

## Logging in to Heritage Online - the Leeds Library Catalogue

Anyone can look at the Leeds Library catalogue, but if you want to access your borrowing record, you will need to have a PIN set up for you at the library counter. It can be alpha or numeric or a combination of both and can be changed when you log in.

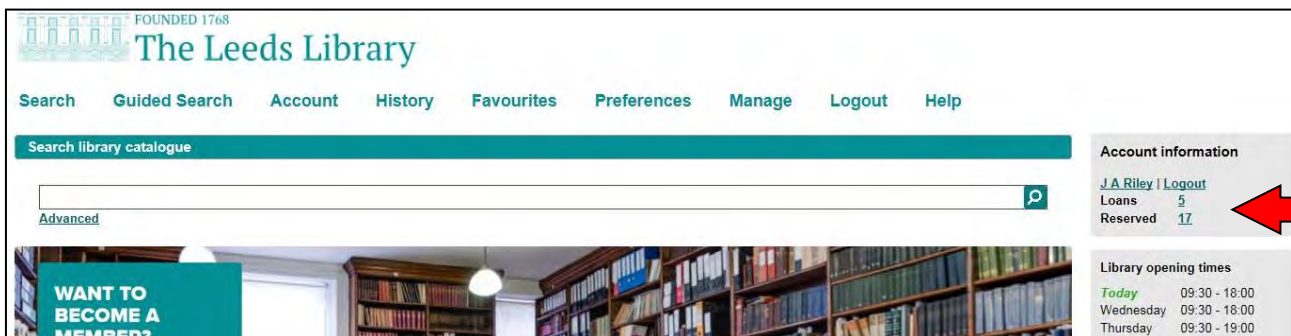
To access the catalogue, go to:

<http://www.theleedslibrary.org.uk>

Click on **Search the Catalogue** on the right of the page.

Then click on the **picture** below **Find a book, CD or DVD**

To the right of the next screen you will see the log in area. Your reader code is your membership number and should be 4 digits long. So, if your membership number is less than 4 digits precede it with the requisite number of zeros as follows: number 28 would be 0028, number 102 would be 0102 etc.



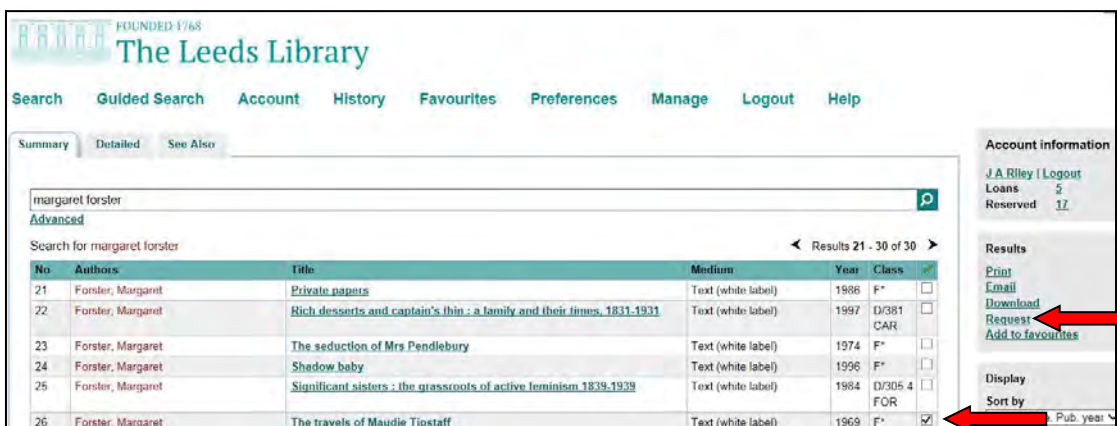
The screenshot shows the homepage of The Leeds Library. At the top, it says 'FOUNDED 1768' and 'The Leeds Library'. Below this is a navigation menu with links: Search, Guided Search, Account, History, Favourites, Preferences, Manage, Logout, Help. A search bar is present with the text 'Search library catalogue' and a search icon. To the right of the search bar is the 'Account information' section, which shows 'J A Riley | Logout', 'Loans 5', and 'Reserved 17'. A red arrow points to the 'Logout' link. Below the search bar is a banner image of a library interior with the text 'WANT TO BECOME A MEMBER?'. To the right of the banner is the 'Library opening times' section, which lists: Today 09:30 - 18:00, Wednesday 09:30 - 18:00, Thursday 09:30 - 19:00.

