



SOUTHERN LEHIGH PUBLIC LIBRARY

3200 Preston Lane, P.O. Box 279

Center Valley, PA 18034

(610) 282-8825

Web Site: www.solehipl.org

ACCESSING YOUR LIBRARY ACCOUNT FOR:

☞ **INFORMATION** ☞

☞ **ONLINE RENEWAL** ☞

☞ **CHANGING PIN NUMBER** ☞

☞ **PLACING a HOLD on ITEMS** ☞

➤ **OBTAINING A PIN NUMBER:**

- PIN # is up to eight digits or letters (case sensitive) of your choice that is associated with your library account. If you forget your PIN#, you must obtain a new one as PIN#s appear as asterisks to the librarian.
- New patrons will be given a PIN # of 1111.
- If you are a current patron and have not already done so, you must obtain a PIN# from the library in person or by telephone.
- You may change your PIN# by accessing your account.

➤ **ACCESSING YOUR ACCOUNT:**

- Log onto the library's website at www.solehipl.org.
- Click on "My Account/ Renew Items" on the left side of the main menu.
- Type in the barcode from the back of your library card (no spaces between numbers) in the box marked Patron/Alternate ID Number. This is your User ID.
- Type in your PIN#.
- Click "SUBMIT REQUEST".
- Your account will appear. To see items checked out on your account and their due dates, click "loans"

➤ **ONLINE RENEWAL (after accessing your account):**

- Click on the box in front of each title you want to renew. This will put a checkmark in the box(s).
- Click on the "RENEW" box above the items title list.
- Overdue items can be renewed online and the charge will be added to your account. If items are overdue this screen will indicate that your account is blocked (in red). You may still renew items. Items that are on hold for another patron, items that have already been renewed once, and accounts with an outstanding balance of \$5.00 or more will not renew.
- Errors made while renewing online are the responsibility of the patron.

➤ **CHANGING PIN NUMBER (after accessing your account):**

- Click on the box labeled "EDIT PIN".
- Enter current pin number.
- Enter a new PIN#.
- Re-enter your new PIN#.
- Click "SUBMIT CHANGE".
- If the change has been successful, a note will appear: "Your pin was changed successfully." (Pin#s can be up to eight numbers or letters long and is case sensitive).
- If you forget your current PIN#, you may contact the library in person or by telephone to establish a new number.

➤ **PLACING A HOLD ON AN ITEM**

- Access the Southern Lehigh Public Library website at www.solehipl.org
- Click on "ONLINE CATALOG".
- Enter the title of the item you would like to have held. Click "SEARCH".
- Click on the hold button to the left of the title or the place hold icon in the tool bar above the item.
- Enter your library barcode number.
- Enter PIN#.
- Click "SUBMIT REQUEST" box.
- If the request is successful, the screen will read: "Your hold has been approved for: (TITLE)".
- You cannot place holds on items that indicate they are "available" in the library.
- If you would like to know how many holds are on a certain book before you place a hold:
 - Click on the title of the book
 - The record will show the number of items the library owns, if it is available or when they are due.
 - Click the box at the top of the page, "PLACE HOLD REQUEST", enter PIN # and Acct. #, click submit request.
- Read the notes carefully. You will be called when item is available to pickup. You will have four days after you've been contacted to pick up your item. After this time, item will be re-shelved or given to the next patron on the hold list.
- Errors made while placing an online hold are the responsibility of the patron.