

Cambridgeshire Libraries – Catalogue Help Notes

Managing your library loans and requests with the online library catalogue

Accessing the catalogue

Go to <http://www.cambridgeshire.gov.uk/catalogue>

Click on the words 'Please click here to go to the library catalogue'

On the page that appears type in your library barcode and PIN

Click on 'Login'

Notes: *Your library barcode is on your library card and begins with the letters 'DD'. It is important to type it without any spaces.*

If you don't know your PIN please request it by phoning 0345 045 5225.

Renewing your items

On the next page click on 'My Account & Renewals' near the top of the page.

Click on 'Renew My Materials'.

The items you currently have on loan will be listed.

To renew ALL ITEMS on loan to you

Click on the button to the left of 'Renew All' Click

on 'Renew Selected Items'

Notes: *if you paid a hire charge when first borrowing an item, there will be an additional charge when it is renewed. Details of charges can be found at:*

http://www.cambridgeshire.gov.uk/leisure/libraries/using/charges/borrowing_charges.htm

To renew only some of the items on loan to you

Click on the button the left of 'Renew Selected Items'

You will see a small box to the left of each of your titles, click your mouse in the box next to the titles you wish to renew so that a tick appears.

Once you have chosen all the titles you wish to renew click on 'Renew Selected Items'

Renewal confirmation

A page will appear confirming that your items have been renewed and displaying the new due date

Notes: *When an item has been requested by another user the renewal request will fail*

and 'Item has holds' will appear above the title.

*When you have reached the maximum number of renewals for the item (3 in most cases) then the renewal request will fail and **'Renewal limit reached'** will appear above the title.*

If you receive either of these messages, please return the titles to the library by the due date listed.

If you have any problems please contact us by telephone on 0345 045 5225 (lines open 8am - 8pm, Mon - Sat) and hold for an operator and we will endeavour to help you.

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