

## View & Manage your Requests

Follow these steps to view, suspend, or reactivate your requests.

1. Click **Patron Account** on the menu bar, and log in if necessary
2. Click **Requests** on the Patron Account submenu to display the list of your current requests.
3. Check box by the title for each request that you want to suspend or reactivate.
4. Click **Suspend/Reactivate Selected Requests**, or click **Suspend/Reactivate All Requests** to suspend or reactivate all your requests.
5. The **Suspend/Reactivate Hold Requests** dialog box appears.
6. Type the date when suspended requests should be reactivated or type today's date to reactivate an inactive request.
7. Click **Submit**.
8. To cancel one or more requests, do one of the following actions:
  - Check box by the title for each request that you want to cancel, and click **Cancel Selected Requests**.
  - Click **Cancel All Requests** to cancel all your requests.

# City of Calabasas Library

818-225-7616

200 Civic Center Way  
Calabasas, CA 91302  
www.calabasaslibrary.org

Monday	Closed
Tuesday	11-6
Wednesday	11-6
Thursday	11-6
Friday	11-5
Saturday	11-5
Sunday	12-5

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CITY of CALABASAS

# Calabasas Library

## Manage your library account @ home!

- Check your library account
- Renew items
- Search for items
- Place holds
- Receive email notifications



With your library card and internet access, you can do it all through the Calabasas Library website.

Go to the library website:

[www.calabasaslibrary.org](http://www.calabasaslibrary.org)

## Access your Library Account

1. Go to the library website:  
[www.calabasalibrary.org](http://www.calabasalibrary.org)
  2. Click on **Search for an Item and Access Your Library Account**
  3. Click on, **Patron Account**, enter your information:  
Barcode: Library card number  
Password: Last 4 digits of your phone number on file at the library.
- \* If you can not login call the library @ 818-225-7616.

## Find an Item

Follow these steps to find an item by title, author, subject, or series index.

1. Click on **Search** on the menu bar, and select **Browse** in the submenu below.
2. Select **Title, Author, Subject, or Series** from the Search for list.
3. Type the title, author, subject, or series name in the **that begins with box**.
4. Click **Go**.  
The search results list displays the headings and the number of titles associated with each heading.
5. Click <<**Previous 10 Headings or Next 10 Headings**>> to see previous or subsequent sections of the index.
6. Click on the item you want to view to open the record.

## Work with the Search Results

With the item record open you can do the following actions:

- Click **Availability** to see detailed title and availability information.
- Click **Add to Title List** to add to a list that you can save, print, or send by e-mail to yourself.
- Click **Place Request** to put a hold on the title for you.

## Renew Items Online

Follow these steps to renew the items you have checked out.

1. Click **Patron Account** on the menu bar, and log in.
2. Click **Items Out** on the Patron Account submenu to display the list of items you have currently checked out.
3. To renew one or more items do the following actions:
  - Check box by the title for each item that you want to renew, and click **Renew selected items**.
  - A message tells you which items have been renewed, and whether any renewals have been blocked.
4. Click **My Record** to return to your account, or click **Log Out** to log out of your account.

## Check & Update Your Account

Follow these steps to check your account and update your personal information.

1. Click **Patron Account** on the menu bar, and log in if necessary.  
\*The **My Record** page appears
2. Click **Contact Information and Preferences** to make changes to your address, add email address, and cell phone number for up to date notifications.
3. Once you have made your changes, click **Submit Change Request**.
4. Click **Back** to return to the **My Record** page, or click **Log Out**.

## Place a Hold

Follow these steps to request a hold on an item listed in your search results.

1. Search for the title you want to request.
2. Select the title in the search results, and click **Place Request**.
3. If you are not logged in type your barcode number (library card ) and password into the boxes and click **Log In**.
4. The request form appears.
5. The hold request will automatically be activated. If you want to select a future time, type the date in the **Activation Date** box.
6. Click **Submit Request**.