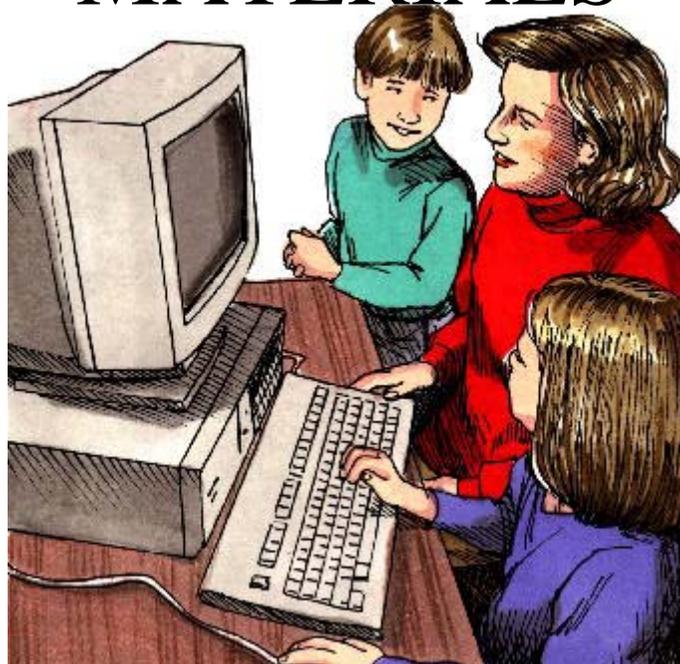




GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
Government of Guam



ONLINE ACCESS TO YOUR LIBRARY ACCOUNT AND HOW TO REQUEST FOR LIBRARY MATERIALS



BE ABLE TO ACCESS YOUR ACCOUNT ONLINE!

• HOW TO RETAIN A PIN NUMBER

Ask a Library Technician for a PIN (Personal Identification Number). A PIN is a four digit number of your choice attached to your library account. Your PIN allows you to take advantage of the following services:

Searching and Requesting hold for library materials.

Viewing materials you have checked-out

Viewing overdue fines you may owe

Note: Please present your Library Card and ID

• HOW TO CHANGE YOUR PIN

Log on to the Guam Public Library System Website (gpls.guam.gov). Scroll down, and click on **Resources**. On the right column, click on **Online Catalog**. From the new window, click on the **My Account** tab at the top left column. On the pop-up window, input your library card number (barcode) and given PIN.

Click on the Profile tab and at the bottom of the page you may key in your given PIN and then key in your desired PIN twice. Click on the Update tab and you are done.

Old PIN:

New PIN:

Re-enter
New PIN:

Update

Also from the Profile section you can view your personal information. If there are any changes to be made you can click on the Request Change tab so that the next time you visit the library the technician can be reminded and ask you for the information. You also can view your email address. You are able to make changes to your Email address or add one if there is none.

• MY CARD – OVERVIEW

The Overview section shows your account overview features.

Items Out: Show materials you currently have out and date due.

Hold Requests: Materials you have on request and availability.

Blocks: Overdue fines or overdue books currently out.

Profile: Personal information, email and PIN number

These are also the same features you see at the top under the My Card tab.

- **HOME – WELCOME & HOURS**

From the Welcome tab at the Home tab, there is a Welcome message and then a search field to find library materials. This search field is only a general search. Type your search in the space provided and then press Enter or click on the white arrow in the red circle.

Search:

In the Hours tab, you can view the hours of operation for our Main Library.

- **SEARCH – BASIC, ADVANCE AND RECENT SEARCHES**

In the Basic tab you can search under title, author, subject, etc. by clicking on the down arrow and selecting from the list and then typing your search in the space provided. Click on the white arrow in the red circle or press enter to get back a list of materials matching your searching.

Search:

In the Advance search tab, you are given more options and more fields to narrow down your search.

- **HOW TO REQUEST A HOLD OF LIBRARY MATERIALS.**

When you search for a particular material and it returns a list of matches, you will need to find the exact title you're looking for. If your return comes back with the exact title you should see two tabs at the right side:

Click on the Request Item tab and you should get back a window (Request Confirmation). Click on the Request tab again at the bottom of that window.

Finally you will get back another window letting you know that your request has been placed successfully (Image on the next page). Please look at the hold queue. If you look at the sample it shows (1), which mean that you would be the first to hold. If someone else has this material on hold it will show you what position you are at. If the position showed

(2) this material will not be available to you until the first request has been completed and returned, unless the library has more than one copy. Click on the Return to Search tab if you would like to search for more materials or the Log Out and Return tab to leave you Account.

Your request has been successfully placed

Cooking the Thai way /
by Monroe, Judy./Harrison, Supenn.

Your hold queue position is: 1 

You will be notified when this title is available by: phone

The pickup location for this request will be: **GPLS N.M. Flores Memorial**

Your request for this title will be effective until: 02/23/2011

Return to SearchingLogout and Return

When you go back to the My Card tab, under Hold Requests you will see the material that you had just placed on hold. When you check regularly, it will tell you when this material is ready for pick-up. Library will also contact you by phone to notify you.

Note that when you are searching for materials and you have done all the instructions above, but your request returned with this notice window below? This means that the material you are requesting is a non-circulation material. Reference and Guam Materials are not available for requests. Click on the Back tab to return for a new search.

This title is not available for requests.

This title is not available for requests.

BackLogout and Go Back

**IF YOU NEED MORE ASSISTANCE, ONE OF OUR LIBRARY
STAFF WILL BE MORE THAN HAPPY TO ASSIST YOU.**