

# My Library Account— Accessing, Searching, Reserving, History

Head to the Library's website:  
www.valleycenterlibrary.org

- Click the link to the "Online Catalog"
- this link can be found under the "Find Books & More" tab



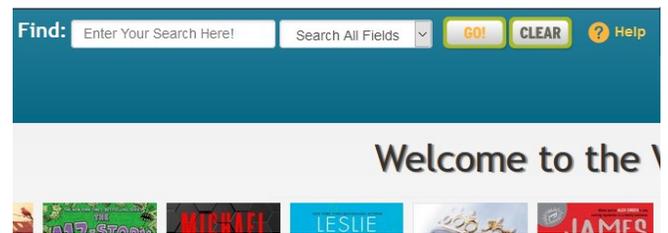
## Welcome to the Online Catalog! What you like to do?

Search for books? Place a reserve or add a book to your wishlist? Log into your account and renew an item? Check out your reading history?

## Searching for Items

The search line can be found in the upper left hand corner of the screen. Type a Title, Author, or keyword into the search line. Press GO

- Advanced options can be found to the right of the search line

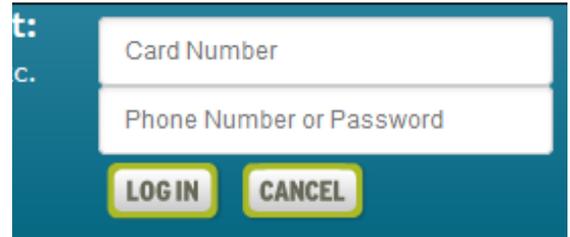


<b>CD audiobook:</b> Where the Crawdads Sing
<b>large print:</b> Where the crawdads sing
<b>Sunflower eLibrary Audiobook:</b> Where the Crawdads Sing
<b>Sunflower eLibrary eBook:</b> Where the Crawdads Sing
<b>Sunflower eLibrary eBook:</b> This Tender Land: A Novel

Search results appear. Items highlighted in **Green** are available for checkout. Items in **Pink** are already checked out to a patron.  
-The type of item will also be listed next to the title.

# Placing a item on Reserve or Adding it to a Wishlist

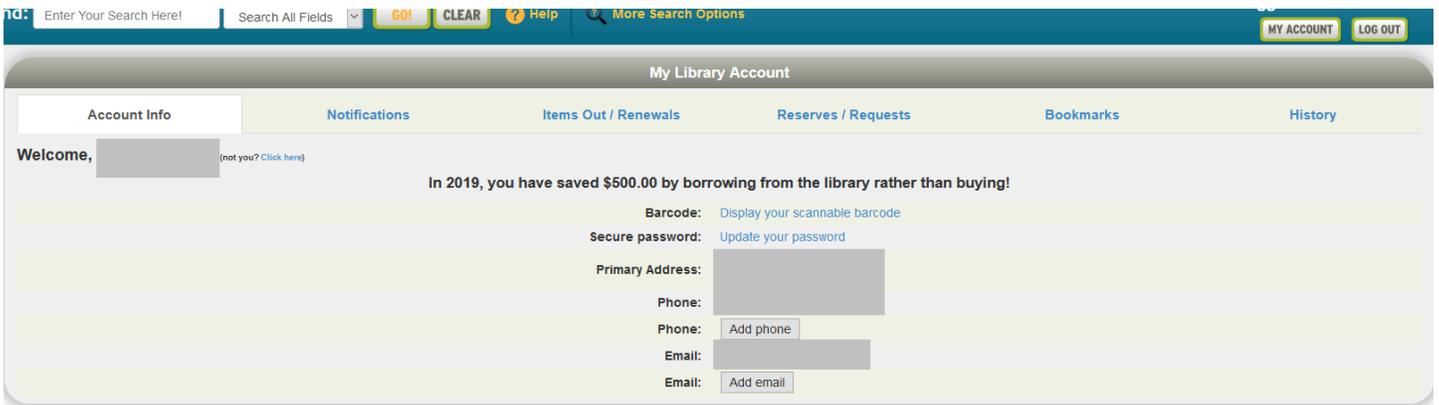
Login using the entire Library Card Number.  
The password is the Phone Number on file or the Password you selected under your account settings.



t:   
c.

