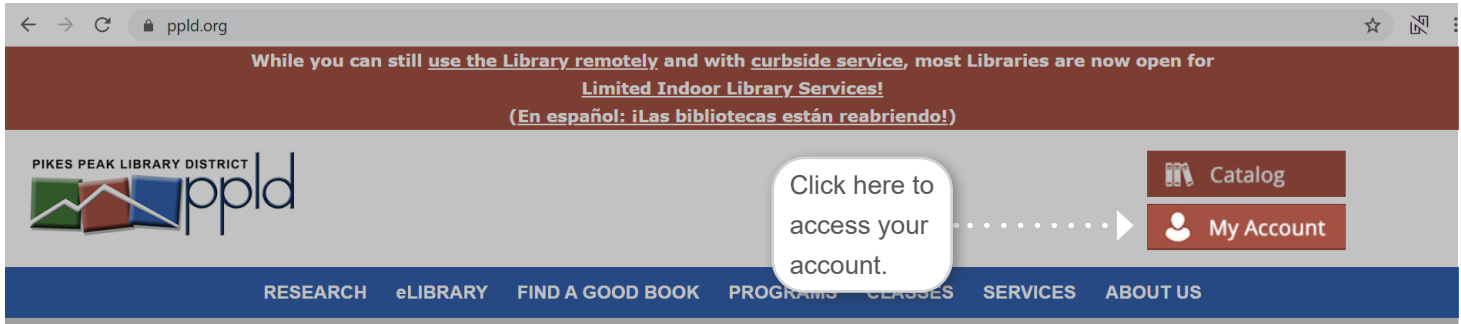


# USING YOUR LIBRARY ACCOUNT

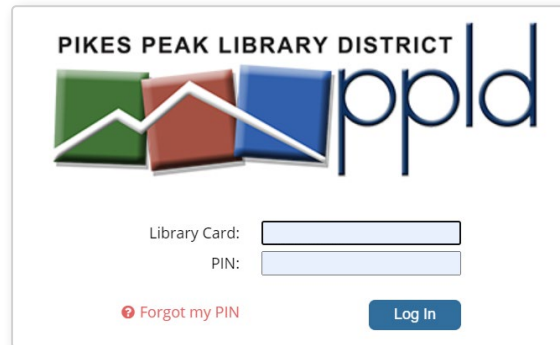
## 1. BEGIN AT PPLD.ORG

Click on My Account.