## Changing your password on Heritage

To change your PIN, log in with the PIN you have been given and then go to the **Preferences** tab and scroll to the bottom right of the screen and click the Change PIN button.

## Reserving items

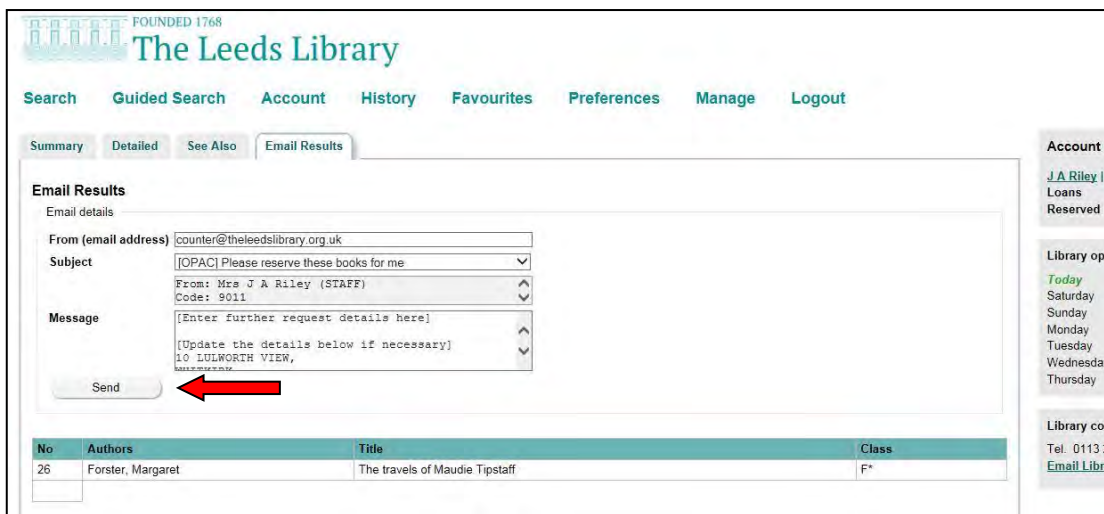
Once logged in, you can then perform a search to find any items you want to reserve. To reserve an item, click the box to the right of the item and then click the **Request** button to the right under the 'Results section' (see arrow 2).



The screenshot shows the search results page for 'margaret forster'. The search bar contains 'margaret forster' and the text 'Advanced' is visible below it. The search results are displayed in a table with columns: No, Authors, Title, Medium, Year, Class, and a checkbox. The table contains 6 rows of results. A red arrow points to the checkbox in the first row. To the right of the table is the 'Results' section, which includes links: Print, Email, Download, Request, and Add to favourites. A red arrow points to the 'Request' link. Below the 'Results' section is the 'Display' section, which includes a 'Sort by' dropdown menu. A red arrow points to the 'Sort by' dropdown menu.

No	Authors	Title	Medium	Year	Class	
21	Forster, Margaret	Private papers	Text (white label)	1986	F*	<input type="checkbox"/>
22	Forster, Margaret	Rich desserts and captain's thin : a family and their times, 1831-1931	Text (white label)	1997	D/381 CAR	<input type="checkbox"/>
23	Forster, Margaret	The seduction of Mrs Pendlebury	Text (white label)	1974	F*	<input type="checkbox"/>
24	Forster, Margaret	Shadow baby	Text (white label)	1996	F*	<input type="checkbox"/>
25	Forster, Margaret	Significant sisters : the grassroots of active feminism 1839-1939	Text (white label)	1984	D/305.4 FOR	<input type="checkbox"/>
26	Forster, Margaret	The travels of Maudie Tipstaff	Text (white label)	1969	F*	<input checked="" type="checkbox"/>

