

How do I renew items on my account?

1. Click on **My Account** in the top blue banner.
2. Click on **Renew My Materials**.
3. Renew individual items or all items.*
4. Scroll down; click on **Renew Selected Items**
5. Remember to log out when you are done, to protect your account security, by selecting the **Logout or Exit** navigation button.

*Items that have holds or are overdue will not be renewed and overdue items will have accrued fines added to your account.

How do I place a hold?

1. After searching the OPAC, select the item you want from the Results display and click on the blue **Place Hold** button.
2. If in the **Details** view click on the **Hold** link on the left of the display screen.
3. Enter your User ID and PIN number if you have not already logged in.
4. You will see information about the hold you just placed. **CHOOSE YOUR BRANCH FOR PICKUP.** (Expiration date is not necessary to change unless you want to cancel the hold by a specific date.)
5. Remember to click **Logout** when you are through.

If you experience any problems with placing holds, please call us. You will receive a phone call or e-mail notifying you when the item is available. Materials will be held for 5 days from the day the hold is available.

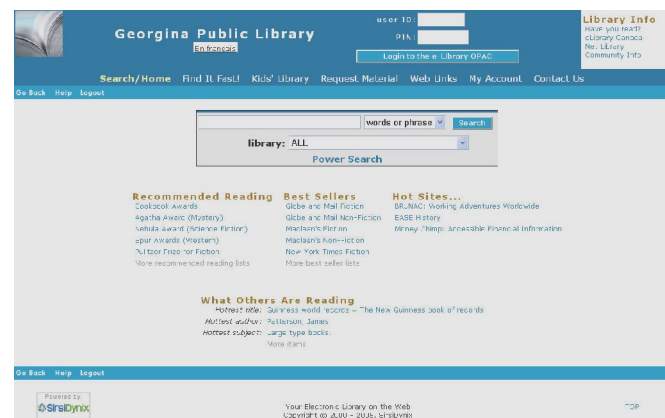
Request material not owned by GPL by clicking on the **Request Material** link on the top blue banner then on Interlibrary loan or Recommend to Order

Keswick Library **905 476-5762**
Peter Gzowski Library **905 722-5702**
Pefferlaw Library **705 437-1514**

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24 hours a day, 7 days a week
Search for library holdings, web
links and manage your personal
library account.

<http://www.georgina-library.com>

User ID = Library card # (0-end no spaces)

Your PIN: _____