

Getting Started: Booking the Library PCs

Library Membership

- Becoming a Hillingdon Library member is easy and open to all!
- All you need is two forms of identity, including proof of your full postal address. You do not even have to live in the area!
- Current Hillingdon Library members who do not have a password can easily get one by simply producing your library card and some form of identity.

Improvements for Library Members

With your Library Membership card and password you can:

- Book for up to 2 hours at a time (Guests can only book for 1 hour).
- Use the **PC Express** PCs for a 30 minute drop-in sessions (most Hillingdon Libraries have at least one PC Express PC).
- Book up to a week in advance.
- Make bookings from your home PC or any other Internet PC.
- Access HillWeb (Library Catalogue) from your home PC or any other Internet PC so that you can renew any items issued on your library card, search and reserve items and gain access to Hillingdon's wide range of e-Information Services.

Online Booking

You must have a Library Membership card and password in order to book any Hillingdon Libraries PC:

1. Type www.librarypcbooking.hillingdongrid.org in the address bar of any Internet web browser and press the <Enter> key.
2. Select the **library** where you would like to book a PC from the drop-down list.

3. Type in your **library card number** in the ID number box.
4. Type in your **password**.
5. Click the **Continue** button.
Your personal details are input automatically. It's a good idea for you to add your phone number or email address in case library staff need to contact you.

In the **Booking Details** section:

6. Select the library you would like to book a PC at;
7. Select the date you would like to book for (you can book up to one week in advance).
8. Select a computer: available slots are shown in blue (see picture below).

Availability can be viewed for up to 12 PCs at a time (depending on the library) to help you find the PC and time slot that best suits you.

Booking Details

Change Site: Uxbridge Level 3

Change Day: Tue 21 Feb 2006

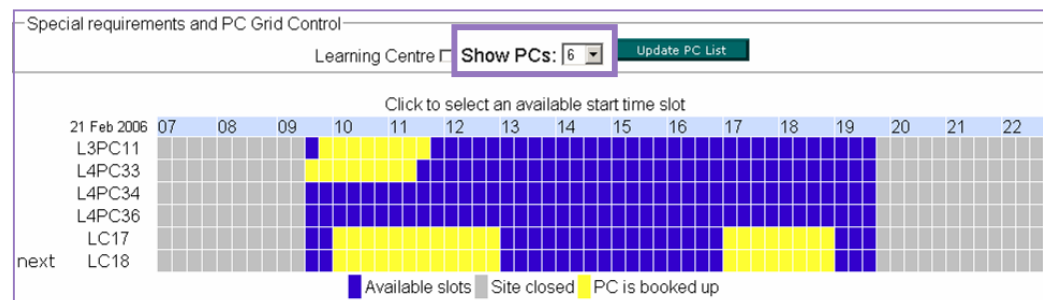
Choose a Computer: L3PC11

Choose Start Time: 00:00

How long do you want?: 15 Minutes

*Confirm your password:

Book



9. Confirm your password.
10. Click on the **Book** button.