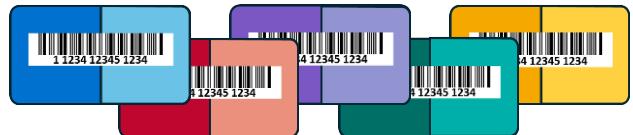


Using your library account online

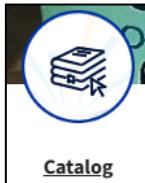


Logging Into Your Account

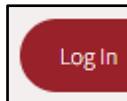
You will need:

- The 14-digit barcode number on the back of your Trumbull library card
- Your 4-digit PIN

1) Go to www.trumbull-ct.gov/Library and click on the *Catalog* button.



2) In the red menu at the top, click *Log In*.



3) In the *Log In* box, enter your barcode number and PIN. Then click the grey *Log In* button.

A screenshot of a "Log In" modal window. It has a dark brown header bar with the word "Log In" and a close button. The main area has two input fields: "Library Barcode:" containing "11234123451234" and "PIN - Default is the last 4 digits of your phone number:" containing "....". At the bottom are two buttons: "Forgot my PIN" in red and "Log In" in grey.

4) You should see your name in the red menu at the top. Click on *My Account*.



Don't know your PIN? Try the last 4 digits of your phone number. If that doesn't work, click the *Forgot my PIN* link to reset it through your email.

Once you are logged in, see the back of this sheet to manage your account.

Managing Your Account

Click on a tab to manage your account:

 Personal Information	 Checkouts	 Holds	 Fines	 Additional Information
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Personal Information

This shows the name, address, phone number and email address that we have on file for you. Call the library to update any of this information.

Checkouts

A list of items you have checked out from the library, and their due dates.

To renew an item, click the checkbox next to it and then click **Renew**. For a video demonstration, go to <https://youtu.be/1VeZOPXi5c> or scan this QR code:



<input checked="" type="checkbox"/> 	Joy of cooking / Irma S. Rombauer, Marion Rombauer Becker, Ethan Becker ; illustrated by John Norton.
	Rombauer, Irma von Starkloff, 1877-1962.
	Item Barcode: 34004070103553
<input type="checkbox"/> 	How to cook everything : 2,000 simple recipes for great food / Mark Bittman ; illustrations by Alan Witschonke.
	Bittman, Mark.
	Item Barcode: 34004070435211
<input type="checkbox"/> Select All	Renew

Holds

A list of items you have placed on hold, and whether they are ready to be picked up.

Fines

This tab will show a red circle icon with an exclamation point if you have any unpaid fines on your account.

To pay fines online, click the grey **Pay Fines/Fees** button. This will take you to a new page where you can enter your credit card information. For a video demonstration, go to <https://youtu.be/i1577yfXCNw> or scan this QR code:



Current Fines/Blocks: 2			
Total Due : \$3.00			
<input checked="" type="checkbox"/> Select All			
Pay	Title/Explanation	Reason	Amount
<input checked="" type="checkbox"/>		Fees	\$1.00
<input checked="" type="checkbox"/>		Fees	\$2.00
Total Selected			\$3.00
Pay Fines/Fees			

Additional Information

Used for occasional messages from the library (called *Miscellaneous Patron Alerts*) or other notes that are recorded in your account.

Miscellaneous Patron Alerts				
Miscellaneous Patron Alerts				
Title or message	Reason	Print notice	Library owed	Library associated with block
Test message	Message to Borrower	0	Trumbull Library	Trumbull Library