

WORKING WITH YOUR HUNTINGDON VALLEY LIBRARY ONLINE ACCOUNT

Web address: <http://hvlibrary.org> or <http://www.mclinc.org/>

To Create an Account: On the library homepage, click on **My Account**, then type in your library card barcode number and your password, and finally click the **Log In** button:



If you have a library card but do not yet have a password, click [here to create a password](#)

Please enter your username or barcode, and password.

Username or Barcode:

[Create Username](#)

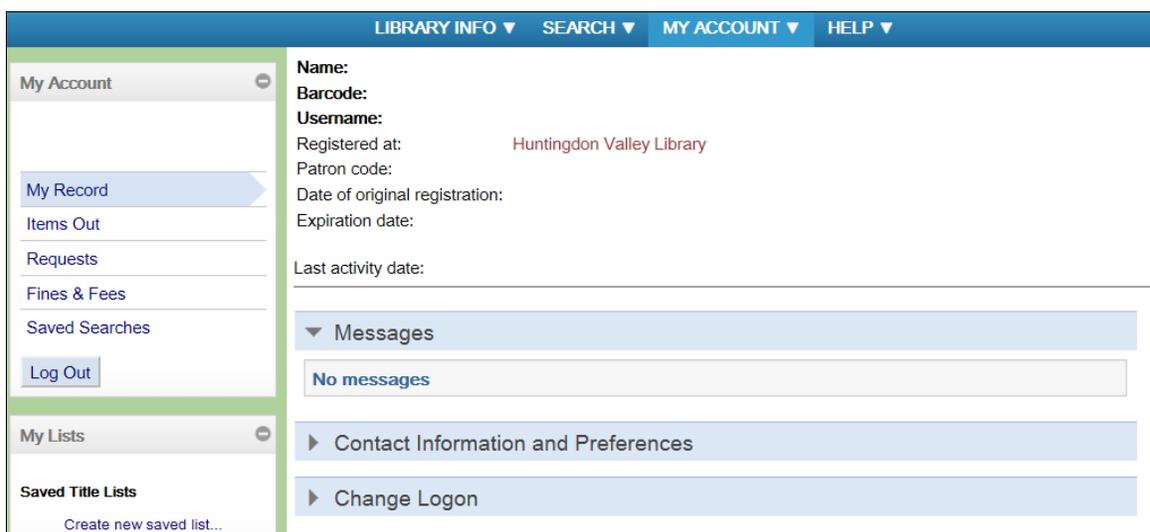
Password:

[Forgot your password?](#)

Don't forget to log out...

- If you don't have a password, please either select the **click here to create a password** text or speak to a library staff member.
- If you don't remember your password, please either select the **Forgot your password?** text or speak to a library staff member.
- If you'd like to make it easier to access your account, click **Create Username** when signing in; that way, you'll be able to log in to your account without having to type in your barcode.

To Change Your Account Settings: Go to the **My Account** screen, then select the **My Record** menu, and you will be presented with several options:



LIBRARY INFO ▾ SEARCH ▾ MY ACCOUNT ▾ HELP ▾

My Account ▾

Name:
Barcode:
Username:
Registered at: **Huntingdon Valley Library**
Patron code:
Date of original registration:
Expiration date:
Last activity date:

▾ Messages
No messages

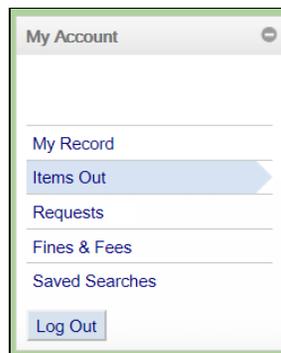
▸ Contact Information and Preferences

▸ Change Logon

My Lists
Saved Title Lists
[Create new saved list...](#)

- Click on the **Contact Information and Preferences** menu to modify demographic information, such your address, phone number, and e-mail address. In addition, you can sign up for text message alerts as well as an automatic reading history log. Click the **Submit Change Request** button to save any changes made to your profile.
- Click on the **Change Logon** menu to modify your username or password.

To View Information About Items You Currently Have Out: Click the **Items Out** text on the menu bar:



You'll see the Format (book or electronic item), Call Number, Title, Library Branch (owner of the item), Due Date, and Renewals Left:

<input type="checkbox"/>	i	Format	Call Number	Title	Assigned Branch	Due Date	Renewals Left
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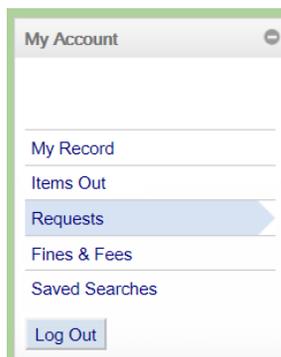
- To renew an item, click on the checkbox to the left of the Title, and then click the **Renew Selected Items** button:



Note that items without a checkbox showing cannot be renewed.

