Log In to Your Account

1. If you do not have a password, please set one up at the library or create one online at the login page by clicking "click here to create a password". (Note: Many accounts were imported with a one character password. If a reset doesn't work, you will need to come in to the library to fix it.)
2. Go to our library web page: www.udlibrary.org & click on **My Account**.
3. Type your library card number (no spaces) in the **Username or Barcode** box.
4. Type your password in the **Password** box.
5. Click **Log In**.
6. Your name will appear on the left side, under **My Account**.

Please Note: For security and privacy reasons, password resets must be performed in person at the library. We are happy to renew or hold items over the phone.

View and Renew Items

1. Log in to your account.
2. Click the **My Account** drop-down on the top menu and then **Items Out**.
3. **Please Note**: Items will renew one additional term from the *current* date. So, a 1 week item due 1/7, if renewed on 1/5 will renew to 1/12, not 1/14.
4. To renew one or more items, select the check boxes for the items, and click **Renew Selected Items**.
5. If there is no check box, that item is not renewable.
6. To renew all items, click **Renew All Items**.

1. **IMPORTANT**: Check the new due date. The dates may vary depending on the home library of the item.

UPPER DUBLIN
PUBLIC LIBRARY

Using your Library Patron Account

Quick Reference Guide
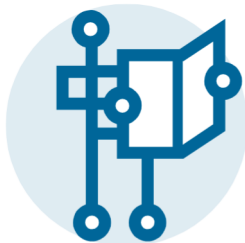
Hours:

Monday—Thursday:
9:30 am –9 pm
Friday: 9:30 am—5 pm
Saturday: 9:30 am—5 pm
Sunday: 12 (noon)-5 pm

UPPER DUBLIN PUBLIC LIBRARY

805 Loch Alsh Avenue
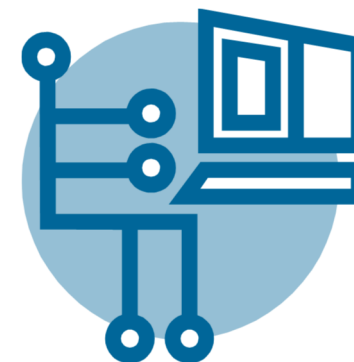
Fort Washington PA, 19034

Phone: 215-628-8744
http://www.upperdublinlibrary.org
E-mail: upperdublinlibrary@mclinc.org

UPPER DUBLIN
PUBLIC LIBRARY

Upper Dublin Public Library

805 Loch Alsh Avenue

Fort Washington PA, 19034

215-628-8744

http://www.upperdublinlibrary.org

Check and Cancel Requests

1. Log in to your account.
2. Click **My Account** on the top menu & then **Requests**. The list shows the status of each request. Don't know what "On Waiting List" or "Item is en route" means? Click on **Help** and then **Manage Request** on the top menu bar.
3. To cancel one or more requests, select the check boxes for the requests, and click **Cancel Selected Requests**.
4. To cancel all requests, click **Cancel All Requests**.

How to Request a Title

1. Log in to your Account.
2. Do a search for the book that you'd like to request.
3. In the search results, click **Place Request** for the title you want. A request form will be displayed.
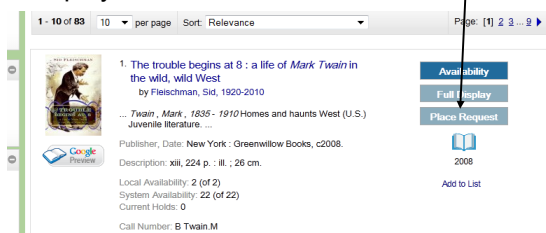
4. If you want a specific item out of the list (for example, disc 2 of a tv series), you will need to use the item place request icon in the **Availability** box. This looks like a little hand holding a book.
5. Select the location where you want to pick up the item in the **Pickup Library** box.

6. If you want it the hold to start in the future, change the activation date.
7. Click **Submit Request**.
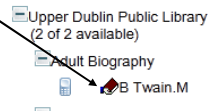
Change Your Password

1. Log in. Click **My Account** & **My Record** in the top menu.
2. Click **Change Login** at the bottom of the page.
3. Checkmark the box next to **Change Password**.
4. Type your current password in the **Old Password** box. It is case sensitive!
5. Type the new password in the **New Password** box. You can use 4 to 16 characters (letters & numbers only please).
6. Type the new password again in the **Verification** box and click **Save**.

View or Change Registration

1. Log in to your account.
2. In My Account/My Record, click **Contact Information and Preferences**.
3. Type the new information in the appropriate boxes, as required.
4. Click **Submit Change Request** to submit the new information to the library.

Check your Fines and Fees

1. Log in to your account.
2. Click **My Account** & then **Fines and Fees**.

View Your Reading History

Our catalog can retain a list of the titles you have checked out.

1. To turn this feature on, log in to your account . Click on **My Record**.
2. Click the **Contact Information and Preferences**.
3. Check the **Maintain reading list** box, then click **Submit Change Request**.
4. Items you check out from this point forward. will display in you're My Account under Reading History.

Creating Saved Lists

You can use our catalog to create lists of items, for example, items you want to read in the future or items you want to keep track of.

To Create a New List

1. Login to your account.
2. On the left bar, under **My Lists**, click **Create New Saved List…**
3. Name the list.
4. Click **Create new saved title list**.

To Add Items to your List

1. Login to your account.
2. Search for items in the regular search box.
3. When you find an item you wish you add to your list, click **Add to List** (Under the publication date on the right-hand side).
4. Choose the list you wish to add this item to or click **[New List]…**
5. Working lists will be deleted when you log out. If you wish to keep your information, it's best to add to add items to your own lists.