Example: 271470000XXXXX

Password: 7557350 (password can be typed with or without dashes, with or without area code)



My Library Account

Account Info Notifications Items Out / Renewals Reserves / Requests Bookmarks History

Welcome, [redacted] [\(not you? Click here\)](#)

In 2019, you have saved \$500.00 by borrowing from the library rather than buying!

Barcode: [Display your scannable barcode](#)

Secure password: [Update your password](#)

Primary Address: [redacted]

Phone: [redacted]

Phone:

Email: [redacted]

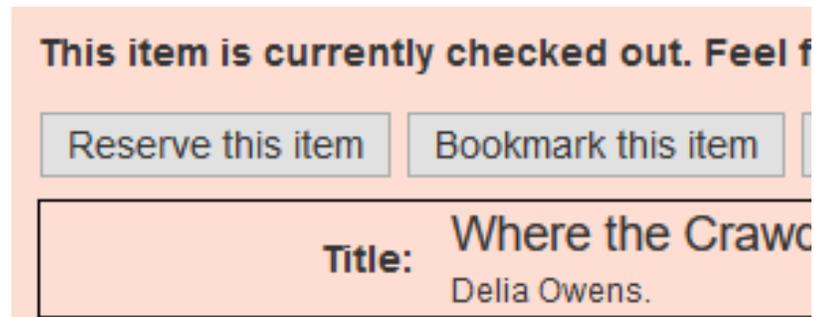
Email:

Search for the item you wish to reserve or add to a wishlist.

Once you have found the item, select it.

Press Reserve or Bookmark

\*Bookmark is the Wishlist



**This item is currently checked out. Feel free to**

**Title:** Where the Crawdads Eat  
Delia Owens.

Your list of items on Reserve or Bookmarked can be found under “My Account”. You can manage your lists from here and print your list of Bookmarks.

[Reserves / Requests](#)

[Bookmarks](#)

## Renewing an item

Login to My Account. Select the “Items Out/ Renewals” tab.

Here you will see a list of items that are able to be renewed.



Items can be renewed in bulk or individually.

9 items currently out. [Print the list](#)

[Renew All Items \(4 of 9 are renewable\)](#)

Author	Out	Due	
	11/21/2019	12/12/2019	Not renewable.
	11/21/2019	12/12/2019	Not renewable.
	11/22/2019	12/13/2019	Not renewable.
George, Kallie	11/25/2019	12/16/2019	<a href="#">Renew</a>
	11/25/2019	12/16/2019	Not renewable.
Lucado, Max	12/3/2019	12/26/2019	<a href="#">Renew</a>
Ahdieh, Renee	11/12/2019	12/26/2019	<a href="#">Renew</a>
	12/2/2019	12/26/2019	Not renewable.
Wilson, Karma	12/3/2019	12/26/2019	<a href="#">Renew</a>

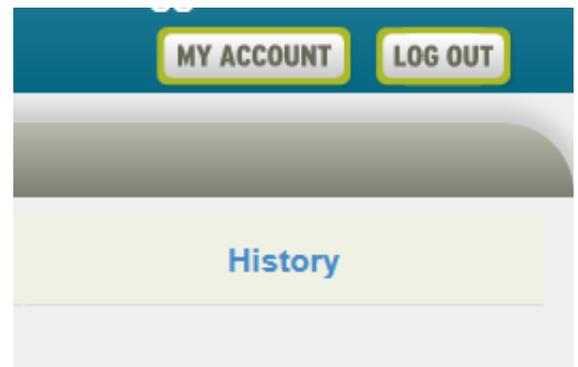
Why can I not renew one of my items? There are many reasons you might not be able to renew an item online. A few reasons are: Item is already overdue, item is on loan from another library, item is a DVD, item has reached its renewal limit, there are fines on your account.

## Accessing Reading History

Login to My Account. Select the “History” tab. Here you will see a list of items that have been checked out on this account. \*since 10/7/19

-Sections can be sorted by selecting the column headers.

-History can be exported at any time to an Excel Spreadsheet



## Updating Your Account

Do you have a new Address, Phone Number, or E-Mail? You can update your account at anytime.

Additionally Password, notification settings, and history settings can be changed.

**Can't Login? Your account may have expired or an old phone number might be on file. Give us a call and we can help you get logged in.**