### How do I access my online patron account?

Click on **Sign In** on the menu bar on our online catalog. Enter your 14-digit PCLS library card barcode and your PIN/ password.  Click Sign in. Your Account Summary will list the number of materials you have checked out, are overdue, and are on hold.  Saved searches, lists, reading history and fines can be accessed under My Account. Click on the headings to view the complete list. Update your contact information, Overdrive options, and other preferences in the Account Settings menu.

### How do I find books online?

You can search for books and other materials using the blue search bar at the top of the page. Enter a title, author, or subject into the box and click the search button on the right of the search box to search the entire PCLS catalog. You can also search by author, title, subject, or series by using the drop-down list between the search box and the search button.  Narrow your results by expanding and selecting facets on the left side of the catalog listings.

### How do I reserve books online?

Log into your Plum Creek Library and search for materials by using the blue search box. Once you have found an item you want to reserve, click the **Place Hold** link in the blue box. On the Place Hold screen, verify that the library listed in the Pickup Location column box is the library you want to pick up the item; the default selection is your home library (where you registered and received a library card).   It is VERY IMPORTANT that you verify the LOCATION here. When finished, click the **Submit Hold Request** button.

### Do you need a old to go into effect on a future date? Do you no longer need the item on hold after a certain date?

If you want the hold to begin on a certain date in the future, access your account, view holds, select the item and click on the Freeze Selected button. Cancel holds by selecting the item and clicking on Cancel Selected.

### How do I renew books online?

On **My Summary** page of your account, click on the blue *Renew* link for each item you would like to renew. You can also click on the *Renew All* button at the bottom of the list to renew all of your items at once. If an item says *Not Renewable*, you have no renewals left on that item. Please contact your local library for assistance.