

Why a new System?

The Middlebury Public Library has migrated over to Agent Verso 4.0 to provide our patrons with an automated system that offers you the user a more integrated system, connecting you to 480 libraries statewide.

Agent Verso 4.0 is designed, hosted and updated online by Auto-Graphics, a company dedicated to providing software for libraries since 1950. they provide local, 24/7 tech support and respond to the interactive needs of our library.

**Agent Verso 4.0 is available
24/7 on your device from
anywhere you are!**

**Middlebury Public Library
30 Crest Road
Middlebury, CT 06762**

Library Hours

**Monday, Wednesday & Friday 10 A.M. to
5 P.M.**

Tuesday & Thursday 10 A.M. to 8 P.M.

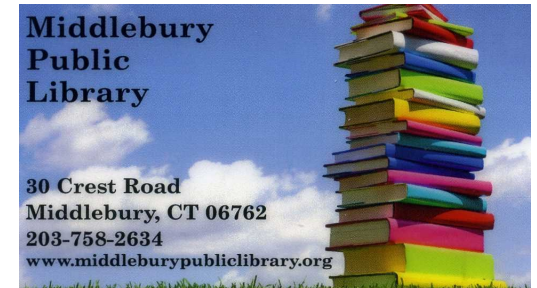
Saturday 10 A.M. to 2 P.M.

**Closed all Saturdays from June through
Labor Day**

Middlebury Public Library

Agent Verso 4.0

Patron User Guide



Renew and Place Reserves on Items

**Sign-up for Weekly Email Alerts About Your
Account**

**Place Inter-library Loan Requests from 480
Libraries in the State of CT**

Track Your Own Reading History

**Search ICONN through a Direct Link
(State of CT Research Database)**

**Explore the Library's Calendar for
Current Events and Upcoming
Programming**

To Log into Your Account from Home

1. Go to www.middleburypubliclibrary.org
2. Click on the green button that reads **Visit Our New Catalog**
3. Click on **Login** located in the upper right corner of the green task bar.
4. Enter your library card barcode and the password “userpass.” You will be prompted to create your own password.

What if I have forgotten my password?

Contact the library and we will reset the password to the original “userpass.” You can access your account and create a new password. The library can not access personal passwords.

From My Account you can...

- Click on **My Account** and view your transactions, ie. checked out items.
- Set up your personal preferences under **My Settings**.
- Clicking on **My Lists** allows you to save items to a specific list for future reference.
- From **My Lists** you can put an item on Reserve.
- **Search History** allows you to see your recent searches.
- Add links to your favorite websites.
- Create a list of your favorite resources.
- Sign-up to receive **Active Alerts**.

To place a Reserve on an Item

Search for item using the card catalog **Search Bar**

Choose item from the **Search Results** page. If more than one type of format exists for the item click on **Location Information**.

To Reserve item click on the **Place Hold** button.

Enter your Library Card barcode number and click the **Submit** button.

Check the specific item or items and click the **Reserve** button. Your item or items are now placed for reserve.