

PLACER COUNTY LIBRARY

www.placer.ca.gov

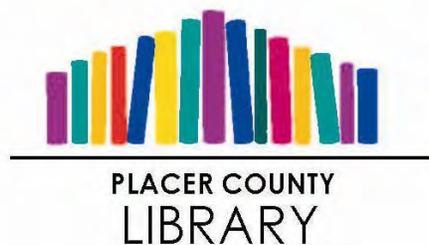
Setting Up Your Online Library Account

You will need to have a library card to use many of the online library services. Cards are free and you can apply for a card at any of the county branch libraries.

1. Go to www.placer.ca.gov/library
2. Click on the "Library Catalog & Account Access" link.
3. Select "My Account," on the upper right of the menu bar.
4. Select "User PIN Change." (PIN means "Personal Identification Number.")
5. Type in your library card number.
6. The starting or default PIN for all library accounts before October 1, 2008, is **changeme**. In the PIN box, type **changeme** as one word, with no space or dash. For new accounts after October 1, 2008, the PIN is the **last four digits of the telephone number on the application**. Type your new PIN in the "Enter new PIN" box.
 - Numbers or letters
 - No more than 10 characters
7. Re-type your PIN in the "Re-enter new PIN" box.
8. Select "Change PIN."
9. "PIN Changed" will display on your screen, confirming your PIN change.
10. Select "OK."
11. Log out of your library account and log back in to test your new PIN.
12. If you have problems, call the library during business hours at 530-886-4510.

Renew an Item Online

1. Go to www.placer.ca.gov/library
2. Click on the "Library Catalog & Account Access" link.
3. Log in to your library account at the bottom of the page.
4. Select "My Account."
5. Select "Renew My Materials."
6. Select "Renew Selected Items" or "Renew All"
7. If you checked "Renew Selected Items," check the box next to the items you want to renew.
8. Click on the "Renew Selected Items" button toward the bottom left of the page.
9. Your renewals will be confirmed, or you will be told which items can't be renewed.
10. If an item fails to be renewed, it has either already been renewed twice or someone has a "Hold" on it.
11. Nonrenewable items need to be returned to the Library as soon as possible. There is a \$.25 charge per item per day.



Put an Item on Reserve/Hold Online

1. Go to www.placer.ca.gov/library
2. Click on the "Library Catalog & Account Access" link.
3. Use the simple "Search" or the "Advanced Search Options" function to find the item you want.
4. If your search found one item, click "PLACE HOLD" and follow steps 6 - 12.
5. If your search found more than one item, select "Details" in the box to the left of the title. Your choice will be displayed. Click "PLACE HOLD"

HINT: Some titles have more than one choice depending on copyright date, large print, hard cover or paperback binding. If your first selection is checked out, try selecting other editions that may be available sooner.

6. (If you are not logged into your account) enter your library card number and PIN.
7. Be sure to adjust the "pickup at" field to reflect where you'd like to pick up your hold.
8. Select "PLACE HOLD"
9. Your "hold" request will be confirmed
10. Select "OK."
11. You may not be able to place a hold if an item is still in processing, or if you already have 12 items on hold.
12. If you have problems, call the library during business hours at 530-886-4510.