

CLICK HERE TO OPEN THE CATALOGUE IN A NEW WINDOW

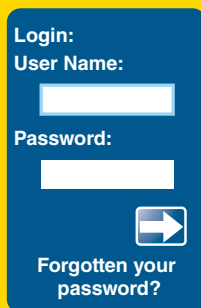
To access the login page click the **MY STUFF** and **RENEW** link and then the catalogue link - "[CLICK HERE TO OPEN THE CATALOGUE IN A NEW WINDOW](#)"

How to Log in

- » **YOUR USER NAME** (this is your library card barcode number)
- » **YOUR PASSWORD** (set as your library card barcode number when you join – you should change this)

On your first visit, please change your password to one of your own choosing. To do this select the **CHANGE PASSWORD** link and follow the simple instructions.

If you have forgotten your password click the **FORGOTTEN YOUR PASSWORD?** link and follow the simple instructions, your password will immediately be sent to your email address. Your email address will need to be registered with the library to do this.



A graphic of a login form with a blue background. It contains the following text and elements: 'Login: User Name:' followed by a white input box; 'Password:' followed by a white input box; a white arrow icon pointing right; and the text 'Forgotten your password?' at the bottom.

Reserve

To place a reserve follow these steps:

- » Log in to open the search screen.
- » Enter title, author or keyword and click go.
- » Once listing is found, click on the box to the left of the title and then click reserve at the top of the screen.
- » This will display the title in a new screen. To confirm your reservation click reserve again.

There is a \$1.00 charge per item for adult borrowers, junior members may reserve for free.



log in / reserve

My Stuff and Renew

- » See what you have on loan.
- » Renew items (as long as no one else has reserved that item)
- » Place a reserve on a title.
- » Set up an alert to let you know when a new book by your favourite author arrives.
- » Change password... and more.

Current Loans

Clicking the **CURRENT LOANS** link displays a summary of the items you have on loan. A red due date indicates the item is overdue.

Renew

You can renew your on loan items once. To do this select the **CURRENT LOANS** link. There is a tick box beside each title to allow you to renew it. The tick box will not appear if:

- » The item has been reserved by another borrower or
- » You have already renewed the item.

My Magazines

MY MAGAZINES is an email alert system which allows you to set up a list of magazines that you are interested in. When an issue from your list enters the library you will receive an email.

To set up a **MY MAGAZINES** alert:

- » Log in to open the search screen.
- » Search for the magazine e.g. 'NZ House and Garden'.
- » Click the **ADD TO MY SERIALS LINK**.
- » This will display the title in a new screen. Select the arrival notification box and save changes.
- » Your list of magazines is displayed in the **MY MAGAZINES** link.

My Alerts

MY ALERTS allows you to create alerts for new resources that match your interests. When a new item that matches your interest enters the library, a notification will be sent to you by email.

TO SET UP A NEW ALERT:

- » Click the **ADD NEW ALERT USING WIZARD** link.
- » You will be prompted to complete a series of five screens.
- » Decide whether you want to create a title alert, a subject alert or an author alert – you can select only 1 of these 3 options.
- » For a title alert, enter keywords from the title.
- » For an author alert enter both the first name and last name of the author e.g. Bryce Courtney.
- » For a subject alert, enter keywords – the more keywords you enter, the more specific the subject will be e.g. "Thai cookery" rather than just "cookery".

Loan history

Clicking the **LOAN HISTORY** link displays the items you have had out and returned.

My Overdues

Clicking the **MY OVERDUES** option displays any overdue items that you have. Overdues can be renewed via the **CURRENT LOANS** link. Please see **HOW TO RENEW** if you need to renew an item.

My Reserves

Clicking the **CURRENT RESERVES** link displays a summary of the resources you have on reserve. The tick box beside each title allows you to remove any reservations when the **DROP SELECTED RESERVES** button is clicked.

