

How to log in to the Catalogue, renew your loans and reserve items

All these actions are carried out using the [Library Catalogue](#) – you can save this link as a favourite in your browser. **Please note:** if you use AOL as your Internet service provider, do not use the AOL version of Internet Explorer, as this seems to prevent the logging in process. Use any other browser instead.

Your pincode

You will need your pincode to log in – this is the same pincode for accessing the public computers in the library, or using self-service. If you do not have a pincode, or have forgotten it, you can apply for one online via the [Library Catalogue](#), provided you have already supplied your email address, and it will be emailed to you. Otherwise ask staff in any Swindon Library to provide you with a pincode, on production of your library card.

Once you have a pincode we recommend that you change it to a personal pincode of your own choosing. Use any combination of at least four, and no more than eight, letters (in capitals) and numbers. See below for details on [changing your pincode](#).

Logging in

You need your library card number and your pincode to log in to your account.

- Go to the [Library Catalogue](#), and click the "Personal settings" button on the left hand panel.
- Enter your library card number and pincode – if you have any letters in the pincode remember that they will be in capitals.

Checking your account

Once you have logged in, you can check your account by clicking on the "Personal settings" button. Please check that your personal details are correct and inform library staff of any changes. You can add or edit some fields yourself, such as phone and e-mail. To do this click on the "Change contact details" button in the top right corner, you can update any fields shown in boxes. Adding your email address will activate email notices for overdue and reservations. It is not possible to change your address online as this needs to be updated by staff in the library.

Renewing your loans

Any books or audio books that you have out on loan can be renewed up to 4 times (unless reserved by another borrower) online, over the telephone, by email to or in person at any Swindon library. CDs, DVDs, Games and Fastbacks are non-renewable.

- To renew your items online, first log in as described above.
- Once logged in, click on the "Personal Settings" button, then "My loans and renewals options", to see the details of any items currently on loan to you.
- You can then choose to renew all items, or select specific items to renew, then click Confirm. The new due date will be shown on the screen immediately.

If you have any money owing, or if your items are more than 3 weeks overdue, you will not be able to renew online, only in person in any Swindon library.

Reserving items

- Log in to the [Library Catalogue](#) as described above
- Search the catalogue for the item you want, either by author, title or ISBN
- In the list view, click on the title you want, to see the full item details. You may want to see if any copies are available straight away, to do this click on "Check Availability".
- To reserve straight away just click "Reserve" in the left hand panel.
- You can change the pickup location to any Swindon library.
- You can cancel reservations at any time until they become available for collection in the library.
- You can be notified by e-mail when the item is ready for pickup, so if you haven't already supplied your e-mail address, you can add it your personal settings as described above under "Checking your account".
- If you don't have an e-mail address, your notification will be sent by post.

Changing your pincode

We suggest you change your pincode from the default one originally supplied. You can choose any numbers or letters (in capitals) in any combination, but with at least four, and no more than eight, digits.

- Log in to the [Library Catalogue](#) as described above
- Once logged in, click on the "Personal Settings" button, then "Change my pincode". You will have to enter the old pincode, then the new one twice. It will be active straight away. As this pincode is the same one used for accessing the public computers in the library and using self-service, the change will apply to those as well.