NHCL's Online (KOHA) Catalog: Self-Service Details

*We are pleased to offer new **self-service options** for your personal library account.*

Click on the "Log in or search" button, which is displayed on the **www.NHCL.org** home page to go to **nhcl.kohavt.org.**


NHCL and our KOHA Catalog

To use the self-service options, click on "**Log in to Your Account**" either in the upper right hand corner of the page or using the form on the right side of the KOHA catalog's home page (**nhcl.kohavt.org**) below the catalog search area.

You will be asked for your **Login and Password**. Your login is your patron ID. Please contact the library for your new account number. Your default password is the last 4 digits of your patron ID. You can change it after logging in.

Once on the account page (which displays your name) there are many things you can do with your account.
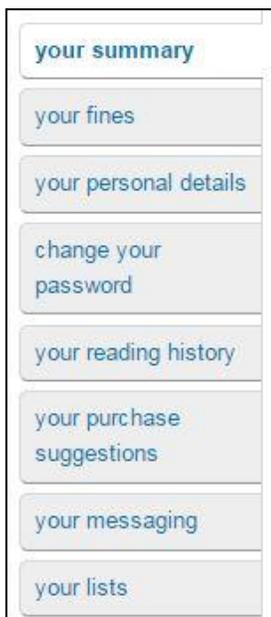
"Your summary" will show items checked out, items on hold and any messages that the library may have for you. To renew all items simply click renew all or select renew on each line item. You may not be able to renew some items because they are reserved for other patrons.

"Your fines" will show any fines or charges that you may owe.

"Your personal details" page will show contact information that the library has for you. If you need to make changes, please contact the library staff.

Under "your reading history" you will be able to see your checkout history and the date the items were checked in at the library.

The new system also has a link to "your purchase suggestions" where you can request that the library purchase an item not in the catalog. Library staff will then review the item to see if it will be purchased and let you know.

Under "your messaging" you can choose how the library communicates with you via email. You now have the option to receive emails when holds are filled, items are due or items are checked in/out. Simply click the boxes to select which emails you would like to receive and select how many days in advance you would like to be notified. You must have a valid email address on file with us, please see us to have yours added. Note: Overdue notices are automatically sent and cannot be stopped.

Under "your lists" you can keep lists of items you wish to take action on in the future. Use this link to create a list name. Once you have created a list you can add items to it while searching the catalog. Simply click on "save to lists" in actions and choose which list.

The catalog is searchable by NHCL's patrons and non-patrons.

While logged in and searching the catalog, you can reserve an item at your library by selecting "place hold" under the actions.

- Please note that you can only place items on hold at your home library. See a staff member about placing holds at other libraries.

In the catalog you can also add items to a cart. The cart function is simply a temporary gathering place to store items. You can then use this list to print, email or place a hold on the items. The cart will empty when you log out or close your window. (You do not need to be logged in to use a cart.)

Remember that after you have logged in and created a list, you can add items to it while searching the catalog. Simply click on "save to lists" in actions and choose which list.

HINT: When you are logged in, to return to "your summary" at any time, click on your name.

When you are done using your account, click **Log out** in the upper right of your screen.