We encourage you to come use these features on the library computers where the local librarians can help you.



my stuff / renew

libraries

CENTRAL OTAGO & QUEENSTOWN LAKES

libraries.codc-qldc.govt.nz

CODC LIBRARIES

ALEXANDRA LIBRARY

E: alexlibrary@codc.govt.nz
A: 43 Tarbert Street, Alexandra 9320
P: 03 448 9412, F: 03 448 9412

Hours:
Monday – Thursday: 10.00 am – 5.00 pm
Friday: 10.00 am – 6.00 pm,
Saturday: 10.00 am – 12.00 pm

CROMWELL LIBRARY

E: libcrom@codc.govt.nz
A: 43 The Mall, Cromwell 9310
P: 03 445 0213, F: 03 445 0216

Hours:
Monday – Friday: 10.00 am – 5.00 pm,
Saturday: 10.00 am – 1.00 pm

CLYDE LIBRARY

E: alexlibrary@codc.govt.nz
A: 12 Fraser Street, Clyde 9330
P: 03 448 9412, F: 03 448 9412

Hours:
Tuesday: 10.00 pm – 12.30 pm,
Friday: 2.00 pm – 5.00 pm

MANIOTOTO SCHOOL COMMUNITY LIBRARY

E: libmcl@qldc.govt.nz
A: Maniototo School, 15 Caulfield Street, Ranfurly 9332
P: 03 444 9348, F: 03 444 9562

Hours:
Monday – Friday: 9–00am –11.45 am
12.30pm – 4.00 pm
Friday: 7.00 – 8.00 pm
Holidays
Monday–Friday 1:00 – 4:00 pm
Friday 7:00 – 8:00 pm

MILLERS FLAT SCHOOL COMMUNITY LIBRARY

E: library@millersflat.school.nz
A: Millers Flat School, 1655 Teviot Road, Millers Flat 9572
P: 03 448 9412, F: 03 448 9412

Hours:
Wednesday: 3.30 pm – 5.00 pm
Saturday: 10.30 am – 12.30 pm

OMAKAU SCHOOL COMMUNITY LIBRARY

E: office@omakau.school.nz
A: Omakau School, Deaker Street, Omakau 9352
P: 03 447 3837, F: 03 447 3837

Hours:
Monday–Thursday: 8.30 am – 3.30 pm
Every alternate Wednesday:
8.30 am – 4:00pm
Closed in School Holidays

ROXBURGH LIBRARY

E: librox@codc.govt.nz
A: CODC Service Centre, 120 Scotland Street, Roxburgh 9500
P: 03 446 8105, F: 03 446 8113

Hours:
Monday – Friday 9:00 am – 4.30 pm

QLDC LIBRARIES

QUEENSTOWN LIBRARY

E: queenstown@qldc.govt.nz
A: 10 Gorge Road, Queenstown 9300
P: 03 441 0600, F: 03 450 1735

Hours:
Monday – Saturday:
10.00 am – 5.00 pm

ARROWTOWN LIBRARY

E: arrowtown@qldc.govt.nz
A: 58 Buckingham Street, Arrowtown 9302
P: 03 442 1607, F: 03 442 0194

Hours:
Monday – Friday: 10.00 am – 5.00 pm
Saturday: 10.30 am – 12.30 pm

KINGSTON LIBRARY

E: queenstown@qldc.govt.nz
A: 48 Kent Street, Kingston 9748
P: 03 248 8963

Hours:
Tuesday: 3.00 pm – 5.00 pm
Saturday: 10.00am – 12.00 pm

GLENORCHY LIBRARY

E: glenorchy@qldc.govt.nz
A: 13 Islay Street, Glenorchy 9372
P: 03 442 4378, F: 03 442 4978

Hours:
Wednesday and Friday:
1.30pm – 3.30pm

WANAKA LIBRARY

E: wanaka@qldc.govt.nz
A: Bullock Creek, Dunmore Street, Wanaka 9035
P: 03 443 0410, F: 03 443 1948

Hours:
Monday – Saturday:
10.00 am – 5.00 pm

HAWEA LIBRARY

E: hawea@qldc.govt.nz
A: Myra Street, Lake Hawea RD2, Wanaka 9382
P: 03 443 9371, F: 03 443 9362

Hours:
Mon & Sat: 10:00 am – 12:30 pm,
Tues & Wed: 10:00 am – 5:00 pm

MAKARORA LIBRARY

E: library@makarora.schoolzone.net.nz
A: Makarora School, Rata Road, Makarora 9346
P: 03 443 8342, F: 03 443 8349

Hours:
Tuesday: 11.30 am – 12.30 pm
Thursday: 2.45 pm – 4.00 pm
By request at other times.

libraries.codc-qldc.govt.nz