Your library online 24/7

We've got it at your local library

BOOKS | INTERNET | HISTORY | PHOTOS | DVDS | MUSIC

From any internet connection you can search our catalogue, request and renew books and change your password. You can also book use of a library computer.

To use online services go to

www.dumgal.gov.uk/libraryonline

TIP

You can change your password to anything you like:

1. Log in to My Account
2. Click Change My Password
3. Enter your old password
4. Enter the password of your choice
5. Confirm the new password
6. Click Change
7. You will receive a message confirming the change

ACCESS

To access your account:

1. Click the **Accessing your library** account link
2. The Library Catalogue home screen should be displayed.
3. Click **My Account**
4. Enter your **library membership number** without spaces where prompted
5. Enter your **date of birth** as the password in the format **ddmmyyyy**
6. Click **Log in**

TIP

Library membership 'numbers' include letters!

Adult Cards – B
Child – C
Mobile – M

Note: Entitlement cards only contain numbers.

SEARCH

To search the catalogue:

From the online services page:

1. Click **Search the library catalogue and make a request online.**
2. Enter the keyword in the **search box** (this can be a subject or part of the title or part of the author's name)
3. Click **Go**
4. A list of results will be displayed on screen, to the right of each title you can see whether or not there is a copy available.
5. Click on the **Title** for a **full description**

TIP You can use your Entitlement Card as your membership card. Ask a member of staff to for more information

REQUEST

To request an item:

From the catalogue full description

1. Click **Reserve**
2. If prompted, enter your **library membership number and password**
3. Select the library where you wish to collect the item
4. You will now be notified of the charge for the request
5. Click **Make Reservation** if you are happy to continue.
6. You will see a confirmation message on screen and should also receive a confirmation e-mail

TIP If you add your e-mail address to your account we can contact you by e-mail.

RENEW

To renew items on loan:

From the online services page:

1. Click the **Renew your books online** link
2. Log in to **My Account**
3. Click Current Loans and Renewal
4. All current loans, if they can be renewed, will be listed with a check box next to them

Either

5. Click all items that you wish to renew
6. Click Renew Selection

Or

7. Click **Renew All** to renew all items on loan.
8. You will be asked to confirm the renewal- click **Renewal**
9. The Current Loans and Renewal screen will now show the new due date

TO BOOK A COMPUTER

From the online services page

1. Click the **book a computer** link
2. Enter your **library card number** without spaces
3. Enter your **pincode** (normally date of birth in the format ddmmyyyy)
4. Click **Login**
5. The last library at which you booked a computer will be displayed, to change this:
6. Click **Reservations**
7. Click **Other Site**

To make the reservation:

8. Click the time slot for the computer that you wish to book
9. Check that the time slot is correct
10. Click **Create**

www.dumgal.gov.uk/lia

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