

## HOW TO:

### Create a Patron Log In

1. Go to East Kingston Public Library.

Yes! You must physically go to the library to create a “Patron PIN”!

2. Tell the librarian (usually Tracy) you’d like to create a PIN to go with your library card number.
3. Remember your PIN you created!

## HOW TO ACCESS OUR CATALOG ONLINE

EAST KINGSTON PUBLIC LIBRARY  
Online - Public - Access - Catalog

<http://ekpublibnh.booksys.net/opac/ekpl/index.html>

## HOW TO:

### Find and Renew your current checked out materials

1. Enter or link to <http://ekpublibnh.booksys.net/opac/ekpl/index.html>
2. Click on “my items” under “General” from the menu on the right hand side.



3. Enter your library card number in the “Patron user name or barcode”. Tip: All EK Pub Lib “patron user” / library card numbers start with 247. Enter your password in the “Patron PIN”. Click the Log On button.

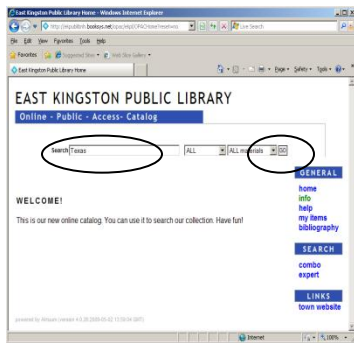
Listed are your Items Checked Out.

4. Check the checkbox to the left of the item and select “Renew Selected Items” to renew your overdue materials.

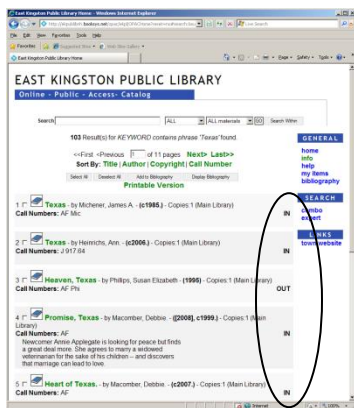
## HOW TO:

### Find what exists on a topic in our collection

1. Enter or link to <http://ekpublibnh.booksys.net/opac/ekpl/index.html>
2. Enter any criteria in the search box. If you just have a topic, enter the topic – for example enter “Texas”
3. Click “Go” to execute your search.



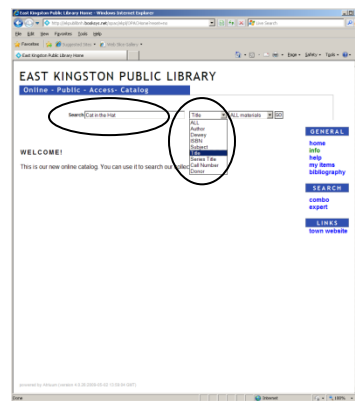
4. All materials are listed. You can see if they are currently checked in or if they are out



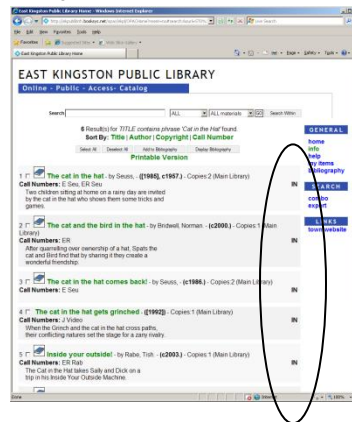
## HOW TO:

### Find if a specific book exists in our collection

1. Enter or link to <http://ekpublibnh.booksys.net/opac/ekpl/index.html>
1. Enter title in the search box. You may enter a few words or the whole title.
2. Choose “Title” from the drop down list. *Note the other options.*



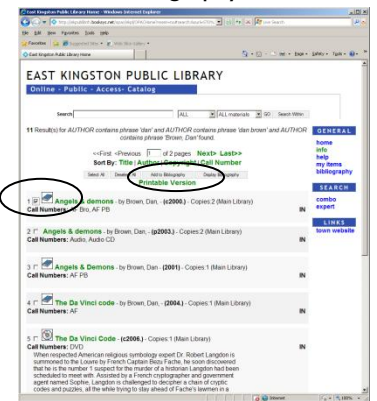
3. Click “Go” to execute your search.
4. All materials are listed with those names in the title. You can see if they are currently checked in or if they are out.



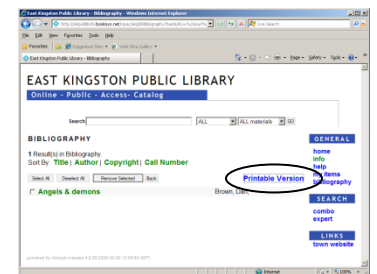
## HOW TO:

### Build a wish list to print to bring to the library

1. Enter or link to <http://ekpublibnh.booksys.net/opac/ekpl/index.html>
1. Search for the materials you are interested in.
2. Your wish list is called your “Bibliography”
3. Check the materials and click “Add to Bibliography”



4. After you have built your list, Click “Printable Version”.



5. See the current status of your wishlist items.

