

## Text Message Notification

In addition to your standard notification by phone or email, you can get texts.

Login to your account and click your name in the upper right corner, and then click the Edit Account button. Enter your phone number in the mobile settings area and check the opt-in box. Submit. When you receive a text message to confirm, reply by typing "yes."

## Important things to remember:

- If you have a library card, you automatically have an account that is accessible online. There are no additional setup steps required.
- Different UHLS member libraries may have different lending and renewal policies. Keep this in mind when renewing items.
- Library cards expire every three years regardless of usage. This helps to ensure current contact information. If you are unable to access your account online and you know your PIN is correct, this may be why. Stop by any UHLS library to renew your card.
- For security purposes, it is recommended that you change your PIN at your earliest convenience.

## Lost PIN?

If you lose your PIN, we will be unable to provide it over the phone, as our software will not even share your PIN with staff members. By default, your PIN is the last 4 digits of the phone number we have on file for you. However, if you have changed your PIN or your phone number, this may not be the case. Please visit a library and be prepared to present both your library card and picture ID to reset your PIN. We appreciate your understanding.

## Take the library with you!

Download the UHLS mobile app to track your library account, search for items and place holds, contact a library, and more!



10 Community Way  
East Greenbush, NY 12061  
(518) 477-7476  
<https://eglibrary.org>

# Using Your Library Account Online

(11/22)



UPPER HUDSON LIBRARY ACCESS NETWORK  
Linking libraries in Albany & Rensselaer Counties



## My Account

Your library user account includes your user profile, items you currently have checked out, the status of any hold requests you have placed, library charges and blocks on your account, and your saved lists.

## How do I access my library account?

To start, go to: <http://catalog.uhls.org> and click “Login” on the top right of the screen.

You are not logged in | [Login](#)



On the next screen, enter the number on the back of your library card into the barcode field. By default, your PIN is the last 4 digits of the phone number you used to register the card.

Library Account Login

Enter your barcode and PIN

Barcode

PIN

Submit

Once you are logged in, you will see several options for managing your account in the left menu. If you do not see a left menu, click your name in the upper-right of the screen.

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## Messages

This section allows you to view messages or other information the library wants to share with you.

## Checkouts

This section allows you to view a list of library items currently checked out to your library card. It also provides the option to renew checked out items before they are due. To renew, either click “renew all” or check the box next to the desired title(s) and then click the “Renew marked” button.

Sort by Due Date Renew All Renew Marked

3 items checked out

RENEW	TITLE
<input type="checkbox"/>	WordPress web design for dummies / Lisa Sabin-Wilson.
<input type="checkbox"/>	Deluge : a novel / Stuart M. Kaminsky.
<input type="checkbox"/>	The hot flash club strikes again : a novel / Nancy Thayer.

Sort by Due Date Renew All Renew Marked

If the system does not allow you to renew your item(s), you may have already used the maximum number of renewals. Also, if another patron has requested the item, renewals will be denied.

## Holds

This section allows you to view the status of items that you have requested. You can freeze or cancel a request.

Sort by Hold Requested Date Cancel All UPDATE LIST

1 hold

CANCEL	TITLE	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FREEZE
<input type="checkbox"/>	A monstrous regiment of women / Laune P. King.		Pickup Location East Greenbush Community Library		Freeze <input type="checkbox"/>

Sort by Hold Requested Date Cancel All UPDATE LIST

## Library Charges/Fees

See any library charges or fees that may be blocking your borrowing privileges. These charges can be paid online from this screen.

## Reading History

This is an opt-in feature. Keep in mind that if the system keeps track of your history, the library would be required to turn it over to authorities if subpoenaed.

## Account Information

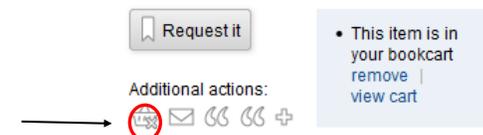
In the account screen, under your name, you will find links to “edit account” and “edit PIN.” Currently, the only option that can be edited in “edit account” is your email address.

[Edit account](#) [Edit pin](#)

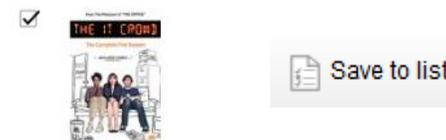
## My Lists

When you are logged into your account, you can create lists of items from our catalog.

To create a list, find an item you wish to add and click on the title. Click on the icon to add the title to your bookcart.



Click “view cart” and check the box next to the item and select “save to list” from the top bar.



You will be prompted to add to an existing list or create a new list.

To access lists, login to your account and click on your name in the upper right corner. Select “My Lists” from the left menu.

To manage or export your items and lists, use the menu at the bottom of the list screen.

[Delete All](#) [Delete Marked](#) [Export My Lists](#) [Move marked](#) [Change name/description](#) [Back to My Lists](#)