

Online Library Account & Catalog Help

Access your BCPL account online to view your account information, see items currently checked out, place hold requests, renew items, view fines and fees, etc.

Go to www.bcpl.org and click on **Library Account**. Use your Library card barcode and password to begin. (Your password will be the last four-digits of your Social Security number, unless you've changed it.)

Patron Account

My Record

Change your account information, including your address, telephone number, and password.

Change Preferences

To keep track of all the items you check out, click on the box next to **Maintain Permanent Reading list**.

Items Out

Shows the items currently checked out.

Renew items here.

Requests

Shows items on hold. Cancel holds here.

Fines and Fees

See amounts of fines/fees and pay online.

Saved Searches

View any saved searches or delete one.

Remember to Log Out.

Searching the library catalog

You can search directly from the Library's home page (use the **Search our collection** window) or while logged into your account (**Search tab**).

Note: **Any Field** is the default. To search specifically for an author or title, click on the down arrow next to the Search box to choose the appropriate option.

Where is it?

Do a search and click on **Where is it?** to find the branch and shelf location of an item.

Find more like this...

Looking for similar titles? Do a search and click on **Where is it?** Click on the **Find more like this** link on the right.

To place a Hold Request

Search for an item and click on **Place Request**.

Log on to your account, if you have not done so.

Click on the down arrow next to the **Pickup window** and select the library branch where you'd like to pick up the item.

Click on **Submit Request**

To search for a specific format

Looking for a DVD or Music CD? In the library catalog, click on the down arrow next to **Limit by:** and choose the appropriate format type, such as DVD, Music CD, Audio-book, E-book, etc. Click on Go or press Enter.

Saved Searches (in Patron Account)

Create a saved search and you will be notified by email when the library has received new items on a subject or by the author you choose.

Log on to your account and do a search. (Note: even if no results appear, this will be the base set for your search.) Click on **Save Search**.

If this is the first time you have used this feature, you may need to agree to the consent message by clicking on Yes.

2. Type the information on the Saved Searches workform.
3. Click on **Save Search**.

Need more help?

Please ask a staff member or call (859) 342-BOOK.