

Your Library Account- Online!

How to Log On:

1. Visit our website at www.charles-city.lib.ia.us
2. Once on our website, click on the **Catalog** tab.
3. Log in with your library card number and your phone number (you don't need to enter the area code if it is 641).
4. Once you've logged in, click on **My Account** to select which notification options you'd prefer.

Your basic information:

Basic information:
4200 - Doe - 3-16-2009
John (Adult)
[7800 Beverly Blvd., Los Angeles, CA, 90026](#)
[347-1111 \(Home\)](#)
johndoedemo@hotmail.com

You can enable text messages from the library by giving us your cell phone carrier (example: Verizon).

Just click on the number to add the information.

- If your address is incorrect or has changed, the library staff will have to update that for you. Please visit or call the library to update your address.
- If your card has expired or you have any fines, you will see a message like the one below. You will still be able to see you what items you have out but you will not be able to use the online databases, nor request or renew books.

Note: Our records indicate your account is up for renewal. Please come in to the library to update your account. Library records show you owe \$16.95. Please come to the Circulation Desk (or call 641-257-6319) to resolve.

Notifications: The library sometimes needs to tell you that you have items that need returned or that you have items ready to pick up. You can choose how you'd like us to notify you for each of the following situations. **The drop down box will let you pick which method of notification you want for each situation.**

- **Items Overdue:** Unless you let us know otherwise, we send you a postcard when your checked out items are 10 days or more overdue, then a letter when things get one month overdue. If you have email or text messaging, you can sign up to be notified electronically. In addition to saving paper, you will also get an additional notice as soon as 2 days after your books are due.
- **Reminders:** You may also select the option to get a reminder 3 days before your library items are even due. This will help you to avoid all fines.

- **Reserve Availability:** We normally call people to tell them that a book they've requested comes in. However, you can tell us that you'd prefer an email or text message here too.

Items Out:

See what you have checked out, when it's due and renew. Some items may not be renewable and most items may not be renewed more than once.

Reserves

- See what books or other items you are waiting for.
- To place a reserve: In the catalog, search for and click on the title you want. In that window, click the "Reserve this item" button.
- Going out of town? You can defer your reserves until you get back.
- Is the library missing something? You can request that we purchase it or borrow it from another library (ILL).

Bookmarks:

This is way to keep track of books or other items in the library catalog that you may want to refer to later. The titles remain until you delete them. The bookmarks are for your information only; library staff don't do anything with this list.

Databases:

While you are logged on to your library account, you may also use almost all of our popular databases, such as NEIBORS and Freegal!



If you have any questions about our library catalog or the library in general do not hesitate to visit or call us for answers (641-257-6319).