

Over Peover Online How to....

Reserve or renew library books online

Browse to Cheshire Libraries


- ❑ In your browser go to www.cheshireeast.gov.uk/libraries
- ❑ You should get the page shown
- ❑ Click on the “Renew or reserve” link highlighted
- ❑ This will take you to the log in screen on the next slide



The screenshot shows the Cheshire East Libraries website. At the top, there is a green header with the Cheshire East Council logo on the left, a search bar with the text "Enter Keywords" and a magnifying glass icon, and a link for "A to Z site index" on the right. Below the header, the breadcrumb "Home / Libraries" is visible. The main heading is "Cheshire East Libraries". There are three main content areas: "Your Library Online", "Your Library", and "Your Services".

- Your Library Online:** Contains links for "Login", "Renew or reserve" (highlighted with a red box), "Search the catalogue", "eResources", "Join Online - *library members do not need to register online to login", "eAudiobooks", and "eBooks".
- Your Library:** Contains links for "Latest News", "Find your nearest library", "Mobile library service", "Opening Hours", "Charges", and "Volunteering".
- Your Services:** Contains links for "Frequently Asked Questions", "Library Services Directory", "Contact Details", "Children & Young People", "Use our Computers", and "Archives and Local Studies".

At the bottom left, there is a section for "E-Resource of the Month" with the "Access to Research" logo. At the bottom right, there is a green box for "Online Enquiry Service" with a note: "Please note that links open in a new window. There may be a delay receiving a response during busy times."

Log in screen

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[Advanced search](#) | [Browse by hierarchy](#) | [Tag cloud](#)

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[Cheshire West and Chester Libraries Opening Times](#)

[Cheshire East Libraries eResources](#)

[Cheshire West and Chester Libraries eResources](#)

[Book Lists](#)

[Cheshire eBooks](#)

[Cheshire eAudiobooks](#)

[Contact Us](#)

Got a question? Chat to us below!

Welcome to the Cheshire Libraries Catalogue

This is the shared catalogue for [Cheshire West and Chester](#) and [Cheshire East Council](#) library services. Access your Personal Record to renew your loans, check your reservations and update your personal details.

It's National Poetry Day!
Thursday 8th October marks the 21st anniversary of National Poetry Day. This year's theme is Light, and you can view a selection of poems on the [National Poetry Day](#) website.
If you're feeling inspired, why not check out a [poetry book](#) from your local library?

The 24 Hour Telephone Service is available for renewals phone 0845 148 0148 enter the number from your library card, ignoring any letters.

Keep up to date! Did you know you can receive email notifications from us to remind you your loans are due, and when Holds are ready for pick up from the library? Log in to your account and add your email address to Your personal details.

How to guides...

[Your Account](#)
[How to place a hold](#)

Log in to your account:

Library Card Number:

Password:

If you already have a library card you do **not** need to register your account online just log in with your library card number and password

Please note that you should ignore all spaces when entering your library card number into the login box.

If you don't know your Password ask us via the live chat box, or contact us via [email](#), please include your library card number, and confirm your address or date of birth.

Log in and getting a password

- On the right hand side there is a log in.
- Put your library card number in the first box ignoring all spaces
- You will need a password for the second box. If you don't have one see the next slide for how to get one.

Log in to your account:

Library Card Number:

Password:

If you already have a library card you do **not** need to register your account online just log in with your library card number and password

Please note that you should ignore all spaces when entering your library card number into the login box.

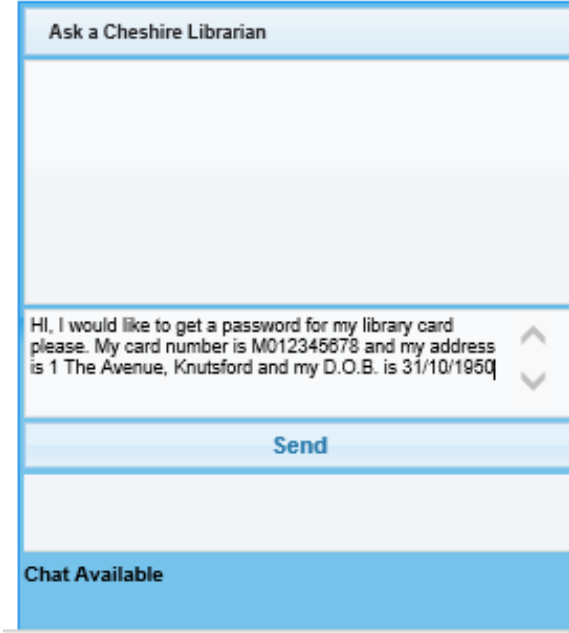
If you don't know your Password ask us via the live chat box, or contact us via [email](#), please include your library card number, and confirm your address or date of birth.

