

How to Access Your Library Account Online

1. Go to the main page for Alamance County Public Library (www.alamancelibraries.org) and click on the link on the top right corner of the screen titled "Search Library Catalog" to take you to the catalog. Or you can type ls2pac.alamancelibraries.org in your Address Bar to go the Catalog webpage directly.
2. Click on the link at the top right corner of the webpage titled Log In.
3. Use your Library Card Number and PIN to see your account information.
 - a. If you do not know your Library Card number or have lost your card, you will need to go to your local branch to replace it for \$1.00.
 - b. If you do not know your PIN, you will need to go to or call your local library to change it.
 - c. If your Library Card Number and PIN do not let you log into your account, you will need to go to your local library to see what is wrong with your account (your card could be expired).
4. If your log in is successful, your first name should now be at the top right corner of the webpage. Click on your name to see your account details.
5. The Account Summary section shows you how many books you have checked out (if any), your name and contact information that you gave the Library when you signed up for your card. Using the sections on the left hand side of the screen will allow you to change some of your information.
 - a. You can only change your phone, email, and PIN here. That information will change in the internal library system when you update it. You CANNOT change your address unless you physically come into the library to do that.
 - b. You can also create a username and password for yourself to log into your account if you don't want to use your Library Card number or PIN.
6. The Account Activity section shows you everything you have checked out, items you have requested be placed on hold for you, and any fines you may owe. Use the sections on the left hand side to browse these options. If your items can be renewed, you can check the check box on the right hand side of the item and click on the Renew button above to do so. All items can be renewed twice before you need to return them to the library.

- a. If your items will not renew, they may have a hold on them and will need go to the next person.**
 - b. The Library does not keep track of the items you check out. The Loan History section will always be empty.**
- 7. The Saved Lists section shows any lists you have created while browsing items in the catalog. Any items in your Saved Lists can be requested to be put on hold or removed from your lists. You can also rename or remove the list all together.
- 8. The Saved Searches section shows you any searches you want to save. You can remove any searches you don't need any more by clicking the check box to the right of it and clicking Remove above it.
 - a. To save a search, you would just type in keywords, titles, or authors into the Search Box at the top of the catalog page. Once you click Search, you should have all of your results below but above the drop down box to sort your results you will see the terms you used to search and a link titled Save Search. You have the option to rename your search after clicking the link.