Instructions for using the New Library Catalog

To log in to your account for the CPC Regional Library Catalog, point your browser to:

http://cpclib.worldcat.org

In the upper right corner are two links to sign in; one signs you in to your local account, the other to services with WorldCat. Select the sign in beside “Your Library Account.”

You may receive a security warning, click “Continue” or “OK”.
A “Managed-User Login” page will appear, enter your user name (your library card number) and your password (your last name in ALL CAPS).

You may receive another security warning, click “Continue” or “OK”.
You will now be signed in to your account. To check your information, click “Your Library Account” in the upper right of the screen.
Items you currently have checked out; the ability to renew items; items you have on hold; and any outstanding fines are displayed in the center of the screen. Just click on the different tabs to see what is checked out, on hold, or charges pending.

To renew, just click the renew button beside the item you want renewed. If books are on hold, or have been renewed already, you may not be able to renew the item.
To place a hold on an item, return to the catalog’s main page at http://cpclib.worldcat.org and search for the book you want in the search box in the center of the screen:

Once you have found the book you want to place on hold, click “Place Hold”.
Another page appears with your information and a dropdown box that says “Main Library”. Click the “Main Library” button to select which library you would like to pick up your hold.
If you need to make changes as to when you can pick up the book, for example you may be going out of town for a week, click on “Set Hold Schedule” and make changes there. Then click “Submit”.
To make changes to a hold or to remove an item on hold, log in to your account (instructions above), view “My Library Account” and click on the “Holds” tab. Then click “Edit” to edit information, or “Remove” to remove the hold.

Thank you for your patience as we learn the new system together.

November 2010.