

How to log into the Catalog & Basic information

Once you receive your library card, a world of information is at your fingertips! By logging into the **Catalog**, you can manage your renewals, reserve a book and take advantage of the many information links.

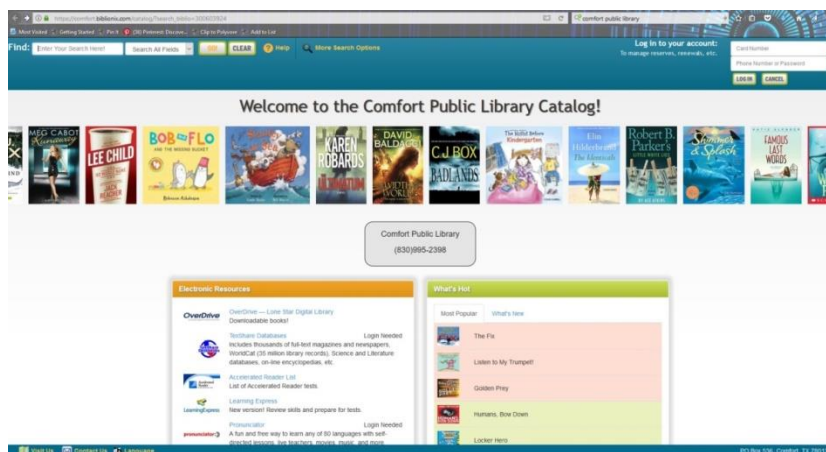
The Library Card

The library will have given you a Library Card upon registration. Children and young adults under the age of eighteen must have a parent or legal guardian fill out their registration card. Photo identification is required. Library cards are free of charge to Texas residents and are updated every three years. On the back of the card is your **Account Number**.



The Catalog

On the Home page of the Library website, www.comfortpubliclibrary.org, there are two options to login to your account. You can click on *My Account Login* on the main menu or you can choose *Catalog Login* under the *Catalog* option on the main menu. Both will take you to the Comfort Public Library Catalog page.



In the top right-hand corner of the page, you will see the option to **Log in to your Account**.

The first time you login, you enter the Account Number on the back of your library card and your primary 10-digit phone number, without any hyphens or spaces. Click on the Login Button and you will be see that you are logged in as your Account Number in the right-hand corner of

the screen. You may set a password if you like by editing your Account information.

The Catalog Account

Click on the **My Account** button at the top right of the screen and you will be taken to **My Library Account**. Here you can manage many things about your account, from reserving a book to how notifications are sent.



The **My Library Account** screen is separated into six tabs:

- **Account Info** – is where you can set a secure password for future use. Click on **Set a secure password** and a prompt will appear asking you to type in a new password and then to confirm the new password. Then you click on the **Set Password** button to set it. You can also update your phone number and email address if needed. If you change your email here, please notify the Library either thru the Contact page of the website or email the Librarian.
- **Notification** - is where your preferred contact information is stored and can be updated if you needed to change it.
- **Items Out / Renewals** – is where you can manage the books you have taken out and renew if needed.
- **Reserves / Requests** – is where you arrange to receive new books by your favorite authors. Just click on the **Receive New Books**. This opens **Reserve Express** that will automatically put you on the list for selected authors. If you won't be around, you can choose to defer your reserves until you get back by entering a date range. And if you don't see the book you want on the list, you can click on **Request** and ask for the Library to get the book for you either by purchasing it or borrowing from another library.
- **Bookmarks** – is where you can review books you have bookmarked to check out in the future.
- **History** – is where you can review what you have checked out from the Library and download an Excel spreadsheet of your circulation history.

More Features

You can search for materials using the **Find** option at the top left of the screen. Just enter what you are looking for and click the **Go!** button. Choose **More Search Options** for an advanced search.

Scroll down and you will find the **Electronic Resources** section. Click on any of these to take advantage of these amazing resources. Some will require you to re-enter your Library account number.