

## Reading History:

Many patrons would like a convenient way to keep track of the books they have read or checked out from the library. You can opt to save your reading history online. Once you have logged in to your account, click on the “My Reading History” link and select the “Opt-In” button. You can opt out again at a later date if you choose. Once you have opted in to this service, it will keep a record of every item you check out: books, DVDs, music, etc.

## My Lists and Preferred Searches:

If you are a frequent library user and/or place many holds online, you can use these options to help you keep track of your favorite authors and your “to-be-read” lists.

My Lists is a feature that allows you to create wish lists of titles you may want to check out later.

A Preferred Search is a feature that helps you stay informed about new materials added to CountyCat. For example, you can select to be notified by email when a new book by your favorite author comes in. A preferred search can be for an author, a subject, or even a keyword.

Go to CountyCat for more information on how to use these new features.

## Checking Due Dates:

Log in to your account and access your list of checked-out items and respective due dates.

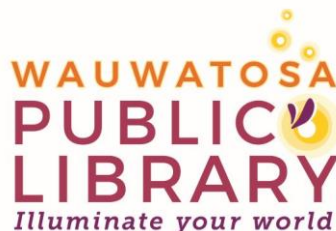
## To Access Your Library Account:

Go to the library’s website, [www.wauwatosalibrary.org](http://www.wauwatosalibrary.org), and click on the link to “My Account”.

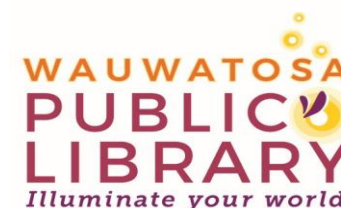
Or go directly to CountyCat at <https://countycat.mcfls.org> and log in to your account from the home page.



More information on all of these topics can be found on CountyCat by clicking on their link to “Help Topics”.



# Managing Your Library Account Online

A screenshot of the library's login page. At the top, there is a blue button that says "Login to My Account". Below this are two input fields: "Enter Barcode or Username" and "Enter PIN". A green "Submit" button is located below the input fields. At the bottom of the form, there are two links: "Forget Your PIN?" and "Need a Library Card?".

**Wauwatosa Public Library**  
7635 West North Avenue  
Wauwatosa, WI 53213  
414-471-8484  
[www.wauwatosalibrary.org](http://www.wauwatosalibrary.org)

## Logging in and Creating a PIN:

To access your account online, you will need to start at the main page of CountyCat and click on [Login to My Account](#). To sign in, make sure you have your library card barcode number and your password or PIN. You may have created a PIN when you applied for your card. If you think you did not, enter the card number only and click Submit. You will be prompted to create a PIN -- it must be at least four characters, either numbers or letters.

## Changing your PIN:

If you don't remember the PIN, you can enter the card number only, then click [Forget Your PIN?](#) at the bottom of the Login panel. The system will send a reset link to the email address on your library account. If you do not have an email registered with your account, you will be directed to call your library.

## User Name:

Don't want to have to remember that long barcode number? You can create a user name for your account and use it in place of the barcode. Log in to your account and click on **"Edit Account"**. Enter the user name you wish to use and click **Submit** to save the changes.

## Contact Information:

When you place holds, the library needs to know how to notify you that your items are ready to be picked up. You can choose email or phone notification and change or update your contact information by logging in and clicking on **"Edit Account"**. Enter the

information and hit **Submit** to save your changes.

## Placing Holds Online:

Any item within the library catalog can be requested whenever you see the **Request** link displayed from the full record display screen. You must be logged in to place the hold and you will need to choose a pickup location and click **Submit**. The system will confirm your request has been successful.

## Canceling Holds:

To cancel a hold you have placed, log in to your personal account. Click on the link to your **Requests/Holds**. To cancel one or more holds, click on the box(es) to the left of the item(s). Then, click on the button on top that says **"Update List"**. Do **NOT** click on the **"Cancel All"** button, unless you want to cancel all the items that you have requested.

## Freezing Holds:

If you are leaving for an extended period, or if you simply wish to better manage when your holds come in, you can freeze your holds. If you reach the top of the waiting list while your hold is frozen, the next available copy will be sent to the next person on the waiting list. The library will continue to send available items to the next waiting patron until you choose to reactivate your hold. Your hold will be passed over until you reactivate it, but you will not lose your place in line.

To freeze a hold, log in to your account and find your holds list. Click in the box to the right of each item you wish to freeze. Click on the **"Update List"** button to save your changes. To unfreeze your holds, click the box on the right of the item and click on **"Update List"** again to save your changes. (You cannot freeze holds on items that are already in transit or ready for pickup.)

## Renewing Materials:

Log in to your account and access your list of checked out items. To renew one or more items, click the box to the left of the title and then click the **"Renew Marked"** button. You may also check the **"Renew All"** button. If successful, the **STATUS** for all of the renewed items will say "RENEWED Now due \_\_\_DATE\_\_\_." The new due date will be calculated from the day that you renew the item, not the original due date. There are several reasons why an item may not be renewable. Check with the library if you have a question.

## Paying Fines Online:

Log in to your library account and click on the link **"Fines/Fees"** for current fines on your record. A detailed list of all fines will appear. Click on the **"Pay Online"** link. In the window that appears, select the fines you wish to pay and fill out the billing information form. Click **"Submit"** and confirm the information. You can print out a receipt. A similar receipt will be emailed to you if you have supplied an email address in the billing information form.