





Get the titles you want!

Want to reserve a few of the latest bestsellers?

Begin on Westerville Public Library's homepage. Log in to "My Account". Now, click the "Search the Catalog" link. Search for the titles of the latest bestsellers the same way you would when using the online catalog any other time. When you reach the item screen for a title you want to reserve, click the  link at the top of the page. Search for and add as many titles as you'd like to your cart. When all the titles you want are in your cart,

click  Now click  **reserve list**

Choose your pickup location. Finally, click  **reserve all**


Your list of titles has been reserved!

Manage your items & fines!

Want to renew items?

Click "Items currently checked out" under *View Information about Your Record*. This will give you a list of the items checked out on your card including each item's barcode, due date, and call number. Any item with no outstanding holds can be renewed once. To renew an item, simply click in the box on the left side of the item's title. Then click the "Renew Selected Items" button above the list. Items available to be renewed will show extended due dates!

Want to pay fines?

Click "Unpaid fines and bills" under *View Information about Your Record*. This will give you a list of fines on your card, the reason for each fine, and the total of all fines. If your fines total more than \$2, a  **Pay online** link will appear above and below the list of fines. Click this link to access an online form you can use to pay your fines using a credit card. Fill in your billing information. Click "Submit". Your fines are paid!

General User Guide for:

My Account

Steps to online resources:

1. Begin at www.westervillelibrary.org
2. Click the "My Account" link on the list to the left
3. Enter your last name & WPL library card number
4. Click "Submit"

You're in!

What is "My Account"?

"My Account" is your online access to your library record. Use it to search the catalog, create preferred searches, view holds, view items checked out, view fines accumulated, create a reading history, rate library materials, and modify your personal contact information.

What can I do with "My Account" that I can't do without it?

Search the online catalog and place holds on one or more items **without** re-entering your account information.

Create preferred searches that will allow you to find items using **one click!**

View items you have reserved, see your status on the waiting list, cancel holds, or **freeze** your place in line.

View items checked out on your card, confirm their due dates, or renew items.

View overdue items, accumulated fines, and **pay fines online** using your credit card!

"Opt in" to save your reading history and never again lose the title of a great book!

Rate library materials and help others find an enjoyable new book to read.

Update your contact information and never miss a reserved item again!