

On WorldCat Local, there are 2 options at the top to sign into:

- The My library account option to access your library account i.e. checkouts and holds etc.
- The WorldCat option is all about the user's searches and lists etc.



To access the “The My library account” option and renew books:

1. Click on ‘My library account’ option



2. The following screen opens, Click on the Set/reset password link:

Sign in

User Name:

Password:

[Cancel](#)

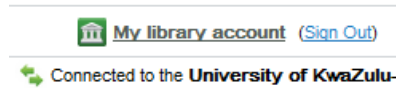
[Set/reset password](#)

3. In the block that appears, enter in a username, which will be the student number / staff number. An email will be sent to the user (almost immediately) to the email address specified in the patron record on WorldShare (the library system). From there they can then setup a password and login.

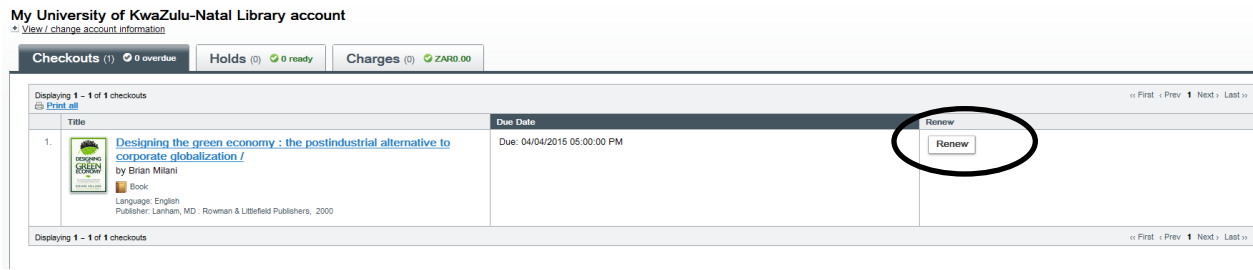
To reset your password, enter your user name below. You will receive an email message with a new password. Once your password is reset, your current password will no longer be accepted.

User Name:

- Once you have logged in, it will show on the right hand corner that you are logged in. click on the link “My library account” to show details in terms on loans etc.



- To renew material, click on renew button.



Rules for Renewals:

All books may be renewed three (3) times. But there are no renewals for videos, CDs, DVDs, Theses and Journals.