

LIBRARY CHECKOUT

With the size of our campus, the quickest and easiest way to check for overdue books or to hold a book is through our Library Catalog.

Please see the steps below to check your account, especially before holiday breaks. We want everyone to have a FANTASTIC book to read every day!

If you have questions or need help, please email me at marie.masferrer@hcps.net, or stop by the library any time!

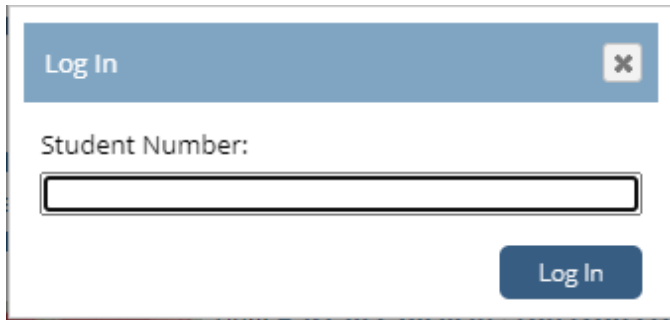
1. Log in to 

2. Click 

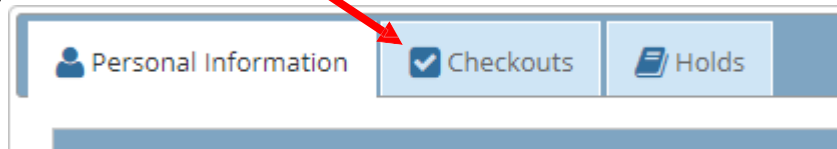
3. Click on MY ACCOUNT.



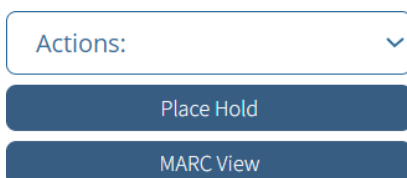
4. Log in using your student number.

A screenshot of a 'Log In' form. It has a blue header bar with the text 'Log In' and a close button (X). Below the header, there is a label 'Student Number:' followed by a text input field. At the bottom right, there is a blue button labeled 'Log In'.

5. Click the CHECKOUTS tab to view all books checked out to your account.

A screenshot of a navigation bar with three tabs: 'Personal Information' (with a person icon), 'Checkouts' (with a checkmark icon), and 'Holds' (with a book icon). A red arrow points to the 'Checkouts' tab.

6. Click HOLDS to see if you have a book on hold. To place books on hold, search for a book in the catalog, and click PLACE HOLD. If you've forgotten to login, it will prompt you to enter your "Library Card". This is your student number.

A screenshot of an 'Actions' menu. It consists of a dropdown menu labeled 'Actions:' with a downward arrow. Below the dropdown are two blue buttons: 'Place Hold' and 'MARC View'.

7. Please return all checked out materials as soon as possible. All books are due 2 weeks before the last day of school.