

Online User Guide



Logging into your library account

1. Go to www.jclib.org.
2. Click on the red button that says **CATALOG**.
3. At the top right of the page click on **Please Log In**.
4. Enter your full library card barcode (including any special characters) and password.
5. If this is your first time logging in, you will use the password **USERPASS**. You will then be prompted to create your own unique password.

Renewals and Account Information

1. Click on **YOUR ACCOUNT**, a drop down will appear.
2. Under **YOUR ITEMS** click on **ITEMS OUT** to see what you currently have checked out from the library.
3. From this screen, you can “Renew” your item/items by clicking the blue **RENEW** on the right or click **RENEW ALL** on the left of the page.*

* *This function will only be available if your items are not overdue.*

Reserves and Interlibrary Loan Requests

1. Sign in to your account.
2. Search for an item using the catalog search bar.
3. Click on the  icon to open the reserve page.
4. In the middle of the page click the blue **PLACE HOLD** button.
5. Once the item is fully processed you will receive an email, call, or text letting you know your item is ready for pick up.

Mobile Library Account

1. Go to www.jclib.org
2. Click on the red **CATALOG** button.
3. Click **ALLOW** in the pop-up window.
4. At the top right, click on **LOGIN**.
5. Click on this  to open your drop down menu or search for your item in the search bar at the top of the page.
6. Once the item is found swipe to the right and click on the blue **GET IT** button.
7. Another page will open, scroll to the bottom left, click on **PLACE HOLD**.
8. You will receive an email, call or text when your item is ready for pick up.

Digital Card

1. Follow steps 1-5 from the **Mobile Library** section of the brochure.
2. Click on **LIBRARY CARD**.
3. This will open a new window with your library card barcode.
4. You can either **SAVE** the image to your phone or **SHOW IT** to the **Circulation Staff** when you are ready to check out.

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