

Tips for searching the library catalogue

From the Westcoast website, click on Early Learning Library, then click on the search button.

Keyword

Enter words you think relate to your topic or title. Keyword search will give you the largest result because it searches the entire record for your word.

Title

Use the main words in the title (don't worry about *and, it, from,* etc.)

Author

Type the portion of the author's name that you are sure of (spelling, etc.)

How to look up your account on-line

1. On the top right of the library search page, click *My Account*.

Username

2. your library card number.

Password

3. the last 4 digits of your phone number.

4. Click the login button.

How to renew items on-line

Click the **view all** button beside **Items Currently Checked Out** on the left of your account screen.

1. Check the boxes beside the titles you wish to renew.
2. Click the GO button.
3. Click OK.

You will not be able to renew on-line if you have a fine or if items are overdue.

Web browsers compatible with our library software include Google Chrome, Firefox, and Internet Explorer 11.