

## TO ACCESS YOUR LIBRARY ACCOUNT FROM HOME:

Go to [www.cornwallpubliclibrary.org](http://www.cornwallpubliclibrary.org). This is the screen that you should see:



Note that the upper left hand corner of the website home page says “CATALOG”.

Click on it, and you should see “library catalog” as the first item in the listing that appears.

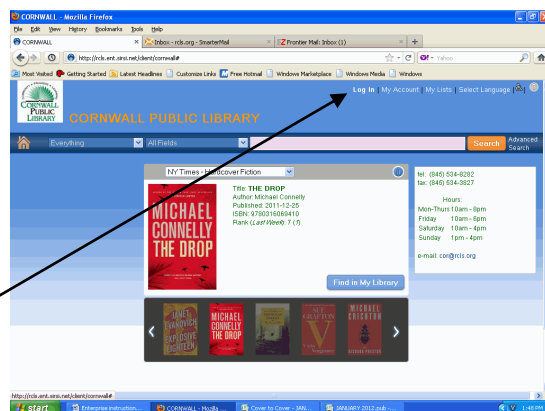
If it says “Classic catalog”, then you are not on the correct page.

On Dec 8, 2011, all the data from our catalog was migrated to a new database.

To be sure you are connecting to the current database: type [www.cornwallpubliclibrary.org](http://www.cornwallpubliclibrary.org).

***Do not use a shortcut, favorites or bookmarks.***

Clean up temporary internet files\*\*, if necessary. Once you select “Library Catalog”, you should see a new screen, with pictures of books from the NY Times Bestsellers list.



Select “Log In”. Use the same log in and pin number that you’ve always used.  
(Library Card barcode number and last four digits of your phone).

Note that you may now change your pin number. If you change it, keep track of the new number.

Once you log in you may select “My Account”. Select tab for **personal information**, **checkouts**, **holds**, or **finer**. Note that the items listed on the “holds” tab include all items you have requested. An exclamation mark indicates which items are ready for pickup.

Other items may be in transit or not yet available.

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### ***\*\*To clean up temporary internet files:***

On the Internet Explorer toolbar select Tools, Internet Options, go to Browsing History, click “Delete” and select files to delete.