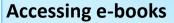
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July 2023

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My Account

Log into your account on the catalogue to see what books you have out on loan, renew items, reserve books you want to read and more! You will need your library card number and a PIN. If you don't have a PIN we can send you a new one, along with instructions on how to change it.

To renew your books login and click your name in the right-hand bar. It will show you which books you have out and when they are due back. Click in the boxes to select the titles you want to renew, then click the 'Renew' button. If successful, it will display the new due date.

To reserve a book which is out on loan open the book record by searching the catalogue. Make sure you are logged in, then click the 'Reserve' button near the due date.

Self-service

Once you have found the books you want to read you can issue them on the self-service machine in the library. On the touch screen press the 'Borrow' button (blue) and scan your library card barcode in the area beneath the screen. Place all the books onto the grey square in the area beneath the screen beneath the screen. You can place multiple books down at one time. It will then issue them to you and display the due date (usually 3 weeks). Press the button for a receipt if you would like to take away a reminder of the due date.



To return books on the self-service simply click the 'Return' button (green) on the touch screen and place all the books on the grey square. Once they have been removed from your account you can place them on the blue trolley.

You can also renew books by selecting the 'Renew' button (orange) or see an overview of your account by selecting the 'Account' button (purple).

Any questions or issues please speak to a member of library staff.

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