- To see more details about an item, click on the associated **i** icon.

To View Information About Your Current Requests: Click the **Requests** text on the menu bar:



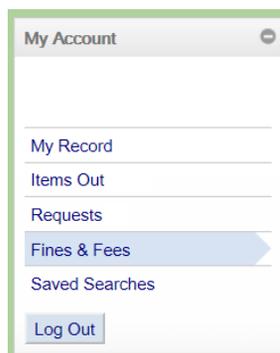
You'll be able to see the Title, Pickup Library, Status (if the item's ready for pickup, or if you are still on the waiting list), and Hold Position:

<input type="checkbox"/>	i Format	Title	Pickup Library	Status	Hold Position
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- There are several possibilities for the Status: **Item is en route** means that the item has been found and sent to the Pickup Library (usually HVL); MCLINC libraries receive shipments once per day on weekdays. **On Waiting List** means you are in the queue for the item; the Hold Position tells you your location in the queue.
- To **Change the Pickup Location, Cancel the Hold, or Suspend or Reactivate the Hold**, first click on the checkbox to the left of the Title, and then click on the associated button near the bottom of the webpage:

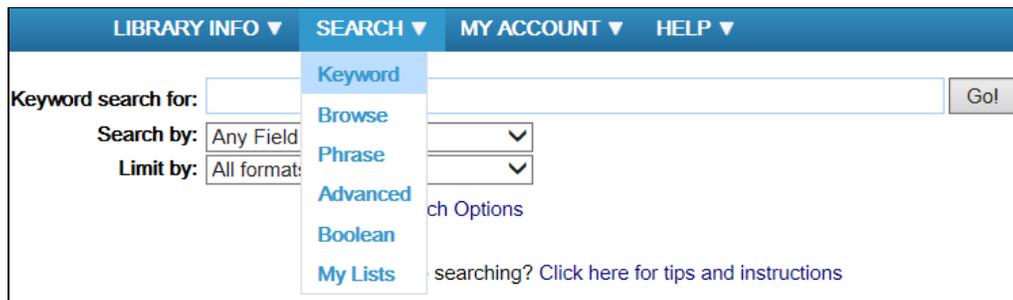


To View Information About Your Current Balance: Click on the **Fines & Fees** text on the menu bar:

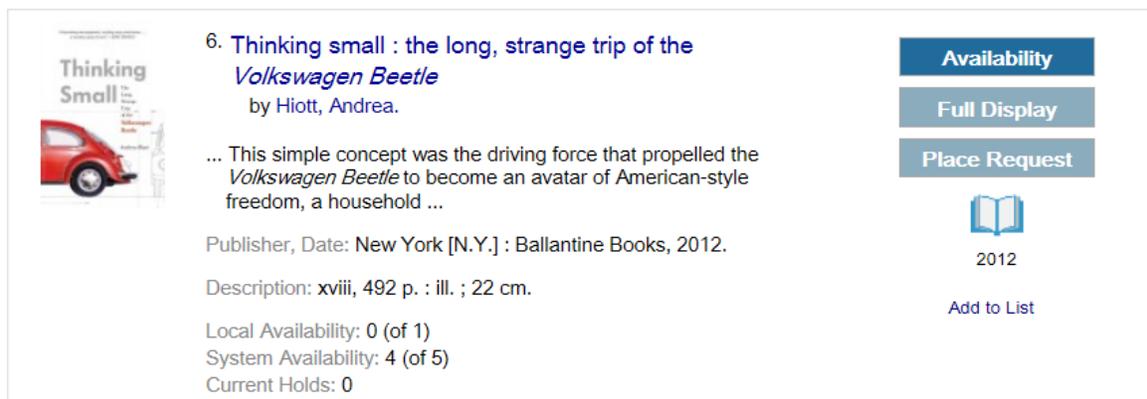


- Your balance can be paid online by using a credit card, or by cash or check in person at the library. If paying by check, make it out to the Huntingdon Valley Library. Note: items cannot be checked out with an account balance exceeding \$10.

To Search for an Item: Click on the **Search** menu, and select **Keyword**. Then, type in an author, title, or series of interest:



For example, suppose you wanted to search for a book about Volkswagen Beetles. Type Volkswagen Beetle into the **Keyword Search Bar** and then press the Enter key. Numerous search results will appear, including this one:



Clicking the **Availability** button shows which libraries own the item (and if the item is currently in or checked out to a patron); clicking the **Full Display** button displays a detailed item description; and clicking the **Place Request** button takes you a screen to confirm the order. The search can be saved as well — by clicking the **Save Search** button.

To Make Your Screen's Text Larger: Click the **Large Text** icon at the top left of the webpage; to revert to default-size text, click the **Regular Text** icon:



And, finally: Always to make sure to click the **Log Out** button when you're done!