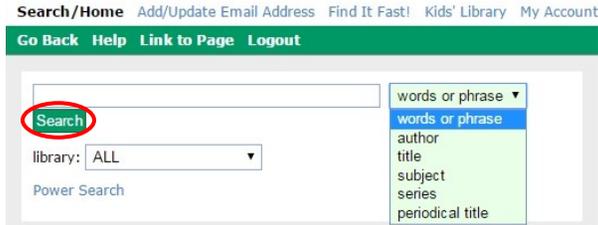


Searching for an Item

To search for an item, click **Search our Catalog**. You may simply type in any key words for the item in the search bar then click **Search**. The default search parameter is **words or phrases**, however you may change this to **author, title**, etc.



You may also perform a more refined search by clicking **Power Search**. You will have various options to narrow your search with multiple search parameters.

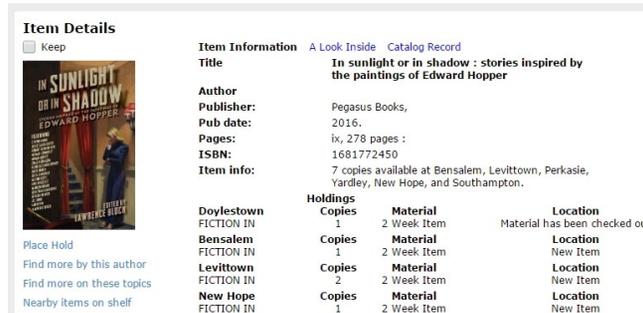
The search results will display all titles within our catalog that are relevant to your search terms. This page will show a basic overview for each item including format and availability. If you scroll down to the bottom of the page, you will be able to refine your search.



*Note: Symbols on the right-hand side will assist you in identifying the format of an item, e.g.

Audiobook  **Book**  and **E-Resource**. 

When you click on an item's title, you will find more detailed information for the item including, detailed library availability and status. For more information on the item such as the number of pages, summary, and item contents, you may click on **A Look Inside** and **Catalog Record**.



If the item is unavailable, you may place the item on hold. On the left hand side of the page, click **Place Hold**. Provide your **User ID** and **Pin**. You will also need to choose which library location you would like to have the item sent to. If you need the item before a certain date, you can enter an expiration date for the request. Otherwise if you leave this blank, the request will stay active until it is filled.

Place Hold

Title: In sunlight or in shadow : stories inspired by the paintings of Edw

Author:

User ID:

PIN:

Pickup at:

Expiration date:

[Place Hold](#) [Reset Query Values](#) [Cancel](#)

How to Use the Library Catalog and Accessing My Library Account



Need assistance? Call the Library!
 Warminster Township Free Library
 Main: (215) 672-4362
 Information Services: (267) 317-1333

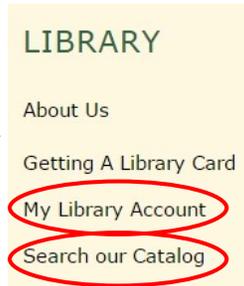
Where can I access the Library Catalog and My Account?

If you are accessing the library catalog or your account from home, open your internet browser and go to our homepage, www.warminstertownship.org/library.

There, you will find links labeled

My Library Account and **Search our Catalog**.

If you are in the library, you may simply use one of our catalog computers which will have the catalog page already open.



On the library catalog page, you may also access your account by clicking **My Account** or by logging in at the top right corner. Your **User ID** is the same as the number found on your library card, typically a **B** followed by seven digits.

*Note: If you are unsure of your **PIN** you may request it online (instructions can be found later in this brochure).

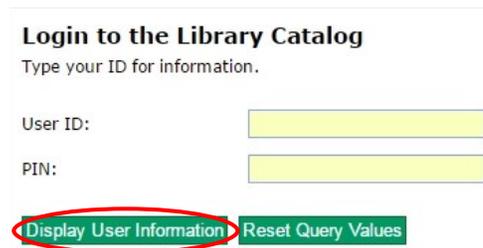
**As Always, you may contact the Information Services Desk with any questions you may have or if you need any assistance.

My Library Account

Once you have clicked the link to access your library account, you can choose between four options: **Review My Account**, **Renew My Materials**, **Request PIN**, and **User PIN Change**.

Review My Account:

Click **Review My Account** and enter your **User ID** and **PIN**. Then, click **Display User Information**.



The **Checkouts** page will display your current checkouts, due dates, and an estimate of fines you will owe if an item is overdue.

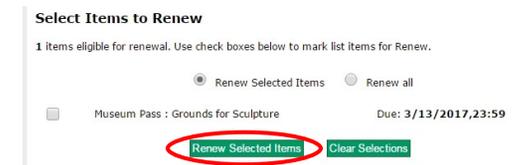
The **Holds** page will display your holds list, as well as item availability and pick up location. You may also cancel holds from this page.



Renew My Materials:

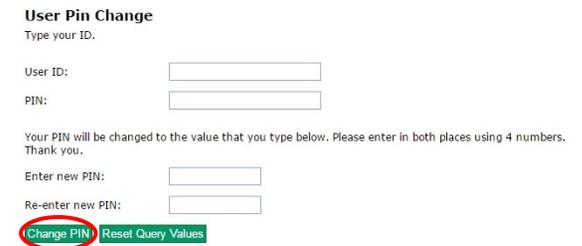
Click **Renew My Materials** and enter your **User ID** and **PIN**. Then, click **List Charged Items**. Select the items that you wish to renew, and click **Renew Selected Items**. There will be confirmation with the new due date(s).

*Note: Items may not renew if they are on hold for another patron, if you have reached item renewal limits, or if there are discrepancies on your account. Please contact the circulation desk with queries at (267) 317-1332.



User PIN Change:

Click **User PIN Change** and enter your **User ID** and **PIN**. Enter four new digits to change your **PIN**, then click **Change PIN**. This will update your **PIN** in our system.



Request PIN:

Click **Request PIN** and enter your **User ID**. When you click **Send**, an email will be sent to the email address attached to your library record.

