page can be found by clicking
on the calendar button on the home page
menu bar.





The Calendar

If you go to our calendar from the home page, this is what you will find! We post all of the events hosted at the library here!



Calendar

Event Type - Any - Room - Any - Apply

< > today October 2024 month week day list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 1:00 pm Private Event - Homeschool Group 1:00 pm Private Event-ODC Book Club	1 9:15 am Private event - C.C. 10:30 am Private Event 6:00 pm Private Event - Historic Point Basse	2 9:00 am Private Event- 4K Tours 5:30 pm Private Event - Nekoosa Basketball	3 10:00 am Private Event - ODC	4 11:00 am Private Event	5 9:00 am Private Event - Fraser
6	7 11:00 am Private Event - Swiftwater Trail 1:00 pm Private Event - Homeschool Group 1:00 pm Private Event-ODC Book Club 4:00 pm Private Event	8 9:00 am Private Event - Poetry	9 10:00 am Preschool Story Time	10	11 9:00 am Private - 6th grade tours	12



Calendar Navigation

Event Type

- Any -

Room

- Any -

Apply

<

>

today

October 2024

month

week

day


list

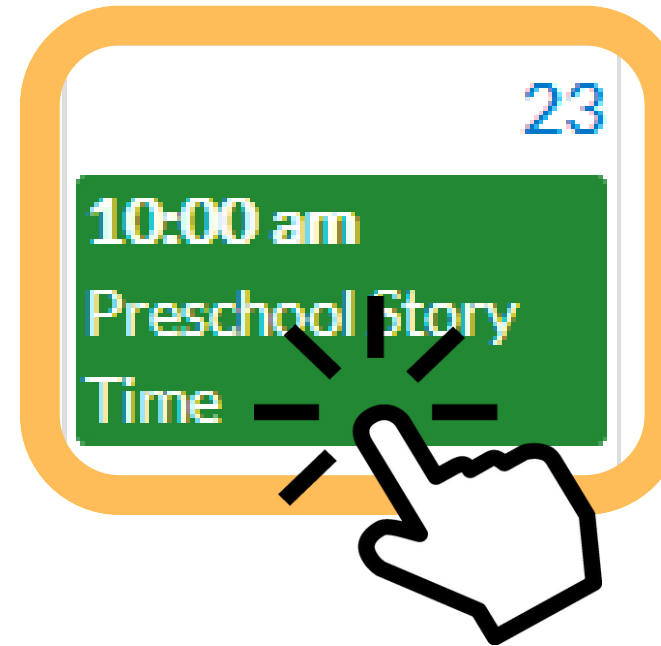
On the top of the calendar, the month you are viewing is listed. You can change the month using the arrows on the left, and change the layout of the calendar to month, week, day, or list view on the right. You can also sort by event type and room using the filters above.

● Adults ● Teens ● Kids & Families ● Private

Our events are color coded for your convenience!

Calendar Tools

To Check out an event,
Click  the event icon
to find the details.



This will show the description, the
upcoming dates, the location,
and the room for the event.

Preschool Story Time

Join us for a time of reading and activities geared for you little one.

When

Upcoming

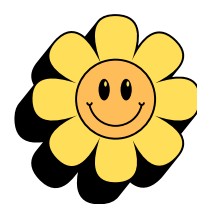
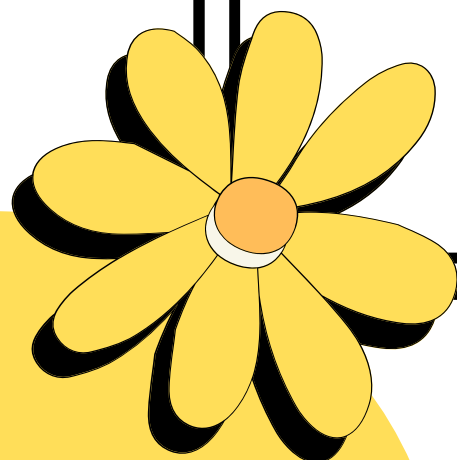
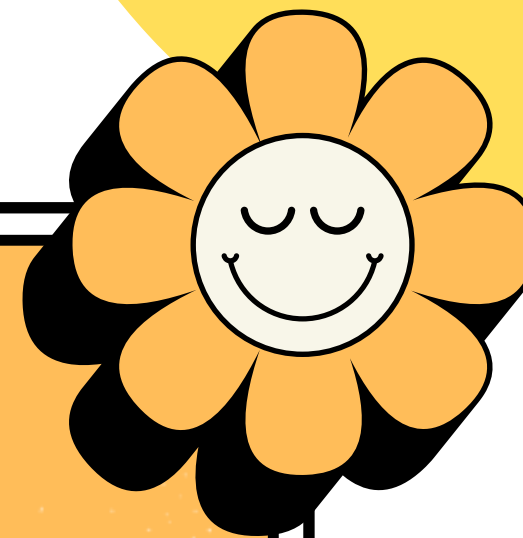
- Wed, Oct 9 2024, 10 - 11am
- Wed, Oct 16 2024, 10 - 11am
- Wed, Oct 23 2024, 10 - 11am
- Wed, Oct 30 2024, 10 - 11am
- Wed, Nov 6 2024, 10 - 11am
- Wed, Nov 13 2024, 10 - 11am

