



Using Your NEW On-Line Library Account at The Charlotte Library

Accessing Your Library Account

Call or stop by the library to set up your login/user ID and password.

Find The Charlotte Library catalog page: <http://charlotte.kohavt.org/>

Locate “Login to Your Account” tab in the upper right-hand corner

At the prompt, type in your login/user ID and password that you set up with the library. If you have problems logging in please call or email the library (425-3864 or charlottelibraryvt@gmail.com)

Using Your Library Account

When you have signed on, you will see a sidebar with account options: “my summary”: details of your account, check outs, & holds.

“my personal details” : address, phone and email on file at the library for account. Contact the library to update.

“change my password” : type current password, then new one; hit “change it” to save.

Additional links include:

“my reading history” : checkout history & dates of check in.

“my purchase suggestions”: request purchase of item(s).

“my messaging”: regarding holds & due date notices. Click the appropriate boxes to select which email notices to receive. **Overdue notices send automatically & cannot be stopped by patron or staff.**

“my lists”: create reading lists.

Home

Catalog

my summary

my fines

my personal details

my tags

change my password

my reading history

my purchase suggestions

my messaging

my lists

Searching the Library Catalog

Click the “catalog” tab in the sidebar of your account page. Type the title, author or keyword related to the item in the search box press the “go” key.



A detailed entry appears listing copies at ALL VOKAL libraries.



Placing Holds: Select the item you want & click the “place hold” tab on the toolbar above the listing. Next, select “specific copy” and then click the item in the Charlotte collection. **You may only place holds on items in the Charlotte Library collection and only 3 holds at one time.** Please contact staff to place holds at other libraries.

OVERDUE

NOTE: Overdue notices go out **2 weeks** after item is due, bills **4 weeks** after due date, restriction notices **6 weeks** after due date; at that time, only the return or replacement of the missing materials reinstates borrowing privileges. The notices will be sent to your email address, or postal address if no email is listed. Please call the library to provide your email address if possible.