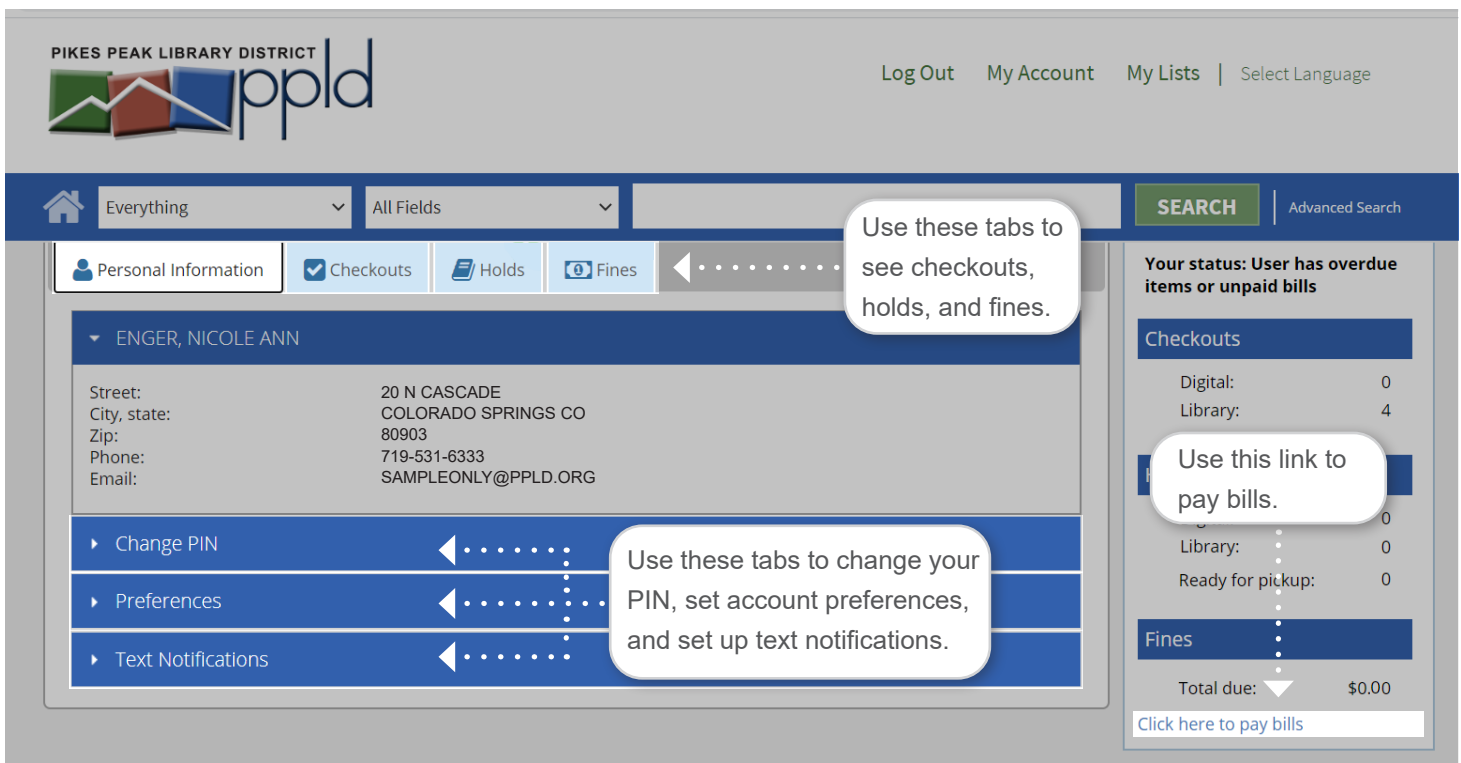
## 2. LOG IN

Enter your Library card number and PIN. Click on Log In.



## 3. MY ACCOUNT

Home Page.



# USING YOUR LIBRARY ACCOUNT

## 4. CHECKOUTS TAB

View checkouts and due dates. Renew titles.

The screenshot shows the 'Checkouts' tab selected in the top navigation bar. Below it are two sub-tabs: 'Digital Checkouts' and 'Library Checkouts'. A callout box explains: 'Use the Digital Checkouts tab to see eBooks and audiobooks and the Library Checkouts tab for physical materials that are checked out to your account.'

Below the sub-tabs, the summary shows: 'Total Items Checked Out: 4' and 'Items Overdue: 0'. A 'Renew' button is highlighted with a callout: 'Check the box next to a title to select and click here to renew.'

The main table lists items with columns: Title / Author, Times Renewed, and Date Due. A callout points to the 'Times Renewed' column: 'Look here to see how many times a title has been renewed and when it is due.'

	Title / Author	Times Renewed	Date Due
<input type="checkbox"/>	 The other Boleyn girl : a novel Gregory, Philippa. GREG 211165477		7/9/20

## 5. HOLDS TAB

View holds, available titles, and modify your requests.

The screenshot shows the 'Holds' tab selected in the top navigation bar. Below it are two sub-tabs: 'Digital Holds' and 'Library Holds'. A callout box explains: 'Use the Digital Holds tab to see eBooks and audiobooks and the Library Holds tab for physical materials that are on hold for your account.'

Below the sub-tabs, the summary shows: 'Items on Hold: 5' and 'Ready for Pickup: 1'. Action buttons include 'Cancel Hold(s)', 'Edit Pickup Location(s)', 'Suspend Hold(s)', and 'Cancel Hold Suspension(s)'. A callout points to these buttons: 'Check the box next to a title and select one of these actions. You can cancel the hold, change where to pick it up, suspend the hold for later, or cancel a hold suspension. When you suspend, you will keep your place in line.'

The main table lists holds with columns: Status, Pickup at, Expires, and Place in queue. A callout points to the 'Place in queue' column: 'Look here to see if a hold is ready for pick up, where to pick it up, and where you are in line.'

	Status	Pickup at	Expires	Place in queue
<input type="checkbox"/>	Pickup by: 7/11/20	Library 21c		1