



24/7 Access with Your Library Card @ laglib.org

Things you can do from our web site [laglib.org]:

- **Search and reserve** over 2.3 million items from the 66 libraries in Mid-Hudson Library System
- See what you have **checked out**
- **Renew** online and securely **pay your fines and fees** of \$5 or more
- Search the **full-text of newspapers and magazines**
- And so much **more!**

Search the Catalog & Reserve Items

To search:

1. Click *Search the Catalog* & select *Keyword, Title* or *Author*
2. Search all libraries or pick just one using the dropdown menu
3. Enter a search term in the *Search For* box & click *Go*
4. On the results page click on the title you're interested in to see if it is available
 - "*Checked In*" means the item is available for borrowing.
 - "*On Holdshelf*" means there is someone already waiting to pick up the item.
 - If there is a *Date Due* the item is already checked out to someone.

TIP: If you click on the owning library's name you'll see contact information and hours for that library

To reserve items:

1. Click on the green *Request-a-Title* button
2. Enter your library barcode number and PIN and the pick-up location of your choice
 - **Don't have a PIN?** Create one using 4-8 letters, numbers or a combination of both

Your Library Account: [View Checked out Items](#) | [Renew Items](#) | [Pay Fines](#)

To login: Click *Login to Your Account*, enter your library barcode number and PIN and click *Submit*

- **Don't have a PIN?** Create one using 4-8 letters, numbers or a combination of both

Once you are logged in you can:

- See a list of your **currently checked out items**
 - *TIP:* Click *Sort By Due Date* to view your items in order by date due
- **Renew items:**
 - Select the items by clicking in the boxes next to the item, click *Renew Selected Items*
 - To renew everything you have checked out click *Renew All*
 - Your item status will say *RENEWED Now Due XX-XX-XX10*
- **Pay Fines:**
 1. Click *Unpaid Fines & Bills* to see a list of your charges
 2. Click *Pay Online* and select which you'd like to pay
 3. Fill in your credit card billing information, email, credit card #, expiration date, security code and click *Submit*
 4. Review and confirm your transaction then click *Submit*

Search Newspapers, Magazines, etc.

1. Click on *Catalogs & Resources* (found in the left hand column on laglib.org)
2. Click on HOME**ACCESS**
3. Choose the resource you are interested in
 - Newspapers
 - Magazines
 - Specialty information
 - genealogy, auto repair, practice tests and so much more!
4. Enter your library barcode number and click *Submit*

The Basics of Your LaGrange Library Card

How long can I keep an item?

1 week	DVDs, Videos, Magazines, Music CDs, Wii Games, Software
3 weeks	Books*, Books on Tape/CD, Children's Kits, Backpacks

*please note there is a limit of 3 books per non-fiction subject per family at one time.

How many times can I renew an item?

Items may be renewed 2 times if no one is waiting for them.

Where do I return my items?

For your convenience you can return items at our library or any other public library in Dutchess, Putnam, Ulster, Columbia and Greene counties.

We have an outside book drop but we ask that you please not return DVDs, Videos, Books on Tape or CD, Music CDs or Software outside.

Fines

DVDs/Videos	\$1 per day
All other material	25¢ per day

- You'll never be fined more than \$10 per late item, but your library privileges will be suspended if you owe more than \$10 in fines or charges.
- *Once an item is 2 weeks overdue* we'll send you a notice. If the item is still overdue after 2 months we'll send you a bill for the replacement cost of the item and your library privileges will be suspended until you pay the charges.

Fees

Replace a lost library card	\$1
Lost or Damaged Audio/Video case	\$5
Lost or damaged tape or CD from an audiobook	\$10 per tape/CD

If you ever have any questions about your library account, please call the Library at 452-3141. We'll try to correct any problems as quickly as possible. We want you to enjoy your library card!