

## PLACER COUNTY LIBRARY

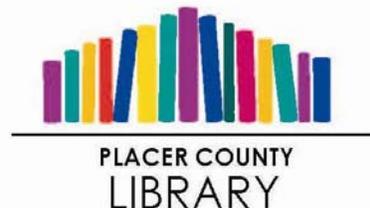
You will need to have a library card to perform any of the functions described below. Cards are free. You can apply for one at any branch within the Placer County Library system.

### How do I set up my Online Library Account?

1. From the Library home page, ([www.placer.ca.gov/library](http://www.placer.ca.gov/library)), click on **My Account** to take you to the library catalog.
2. Do not log in. Instead, click on the **My Account** link located in the Menu Bar across the top of the page.
3. You'll see 3 options under "My Account." Select the middle option: **User PIN Change**.
4. Type in your library card number and current PIN. (For cards obtained prior to October 1, 2008, your PIN is **changeme**. Type **changeme** in the PIN box as one word with no space or dash. For cards obtained after October 1, 2008, your PIN is the last four digits of the telephone number on your library card application.)
5. Now type your new PIN into the "enter new PIN" box. (Numbers or letters; 10 characters or less.)
6. Retype your new PIN into the "**Re-enter new PIN**" box.
7. Select "**Change PIN**."
8. "PIN Changed" will display on your screen, confirming your PIN change.
9. Select "**OK**"
10. Log out of your library account and log back in to test your new PIN.

### How do I renew an item online?

1. From the Library home page ([www.placer.ca.gov/library](http://www.placer.ca.gov/library)), click on **My Account**.
2. Enter your Library card number and PIN below "Type your ID for information"
3. Select the button on the left: **Display User Information**
4. Click one or more checkboxes to select the titles you want to renew
5. Click: **Renew Selected Items**
6. Your renewals will be confirmed, or you will be told which items cannot be renewed.
7. If an item fails to be renewed, it has either already been renewed twice or someone has a "Hold" on it.
8. Non-renewable items need to be returned to the Library as soon as possible. There is a \$.25 charge per item per day.
9. Library staff can renew items for you as well, either by telephone, or in the library.



### How do I place a hold (reserve) on an item online?

1. From the Library home page ([www.placer.ca.gov/library](http://www.placer.ca.gov/library)), click on **Search the Catalog**
2. Log in at the top right of the screen with your library card number and PIN.
3. After finding the item you want to place a hold on, click "**PLACE HOLD**" to the left of the title of your choice.
4. Select the branch where you'd like to pick up your hold.
5. Select "**PLACE HOLD**"
6. Your "hold" request will be confirmed.
7. Select "**OK**."
8. You will be notified when your hold is available.
9. *NOTE:* You may not be able to place a hold on an item if it is still in processing
10. *HINT:* If your first selection is checked out, look for other editions of the same title that may be available sooner. You may be able to find the same item with a different binding, or copyright date.
11. Library staff can place holds for you as well, either by telephone, or in the library.

**Having trouble? Please contact the library during business hours. Auburn Library: (530) 886-4510; Granite Bay Library: (916) 791-5590, Rocklin Library: (916) 624-3133. See 'Contact Us' at [www.placer.ca.gov/library](http://www.placer.ca.gov/library) for a complete list of library phone numbers.**