



LaGrange Association Library
488 Freedom Plains Road (Route 55)
Poughkeepsie, NY 12603
(845) 452-3141
www.laglib.org

Using the Public Library Catalog

Search the Mid-Hudson Library System online Public Library Catalog (which includes the libraries in Dutchess, Columbia, Greene, Putnam and Ulster Counties), request (hold) an item and have it delivered to the library of your choosing. Check your record allows you to view the items you currently have checked out, your outstanding holds and your unpaid fines. You can also renew your items, pay your fines, cancel a hold and modify your personal information.

Search the Public Library Catalog and Request-A-Title

- Log on to the LaGrange Library website at www.laglib.org
- Click Search the Catalog
- Select Keyword, Title or Author
- Enter a search term in the Search For box (for a more specific search, click on one of the choices under Search Help)
- Select a specific location or accept the default of All Libraries in the drop down box
- Click Go
- A list of titles matching your search criteria will be displayed
- To sort the titles use the System Sorted drop down box
- Click on the title to view the owning libraries, the item's status and call number. A Checked In status means the item is on the shelf. On Holdshelf means the item is on hold for a patron. Date Due means the item is checked out and due back on that date.
- By clicking on an owning library, that library's address, phone #, email, hours and website link will be displayed.
- To reserve the item, click the green Request-A-Title button. Enter your library card number and PIN. Choose a pick-up location and click Submit. (If you don't have a PIN, enter your barcode, choose a pick-up location and hit enter. You'll be prompted to enter a new PIN. PINs can be made up of letters or numbers and must be 4-8 characters long.)
- Click New Search to return to the Public Library Catalog home page or Home/Logout if you are finished.

Check My Record and Renewing Items

- Log on to the LaGrange Library website at www.laglib.org
- Click Login to Your Account
- Enter your library card number and PIN and click Submit. (If you don't have a PIN, enter your barcode, choose a pick-up location and hit enter. You'll be prompted to enter a new PIN. PINs can be made up of letters or numbers and must be 4-8 characters long.)
- A list of your currently checked out items appears on the screen. To view your checked out items in order by due date, click Sort by Due Date.

- To renew your items, select the titles by clicking the appropriate check boxes under the Renew column and click Renew Selected Items. If you want to renew everything you have checked out, click Renew All. Your item status now says RENEWED Now Due xx-xx-07.
- To view your item requests, click Requests (Holds). Items with a Ready for Pickup status are ready for you to pick up at the library. To cancel a requested item, select the title by clicking the appropriate check box under the Cancel column and click Cancel Selected Items.
- To view your unpaid fines, click Unpaid Fines and Bills (if you don't have fines this option won't show on your screen). If your fines are at least \$5 and you wish to pay them online, review our Ecommerce handout for step by step instructions.
- You can also Modify Your Pin and Modify Your Personal Information.
- When you're finished, click the red Logout button.