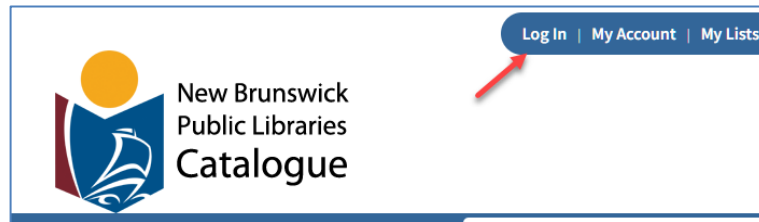# Catalogue FAQ

Why and how do I "Log In"?

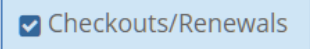You **do not** need to log in to the catalogue to search.

You **do** need to log in to the catalogue to access your account to see what you have checked out, place holds, renew items, and make lists.

Log in using your library card number and password (your PIN).

Your **password / PIN** is assigned to you when you get your library card.

Click on **Forgot my PIN** to reset your PIN if you do not know your PIN, or if it is not working.

How do I renew items?

Library staff would be happy to renew items for you. If you would like to renew your own items, you can use the online catalogue.

To renew items:

1. Go to **My Account** and click on ☑ Checkouts/Renewals .

2. Click on the boxes next to the items you would like to renew so that the check mark appears. ☑

3. Click on **Renew** .

How do I place a hold?

If an item is not available in your library, but is found in the catalogue, you can place a hold.

To place a hold:

1. Search for an author, title or subject.

2. Click on **Place Hold** next to the item you would like to borrow.

3. Select a pickup location by clicking on the down arrow to access the list of libraries. Click on your desired location. Then, click on Place Hold(s).

For popular titles with multiple formats/editions, we recommend selecting the item with the lowest number of holds.

If you want to have items shipped to the address listed in your account, select "Mail to me" as the pickup library.

Can I keep track of my borrowing history?

Yes, you can!

Your library cannot keep a record of the items you have borrowed on your card after you return them. This is to protect your privacy.

But you can create your own lists in the catalogue using **My Lists**.

How do I keep track of my borrowing?

From search results:

1. Search for an author, title or subject.
2. Click in the checkbox next to the title you wish to add to a list.
3. Click on the Select an Action dropdown at the top or bottom of the page.
4. Click on Add to My Lists.

Note: If you save titles to a temporary list, make sure to save them to another list before you exit the catalogue.

Can other people see what I add to My Lists?

No, your lists are private.

Can I make one of my lists my default list?

Yes!
1. Click on *My Account* at the top of the page.
2. Click on *Preferences*.
3. Select your preferred list from the drop down menu.
4. Click on *Update*.