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AVAILABLE
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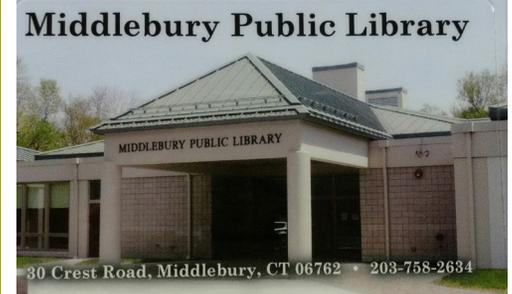
Middlebury
Public Library
30 Crest Road
Middlebury, CT
06762

Check our website
for current hours.

[www.middlebury
publiclibrary.org](http://www.middleburypubliclibrary.org)

Middlebury Public Library

VERSO 6
Patron User Guide



Renew and place reserves on items.

Sign-up for weekly email alerts about
your account.

Place Interlibrary Loan requests.

Track your reading history.



To Login to Your Account from Home

- 1) Go to www.middleburypubliclibrary.org
- 2) Click on “Catalog” at the top of the page or the green “My Account/Catalog” button on the right side.
- 3) Click “Please Login” in the green banner at the top right corner.
- 4) Enter your library card barcode number and “userpass” as the password. You will be prompted to create your own password.

What if I have forgotten my password?

Contact the library and we will reset your password to the original “userpass.” The library cannot access personal passwords.

FROM YOUR ACCOUNT YOU CAN...

- Click on “Your Account” and view your transactions, i.e. checked out items.
- Set up personal preferences under “Your Preferences.”
- Click the Lists icon to view and create lists.
- Place items on hold from a list.
- “Search History” allows you to see your recent searches.
- Add links to your favorite websites.
- Signup to receive “Active Alerts” on different items.

TO PLACE A HOLD ON AN ITEM

- 1) Search for the item using the search bar at the top of the page.
- 2) Find the copy that is located in Middlebury in the format you are looking for.
- 3) Click the hand icon then click “Place a Hold.”
- 4) Your items has been reserved.