Where: Charles and JoAnn Lester Library-Nekoosa

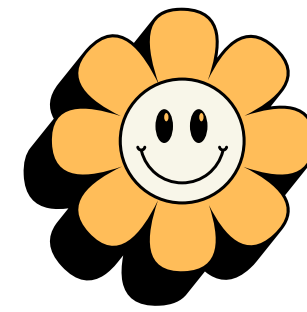
Room

Thompson/Smith meeting room

Meeting Room Request



Getting to the Form



Request a Room

Request a meeting room



Request a Room

Request a meeting room



To get to our meeting room request form, click  on the blue links on the right hand side of our website

The Request Form

Meeting Room Reservation Request

Please check our calendar page for room availability before submitting a room reservation request

First name*

Last name*

Company/Organization (Optional)

Contact information

Email*

Phone #*

Address*

Room Requested*

- Select -

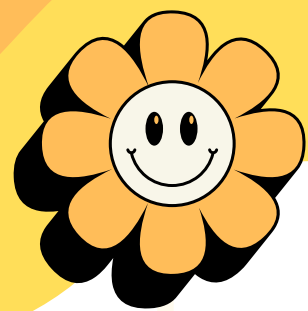
Is This Event Public or Private?*

- Select -

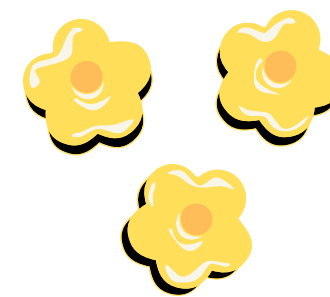
Date* mm / dd / yyyy

This is our Meeting Room Reservation Request form. To Request a room, fill out all required information and click submit. Make sure to check our calendar for room availability before submitting a request.





Important Notes



Don't forget to read the **meeting room policy** and **regulations**, check that you have read them, and sign before submitting!



Please read the agreement below. Check off next to each line item to acknowledge you have read and agree to it. Sign in the box at the bottom of the screen before submitting your application.

I, the undersigned, of legal age, have read the **meeting room policy** and **regulations** and agree to comply. I am responsible to the Charles & JoAnn Lester Public Library for the use and care of Library property. As signer for this room reservation, I release the City of Nekoosa and its employees, officers, and agents from all liability for any and all injury/accident/illness that may result from the group's use of this facility.

- ☐ I understand that my responsibilities as a signer includes payment for damage to City or Library property.*
- ☐ I understand that my responsibilities as a signer includes enforcing the meeting room regulations.*
- ☐ I understand that my responsibilities as a signer includes securing the building if my group is the last to exit the building.*

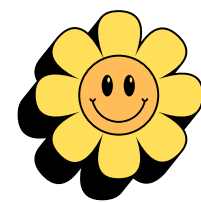
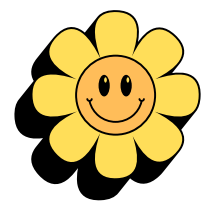
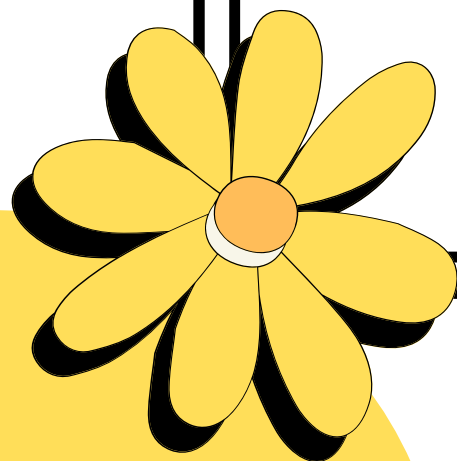
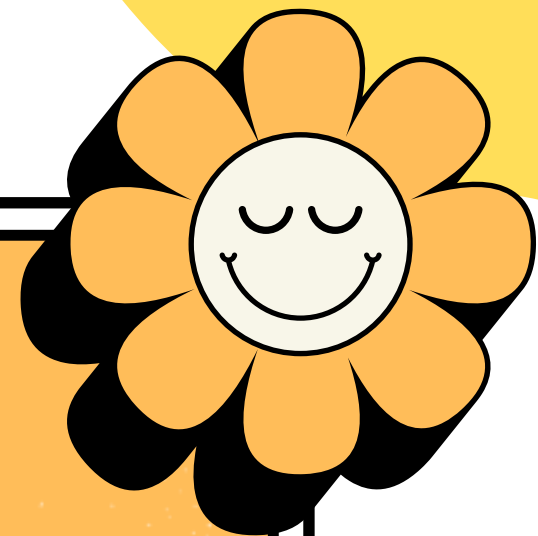
Signature*

