

Visit the Library From Home

You can use the Internet to place and cancel holds, review your account, and renew materials—all on your schedule!

How to Access Your Account

- Have your library card in your hand.
- Open your browser.
- Type in the library's homepage:
<http://library.townofmanchester.org> (and bookmark it!)
- Click on **Search the Library Catalog**.
- Click on **Login** at the top right corner of the page you are viewing.
- Type in your first or last name. Type in card number and click submit.
- Now **click on your name** to see what you have checked out or on hold, whether or not you owe any fines, or if a reserved item has arrived for you. You can also cancel a hold and renew a book.
- **Renew a book** Once you have logged in you can renew all *renewable* items. This generally means all 3-week loan materials that haven't already been renewed or requested by another library user. Just click on the small box to the left of the title and click on the button at the bottom that says **renew marked**. You can also click on **renew all** which will renew all of the items you have checked out.

How to Place a Hold Online

- Have your library card in your hand.
- Open your browser
- Type in the library's homepage:
<http://library.townofmanchester.org>
- Click on **Search the Library Catalog**.
- Type the title or author of the item in which you are interested in the box to the left of **Search**
- Click on the **Arrow** button to the right.
- You will receive a list of search results. When you find the item you want in the list, click on the title of the book for more information.

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- You will receive an individual listing for the item, telling you how many copies the library owns and whether or not any are available to be checked out.
- If you wish to reserve the item, click on the phrase **Request it!** to the right of the title. *Please note that if you reserve an item with an available status, library staff will not be notified to pull it for you until the **next** day.*
- If you are not already logged in, a new screen will appear where you will have to enter your **Library Account Login**, which is the **barcode number from your library card**, and your **Name**. You will need to specify a pickup location.
- Click on **Submit**.
- A new screen acknowledging your hold will appear. Click **OK**. You will then be returned to the item's individual listing.

Holds may be placed on all 3-week loan materials, but not on entertainment videos, DVDs or museum passes.

If you have any questions about using the library's online catalog, please call the Reference Room at (860) 645-0821.

Manchester Public Library



Mary Cheney Library

Reference: (860) 645-0821
 Children's: (860) 645-0577
 Circulation: (860) 643-2471
 586 Main Street
 Manchester, CT 06040

Whiton Memorial Branch

Phone: (860) 643-6892
 100 North Main Street
 Manchester, CT 06042

(Rev. June 2014)

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