

Setting a Password

In order to access these online library services, all patrons must set an account password. This must be done in person at one of the Access Services desks. Next time you're in the Library, ask a staff member to assist you in setting up a password of your choice.

Passwords can be reset online, once you have set a password in person. Click on the "Patron Account" tab, select "Change Logon," then select "Change Password."



Email Reminder

When you set your password, remember to give us your email address.

If your email address is in your account, our system will send you a courtesy notice two days before the due date prompting you to renew or return Library materials. The subject line will say "A reminder from your library."

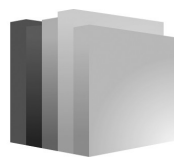
An email reminder does not guarantee the renewal of any materials.



The Library Catalog is available online, 24/7. Searching for books and other materials can be as simple or as advanced as you want.

You can simply type a word or phrase and click Go, or you can search by author, title, location, format, or other characteristics and combine search terms.

Find your favorite books, movies and more @ Longview Public Library: online, anytime.



LONGVIEW
PUBLIC LIBRARY | SEEK. FIND. ENJOY.

222 W. Cotton St
Longview, TX 75601

903-237-1350

circulation@longview.lib.tx.us

Broughton Branch
801 S. Martin Luther King BLVD
Longview, TX 75602
903-237-1326

ONLINE LIBRARY SERVICES

LONGVIEW PUBLIC LIBRARY



Renew
Request
Research

ONLINE.
ANYTIME.

www.LongviewLibrary.com

Longview Public Library offers a variety of online services. These services can help save you time and give you access to your Library at all times. Check out what we've got to offer!

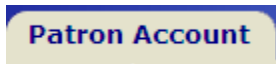
Online Renewal

To extend the due date of materials online, go to:

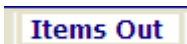
www.LongviewLibrary.com

Click on [Log into Account](#), just under the Catalog search bar.

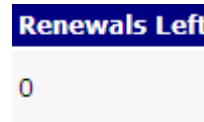
- Type all 13 of your library card numbers where it says Barcode Number— no spaces. This number is found on the back of your Library card.
- Type the password you established at the Access Services Desk. Click on “Log In.”
- Click on the “Patron Account” tab at the top of the page.



- A second navigation bar will appear underneath the tabs. Click on “Items Out” and the system will list all currently checked out items.



- In the right-hand column, there will be a 1 or a 0, indicating how many renewals remain for an item.



- Select an item for renewal by clicking on the small square to the left of the item. A checkmark will appear in the box.



- Scroll down to the bottom of the page and click on Renew Selected Items. A page will appear telling you which items renewed and which did not.
- Click the Back button. The new due date will appear in the “Date Due” column.
- Log Out.

REMEMBER

- You may only renew materials once.
- DVDs and Videos cannot be renewed.
- Renewals are allowed if books or audio books are overdue; however, the patron will still owe the overdue charges accrued prior to renewal.
- If another patron is waiting for an item and has placed a “hold” on it, you may not renew that item. However, if you need the item again, you may request a hold on it. You will be contacted when it becomes available.

REQUEST A HOLD

- To place a request for an item to be held for you when returned, find the item in our catalog.
- Click on the “Search” tab to the left of the “Patron Account” tab and search by title or author to find the item you want.
- Click on the title to view “Item Availability.”
- If the item is checked out, the “Status” will say “Out” and will give a due date for that item.
- To place a request, click on “Place Request.” If you are not logged in, you will be prompted to enter your Library card number and password. If you are already logged in, the system will take you to a confirmation page.
- On the confirmation page, you will see the material information at the top of the page. Verify this is the title you want.
- Scroll down and click “Submit Request.”
- Should there be other requests for a title, the system will notify you on the following page and will ask if you still want to place the request. Click “continue” if you still want to place the request, and “cancel” if you do not.

CANCEL A HOLD REQUEST

Should you wish to cancel a request for a hold, click on the “Patron Account” tab. Select “Requests” from the bar underneath for a listing of your hold requests. Click in the box to the left of the title; a checkmark should appear. Then click “Cancel Selected.” It will ask if you are sure you want to cancel. Click “yes” or “no.”