If you are not already a member of the library you can [join online](#).

Getting a password

- There are three ways of getting a password:
 - ▣ Use the online chat to request a password making sure you include your library card number, address and date of birth.
 - ▣ Send an email to: libraries@cheshiresharedservices.gov.uk<libraries@cheshiresharedservices.gov.uk>
 - ▣ Go into any Cheshire library and ask one of the members of staff

Got a question? Chat to us below!



Ask a Cheshire Librarian

Hi, I would like to get a password for my library card please. My card number is M012345678 and my address is 1 The Avenue, Knutsford and my D.O.B. is 31/10/1950

Send

Chat Available

Reserve a book

- In the search bar enter the title of a book or any keyword such as “Paris” if you want a travel guide on Paris
- You can select all libraries in Cheshire or a specific library. Click on “Go” and the results will be shown below
- Click on “Place hold” if you would like to reserve it or order it in from another library

The screenshot shows a library search interface. At the top, there is a search bar with the text 'rough guide to Paris' and a dropdown menu for 'Knutsford Library'. Below the search bar, there are links for 'Advanced search', 'Browse by hierarchy', and 'Tag cloud'. The main content area displays 'Your search returned 2 results.' and lists two items:

- Paris** by Blackmore, Ruth. Description: 200 pages. Edition: New edition. ISBN: 9781409305547 (pbk: 1140930544). Material type: Book. Publisher: London Rough Guides: 2015. Availability: Items available for loan: Congleton Library [914.4361] (1), Crewe Library [914.4361] (1), Holmes Chapel Library [914.4361] (1), Knutsford Library [914.4361] (1), Macclesfield Library [914.436104] (1), Nantwich Library [914.4361] (1), Sandbach Library [914.4361] (1), Willmslow Library [914.4361] (1). Checked out (2).
- The rough guide to Paris** by Blackmore, Ruth. Edition: 13th ed. ISBN: 9781405388951. Paperback1405388959. Material type: Book. Publisher: Rough Guides: 2012. Availability: Items available for loan: Congleton Library [914.4361] (1), Crewe Library [914.4361] (1), Knutsford Library [914.4361] (1), Nantwich Library [914.4361] (1).

On the left side, there is a 'Refine your search' sidebar with categories: Availability (Limit to currently available items), Authors (Blackmore, Ruth), Holding libraries (Congleton Library, Crewe Library, Knutsford Library, Macclesfield Library, Nantwich Library, Show more), Item types (Books), Locations (Adult Lending), Series (Pocket rough guide), and Topics (Paris, travel).

Place a hold on a book

- ❑ Placing a hold on the book opens this confirmation window
- ❑ It will show your user name and library number
- ❑ You can change the pick up location
- ❑ There is a £1.00 charge for reservations either online or in the library
- ❑ If you want to proceed click on the “Place hold” button

Confirm holds for: **Library User M012345678**

There is a charge of 1.00 for placing this hold

Place a hold on **Paris**, by Blackmore, Ruth

Holds and priority: 1 out of 1

Pick up location: Knutsford Library

[Show more options](#)

Place hold


Renewing library books

Hello, Library User

[Click here if you're not Library User](#)

Checked out (1)

1 Item(s) checked out [Renew selected](#) [Renew all](#)

| | Title | Due | Call No. | Renew | Charges |
|---|--|------------|----------|--|---------|
|  | The rough guide to Paris | 09/11/2015 | 914.4361 | <input type="checkbox"/> Renew (4 of 4 renewals remaining) | No |

- When you log in you will be presented with a list of all books you have out on loan
- Click the check box of those you wish to renew then the “Renew selected” button or the “Renew all” button if you want to renew all books