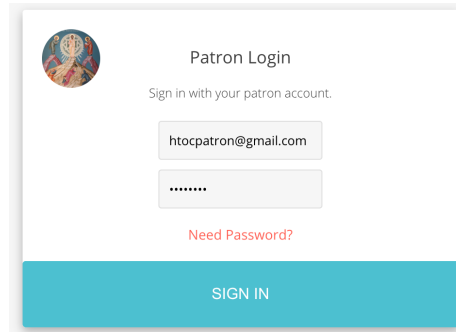


How to use the HTOC Library Remotely

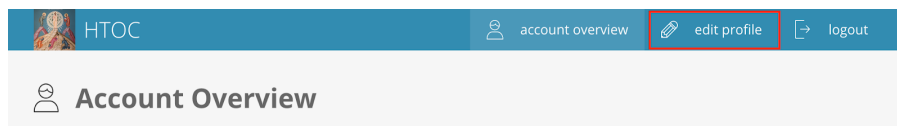
Sign up!

- Send an email to htoclibrary@gmail.com requesting a patron account
- You will receive an email with a unique password from libib.com
- Login to the patron page using your email account and new password on <https://htoc.libib.com>



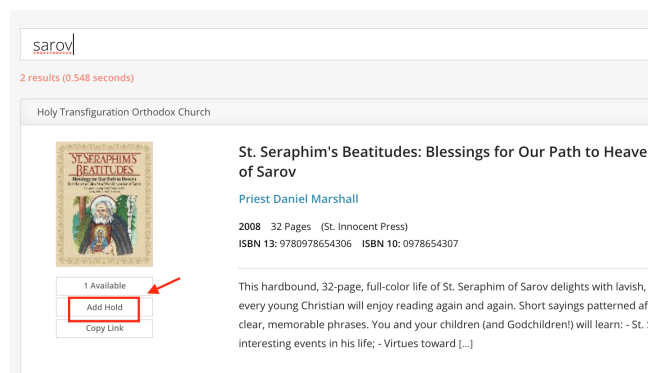
Change your password

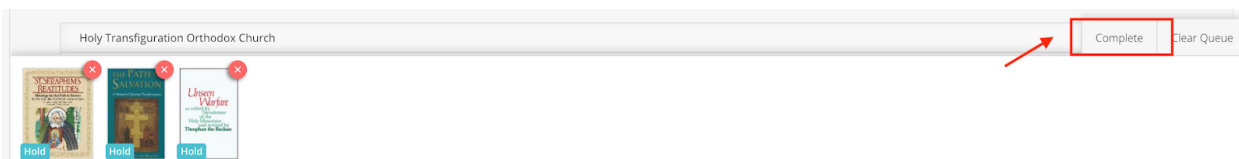
- Be sure to change your password by selecting Patron page > Edit Profile > Change password



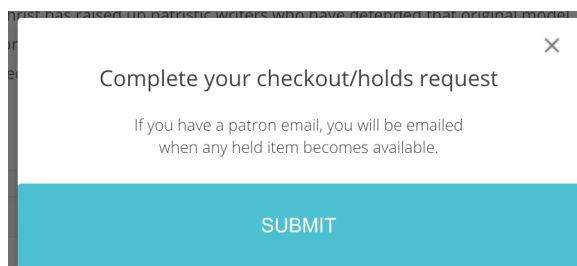
Put Books on Hold

- Using the htoc.libib.com patron page you can browse our parish library and put books on hold
- When a book is put on hold, a notification is sent to the librarian email account
- The librarian will retrieve the book and make it available for pickup in the parish link area.
- Once you find a desired book, select the **Add Hold** button to add it to your hold queue, you can add multiple books to your queue. When finished selecting books, choose **Complete** as shown below.





- Select **Submit** to send your order to the HTOC librarian



Pickup Your Books

- A notification email will be sent to you when the books are ready for pickup
- Books will be tagged with the patron name on a sticky note in a cart in the parish link area
- You can pick up your books at your convenience (assuming the building is open)
- The status of the books will be changed from **hold** to **checked out** in libib.com by the librarian

Renew Your Books

- Patrons can renew books online from the patron page

Return Your Books

- Books can be returned in the same cart in the link
- The librarian will return them to the shelves
- The status of the books will be changed from **checked out** to **checked in** by the librarian.

Feel free to send HTOC library questions, concerns or comments to htoclibrary@gmail.com

Sunday of the Prodigal Son, 2023