

# Getting Started: Using The Library Catalogue

Hillingdon Libraries catalogue and e-Services portal is available online 24/7 at [www.librarycatalogue.hillingdongrid.org](http://www.librarycatalogue.hillingdongrid.org)

## Logging In

You can login from the **Search/Home** page, or any other page that displays the login box.

1. In the **user ID** box type in **20112** followed by your library card number.
2. In the **PIN** box type your PIN or password (by default your PIN is the last four digits of your library card number).
3. Click on the **Login** button.



Logging in will enable you to:

- Access our subscription e-Services
- Reserve items
- Use **My Profile** to set your preferences for notifications and favourites
- Use **My Account** to:
  - Renew materials that you have borrowed
  - Edit or cancel your reservations
  - Change your PIN

## Logging Out

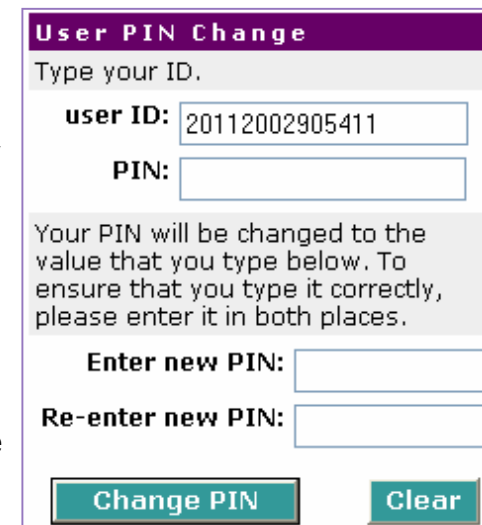
Don't forget to **Log out** every time you have finished using the library catalogue, especially if you are using a public PC.

1. Click on the **Logout** button on the button bar (which is found below the root bar on the page header and above the page footer).



## Change Your PIN

1. Click on the **My Account** button on the rootbar.
2. Click on the **User PIN Change** button.
3. Type your **user ID** (20112 followed by your library card number), if required.
4. In the **PIN** box, type your PIN (by default this is the last four digits of your library card number).
5. In the **Enter new PIN** box, type your new PIN. You can use numbers only, four digits in length.
6. In the **Re-enter new PIN**, re-type your new PIN.
7. Click on the **Change PIN** button.



## Renew Materials

1. Click on the **My Account** button on the rootbar.
2. Click on the **Renew My Materials** button.
3. Log in, if required.
4. Select either **Renew Selected Items** or **Renew all**.
5. If you are renewing only selected items, place a tick in the check box next to each item you want to renew.
6. Click on the **Renew Selected Items** button.

