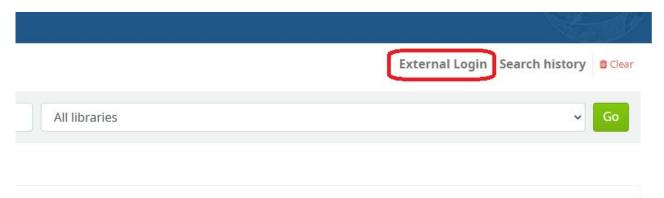
External Login

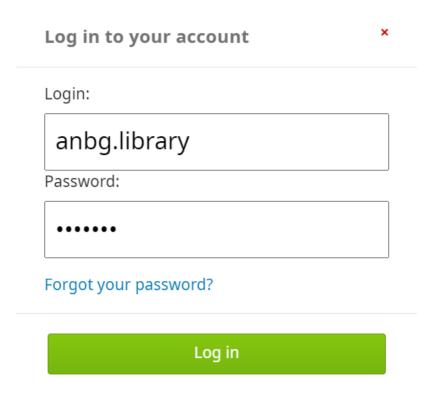
Access the library catalogue homepage at https://library.awe.gov.au

Click on the 'External Login' link to login to access your library account. The login is located on the right hand side of the page.



At the pop up box, enter your username and password which will be sent to you from the library when you join.

You must contact the ANBG Library to set up the initial login details.

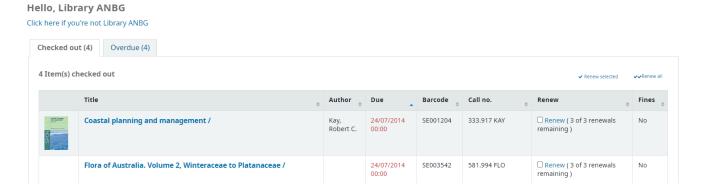


Click on the green Log in button.

Your name will be displayed on the right hand side of the screen indicating that you are now logged in to your library account.



The items you have on loan will be displayed in the centre of the screen.



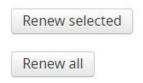
Renewing items on loan

If you have an item on loan which you still need, and no one else has a hold request on it, you can renew it.

To renew an item, click on the renew box of the item.



Click on the 'Renew selected' button to action the renewal.



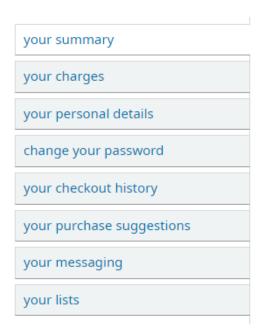
The renewed item will show a new due date and a green notice will show to indicate it has been renewed.



If you have reached the end of your allowed renewals you will need to contact the ANBG Library to discuss options for another renewal.

Library Account overview

On the left hand side of the screen is an overview of your account.



Your summary = a list of items on loan to you with due date, barcode, call number and renewing options.

Your charges = a fixed field which is displayed. ANBG Library does not charge fines, so please ignore.

Your personal details. **Please do not add additional personal information**. Your name and email address is sufficient information.

Change your password = it is important to change your password the first time you login to your library account. Passwords can also be changed here at a later date.

Your checkout history = a list of items previously borrowed.

Your messaging = control the number and frequency of emails sent to you from the library system.

Your lists = you can save titles of books/items from the library catalogue into a list.

Placing a hold

When you are signed into the library catalogue you can automatically place a hold on an item. To enable easy requesting of items during the changed pandemic physical library access arrangements, placing a hold on an available item has been allowed in the system.

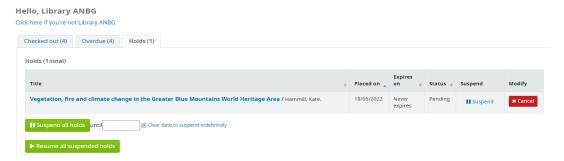
To place a hold, simply find the item in the catalogue via a search and click on the 'Place hold' icon.



A pop-up box asking for confirmation of the hold will appear. Click on the 'Confirm hold' button.



The hold will be confirmed and you will be taken to the summary page of your account which now displays your hold.



If the item is not needed until a certain date, you can suspend the hold for a certain time frame. If you no longer need the item, the hold can be cancelled by clicking on the red 'Cancel' button.

You will be notified by email when your hold is ready for collection from the Library or Visitor Centre.

To end a library catalogue session, log out by clicking on your name on the right hand side of the page and select 'Log out' from the drop down menu. This will take you back to the library catalogue homepage.