THERE ARE FOUR WAYS THAT YOU CAN USE THE LIBRARY SERVICE FROM HOME:

1. Phone your Library on (07) 878-1028
- Check what's on your library card
- Renew your books
- Place a hold on an item
- Or just talk to us in person

2. Visit our Website
www.waitomo.govt.nz/library
- Check what's on your library card
- Renew your books
- Search the catalogue
- Place a hold on an item
- Contact us online

3. Email us at library@waitomo.govt.nz
- Check what's on your library card
- Renew your books
- Place a hold on an item

4. Fax us on (07) 878-1028
- Renew your books
- Place a hold on an item

5. Bookmyne App For Smartphones
- Renew Items
- Check Account
- Place Holds
- Search Catalogue
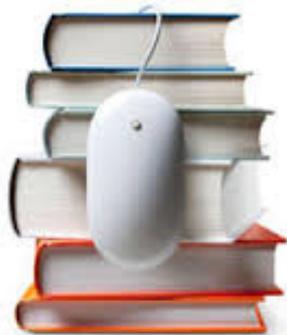
WHERE YOU CAN FIND US:

Waitomo District Library
28 Taupiri Street, Te Kuiti
Ph: 07 878 1028
Fax: 07 878 1028
Email: library@waitomo.govt.nz
Website: www.waitomo.govt.nz/library

We are open:
Monday to Friday 10.00am-5.00pm
Saturday 9.30am-12.30pm

Creating a better future with vibrant communities and thriving business.

WAITOMO DISTRICT LIBRARY

USING YOUR LIBRARY FROM HOME

www.waitomo.govt.nz/library

Waitomo
District Council

Opening Hours: Monday to Friday 10am to 5pm. Saturday 9.30am to 12.30pm

LOGIN TO THE ONLINE CATALOGUE

To login to the on-line catalogue:
1. Go to www.waitomo.govt.nz/library
2. Click on the 'Catalogue' button
3. Enter your library card number (this is the barcode on the back of your library card)
4. Click into the PIN field and enter the last four digits of your barcode
5. Click 'login to the e-library opac'

HOW TO SEARCH THE CATALOGUE

To search for an item, follow these steps:
1. Go to www.waitomo.govt.nz/library and click on the 'Catalogue' button
2. Type your search words into the search field
3. Click on the drop down arrow to select the type of search you have entered e.g., words or phrases, author, title, subject or series
4. Click on the 'Search' button

Items matching your search criteria will be displayed on screen. To do a new search, click on the 'New Search' button.

HOW TO RENEW ITEMS

To renew an item, login to the online catalogue with your barcode and PIN:
1. Click on 'My Account'
2. Click on 'Renew My Items'
3. Select the items that you wish to renew
4. Click on 'Renew Selected Items' or 'Renewal'
5. Please note: Items already overdue are not able to be renewed. Please contact the library by email or phone

If you have a garden and a library, you have everything you need. - Marcus Tullius Cicero
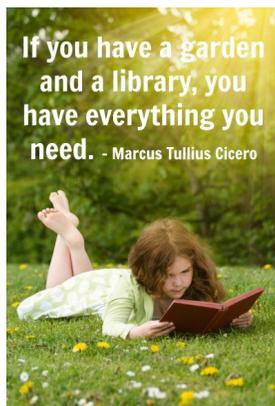
HOW TO PUT AN ITEM ON HOLD

To put an item on hold, login to the on-line catalogue with your barcode and PIN and follow these steps:
1. Search the catalogue to find the item you want to put on hold
2. Click on 'Place Hold'
3. If you would like the book sent direct to you, click 'Mail to me'
4. Click 'Place Hold'

Please note: there is a small fee for these services

Library staff will notify you when the item is available.

HOW TO CHANGE YOUR PIN NUMBER

To change your PIN number, follow these steps:
1. Login to the on-line catalogue using your barcode number and current PIN
2. Click on 'My Account'

Note: If you are not lgged in, you will be prompted to enter your barcode

3. Click on 'Change Your Pin Number'
4. Enter your current PIN
5. Enter your new PIN - this can be numbers, letters or a combination of both. Then re-enter your new PIN.
6. Click on the 'Change PIN' button