Sign Here

Reset

Submit

Nekoosa History





Charles & JoAnn Lester Library - Nekoosa

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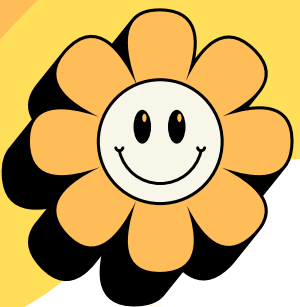
☒ Search Catalog ☐ Search Website

Nekoosa History

Finding Our History Page

Our calendar page can be found by clicking
on the calendar button on the home page
menu bar.





Nekoosa History

If you go to our history from the home page, this is what you will find! There are several online flipbooks full of historial information here.

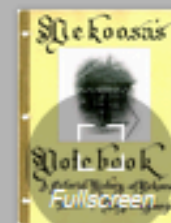


Nekoosa History

Browse digital documents, including albums of photos from the Nekoosa Public Library collection. Please visit the library to discover all the local history resources we have available.

Part 1

8 / flipsnack



Powered by  flipsnack

[Try this flipbook maker](#)

Part 2

8 / flipsnack



Powered by  flipsnack

[Try this flipbook maker](#)

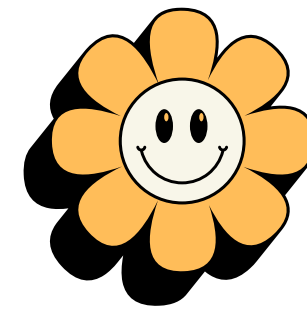
Part 3

8 / flipsnack

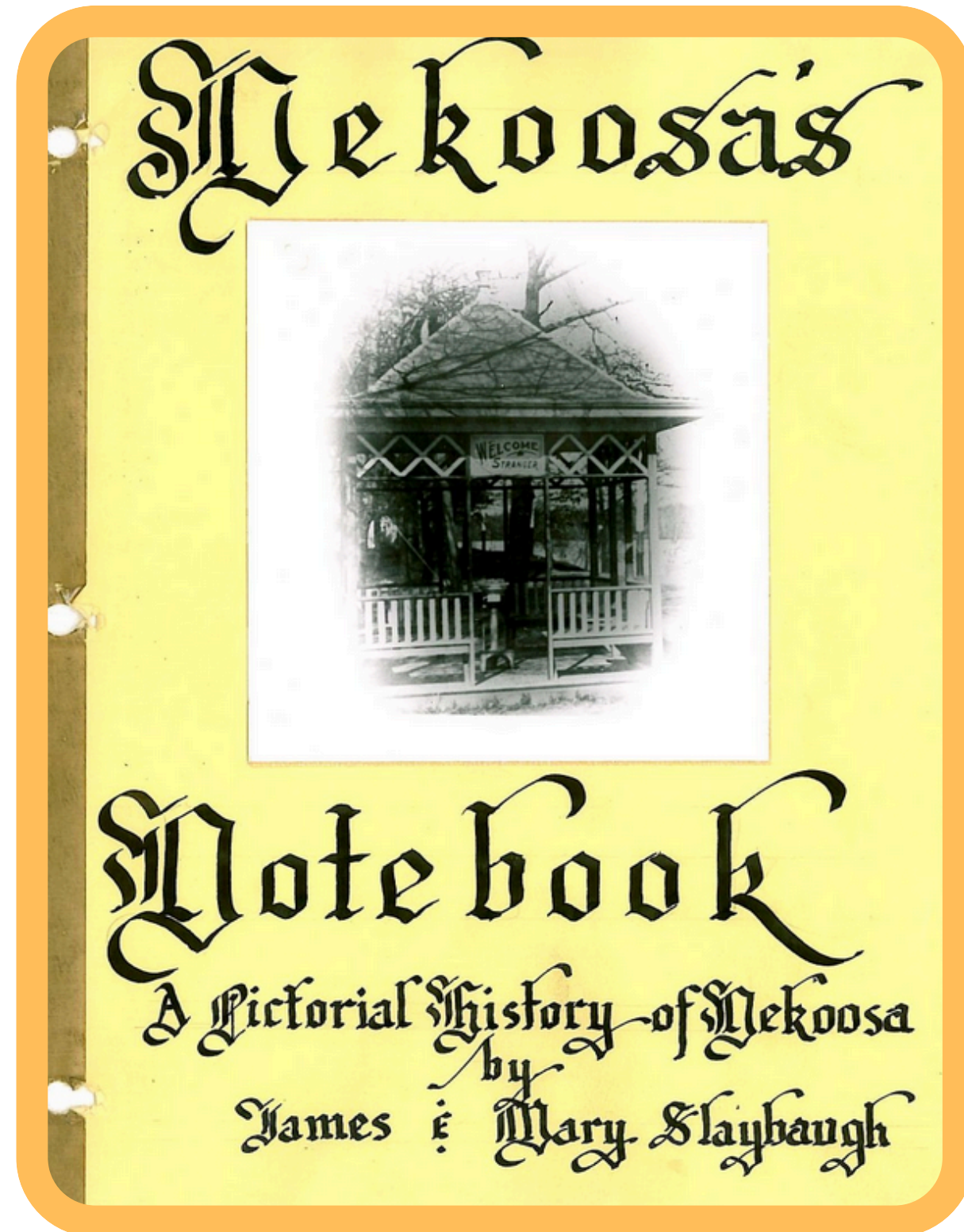


Powered by  flipsnack

[Try this flipbook maker](#)

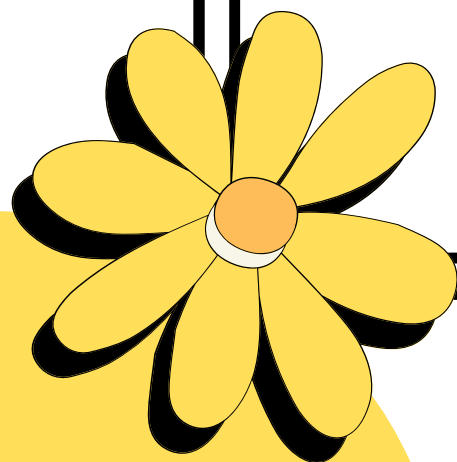
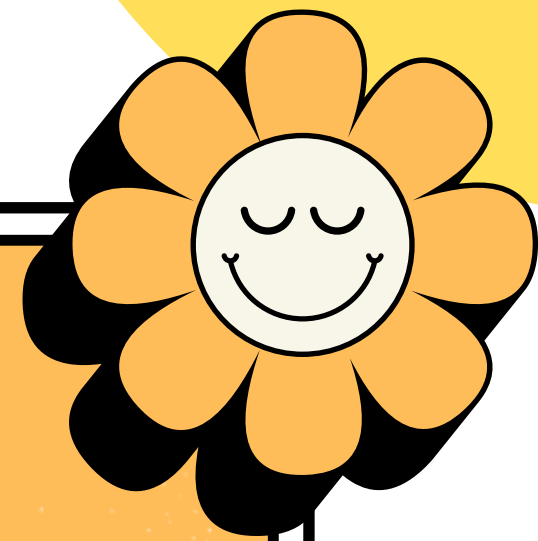


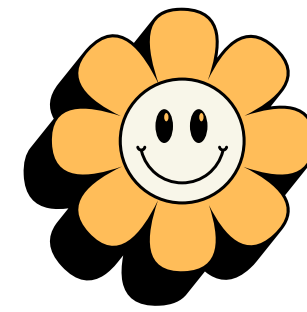
History Flipbooks



You can click on any of the flipbooks to learn more about Nekoosa History. You can click the arrows on the side or use your arrow keys to flip through the pages.

The Library Catalog





Finding the Catalog

You can find our library catalog by clicking on any of the blue circled links on our home page, or by searching a book in our search bar.

[My account](#) [Advanced Search](#)

Find books, movies & more

☒ Search Catalog ☐ Search Website

[Home](#) [Calendar](#) [Library Catalog](#) [Nekoosa](#)

Library Catalog

- [Search LINKcat](#)
- [LINKcat Help](#)

The Library Catalog



Our library catalog has thousands of books from several libraries available just for you! From here, you can put things on hold, check local availability, and browse our selection.

We have a LINKcat help link on our homepage that will guide you through how to use the LINKcat website.

Library Catalog

- Search LINKcat
- LINKcat Help

Tech Help Page!

Thank you for checking our website! This presentation can be found at the bottom of our website along with all of our other Nekoosa Help Desk resources.

Online Resources

- [Nekoosa Library Tech Help](#)

[Nekoosa Library \(for library use only\)](#)

[Libby](#)

- [More resources](#)



**THANK
YOU**