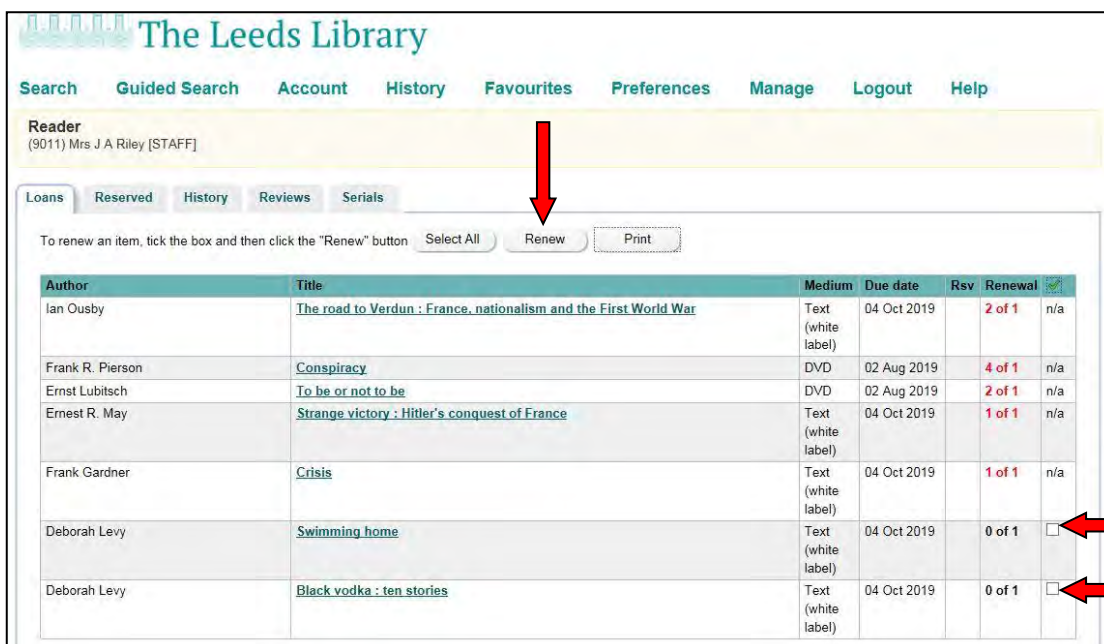
An email template will then appear (see below). Check your email address and your request(s) before clicking the send button. The email is sent to the Library Counter for the staff to process.



## Renewing items on Heritage

You can renew items once, but they must not be overdue or reserved for another member.

Log in and go to your account as before. Click in the box next to the item(s) you want to renew and then click the renew button (see below).



Please contact the library if you encounter a problem.

## labelling Cancellling reservations on Heritage

Log on as before Exactly the same process as before but click on the Reservations tab, click next to the item you no longer want reserving and click on the Cancel reservation button.

The screenshot shows the 'The Leeds Library' website interface. At the top, there are navigation links: Search, Guided Search, Account, History, Favourites, Preferences, Manage, Logout, and Help. Below this, the user's profile is displayed as 'Reader (9011) Mrs J A Riley [S...FF]'. A red arrow points to the 'Reserved' tab, which is currently selected. Below the tabs, there is a 'Cancel' button with a red arrow pointing to it. To the right of the button, a note reads: 'In order to cancel a reservation select the tickbox to highlight the appropriate item then click the Cancel button'. Below this is a table of reservations with columns: Author, Title, Date resv'd, Status, Due/held/info, and a checkbox. A red arrow points to the checkbox in the first row of the table.

Author	Title	Date resv'd	Status	Due/held/info	
Moore, Kate	<a href="#">The radium girls : they paid with their lives their final fight was for justice</a>	29 Mar 2017	Reserver 1	[Available]	<input type="checkbox"/>
Hayes, Alfred	<a href="#">My face for the world to see</a>	27 Apr 2018	Reserver 1	[Available]	<input type="checkbox"/>
	<a href="#">Selvedge : 2018 [July/Aug], issue 83</a>	16 Jun 2018	Reserver 1	Copies = 1	<input type="checkbox"/>
	<a href="#">Selvedge : 2018 [Nov/Dec], issue 85</a>	22 Oct 2018	Reserver 2	[Available]	<input type="checkbox"/>
	<a href="#">To serve them all my days</a>	12 Nov 2018	Reserver 3	No reservable copies!	<input type="checkbox"/>
Fukuyama, Masaharu	<a href="#">Like father, like son</a>	13 Feb 2019	Reserver 2	No reservable copies!	<input type="checkbox"/>
Garfield, Simon	<a href="#">In miniature</a>	20 Feb 2019	Reserver 1	[Available]	<input type="checkbox"/>
	<a href="#">Selvedge : 2019 Issue 87</a>	28 Feb 2019	Reserver 5	[Available]	<input type="checkbox"/>
Campbell, Nancy	<a href="#">The library of ice : readings from a cold climate</a>	25 Mar 2019	Reserver 1	[Available]	<input type="checkbox"/>