There are loads of ways to access library services from home

Phone us
- Check what's on your library card
- Renew books
- Place a hold on an item
- Ask us a question

Visit our website
- Check what's on your library card
- Renew books
- Search the catalogue
- Place a hold on an item
- Ask us a question

Email us
- Check what's on your library card
- Renew books
- Place a hold on an item
- Ask us a question

Download the app 'Waitomo District Library' from the app store
- Renew books
- Search the catalogue
- Place a hold on an item
- Check your account

Waitomo District Library
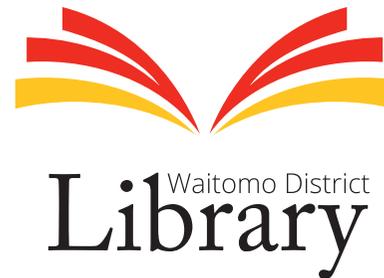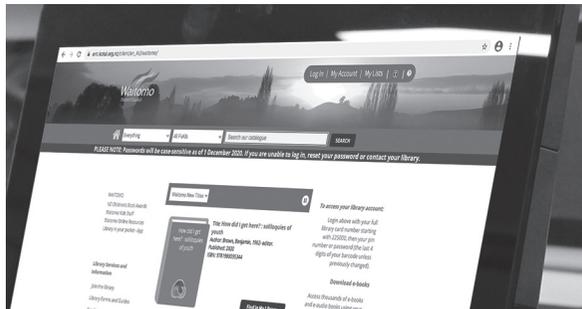
28 Taupiri Street, Te Kuiti

Phone: **(07) 878 1028**
Website: **waitomo.kotui.org.nz**
Email: **library@waitomo.govt.nz**

We are open:
Monday to Friday 10.00am - 5pm
Saturday 9.30am - 12.30pm

Waitomo District Library

Using your library from home
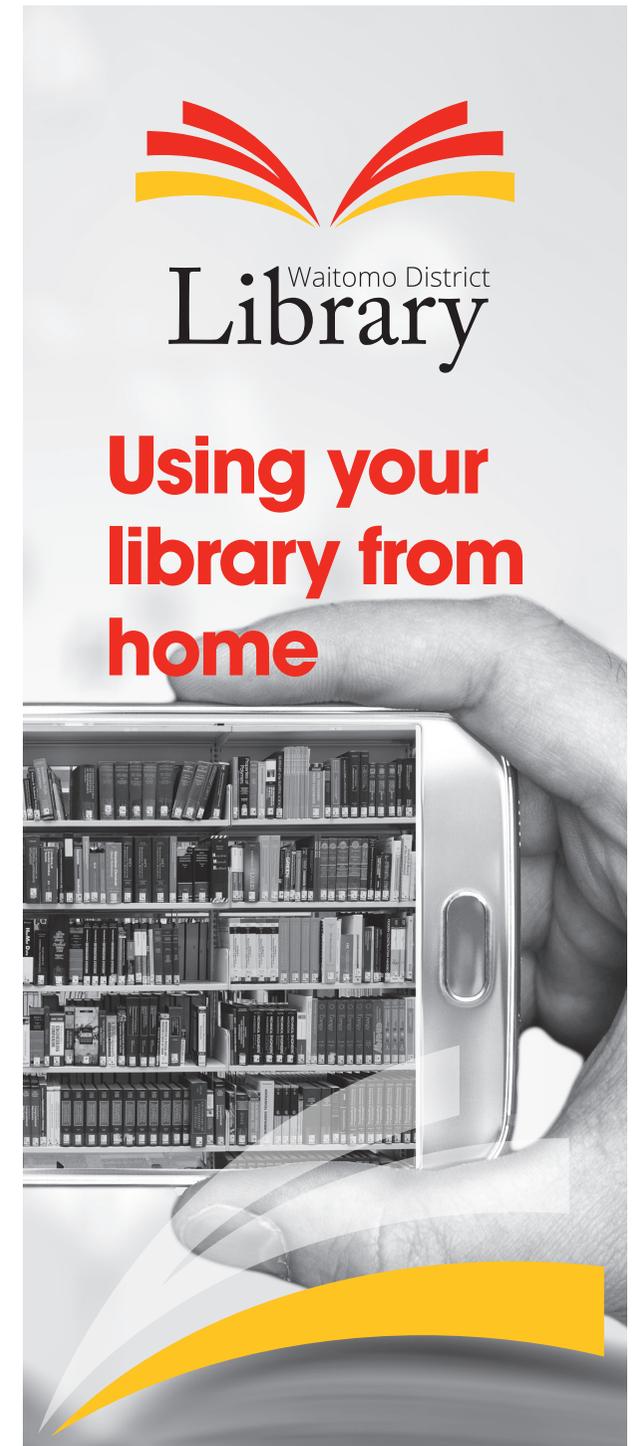
Logging in to your Account

To Login to the on-line catalogue:

1. Go to waitomo.kotui.org.nz
2. Click **Log In** from the menu bar at the top of your screen.
3. Provide your username and password
   Username: your library barcode
   Password: The last 4 digits of your bar code unless you've chosen your own.
4. Click **Log In**.

Searching the catalogue

1. Type in your search words into the search bar at the top of the page.
2. Use the drop down arrows to select the type of search you want e.g: Library /e-resources and Title / Author etc.
3. Click the 'Search' button.

To start a new search, change your wording in the search boxes. You can narrow down a search by using the filters on the left hand side.

If you leave the search fields blank, your results will show all Waitomo District Library resources.

Items matching your search criteria will be displayed on the screen. Select the item to receive further information about it.

How to renew items

1. Click **My Account** in the menu bar at the top of your screen.
2. Log in, if prompted.
3. Navigate to the **Checkouts** tab, then expand the desired section.
4. Select the item or items you want to renew or use the **Select All** option to select all your current checkouts.
5. Click **Renew**.

Please note: if your items are already overdue, you will not be able to renew. Please contact the Library by email or phone.

How to place a hold

1. Perform a search for the item you want.
2. Do one of the following:

   From the Search Results page or the Title Details page, find the item you want to place on hold and click **Place Hold**.

   From the Search Results page, use the checkboxes to select multiple items and click **Place Hold(s)** from the **Select an Action** drop-down list. This option may not be available on mobile screens.

3. From the window that displays, select the pickup library from the drop-down list.
4. Click **Place Hold**.

A message will display telling you whether or not the hold was successfully placed.

Please note: there is a small fee for this service Library Staff will notify you when the item is available.

How to your change your pin/password

1. Log in to your library account.
2. Go to **My Account**.
3. Open the **Personal Information** tab, then open the **Change PIN** or **Change Password** section.
4. Provide your current PIN or password and your desired new PIN or password, then click **Update**.

How to create a LIST

My List is a wish list of items that you may want to borrow later .

To create a list, login to the on-line catalogue:

1. From the search results page, use the checkboxes to select one or more titles to add to a list.
2. Click **Select an Action**, then select **Add to My Lists**.
3. Select which of your lists you want to save items to, then click **Add**.
4. If you are not logged in to the system, the title will be added to **Temporary List** automatically.

To save your Temporary List

1. Click **My Lists** from the menu bar.
2. Click **Select an Action**, then select **Save Temporary List**.
3. When prompted, name your new list and click **Save**.