

Your Washoe County Law Library e-library Account Access

Since 1915 the Washoe County Law Library has been providing access to legal resources for its patrons. Recently, we have upgraded our web-based library catalog called **e-library**.

The catalog is available on the Law Library's website. Go to our website and click on "Online Catalog" on the menu. Our web address is: www.washoecounty.us/lawlib/

The screenshot shows the Washoe County Law Library Online Catalog website. The header features the library's logo and name, along with a login section for User ID and PIN, and a 'Login to the e-Library OPAC' button. A white arrow points to the 'My Account' link in the navigation menu. The main content area includes a 'Quick Search' box with a search input field and buttons for 'words or phrase', 'author', 'title', 'subject', 'series', and 'ISBN'. Below the search box is a link for 'Advanced Search'. On the right side, there is a 'Library Info' section with links for 'Library Hours', 'Frequently Asked Questions', 'Events', 'Staff', and 'More information'.

Highlights of e-library

- ✓ Retrieve both print and electronic resources in your search results
- ✓ Use the advanced search feature to limit search results to Nevada
- ✓ Watch Lawyer-in-the-Library seminars via Video-on-Demand
- ✓ View enriched content such as book covers, tables of contents, and book reviews for some materials
- ✓ Locate new books and CDs with forms that we purchased in 2009.

Click on the **Advanced Search** link to find search options to locate resources.

You do not have to log in to the web catalog to search **e-library** for books and other materials. However, with a library card you can access your account to review due dates, check fees owed, renew books, or change your address.

To log in to the catalog enter your User ID and PIN in the boxes on the top right of the online catalog page. Then click on **Login to the e-Library OPAC**.

User ID: 23241000027888 (the 14 digit barcode on back of your library card)

PIN: **CHANGEME** (enter you personal PIN. If you don't have a PIN then enter **CHANGEME** and then go to #3 User PIN Change. See instructions below.)

Once you are logged in, click on **My Account** (see the white arrow above) on the menu bar to access these options. This will open the **My Account** window.

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The My Account window gives patrons a way to make changes in their preferences and library records. There are 4 options to click on.



1. Review My Account:

On the My Account window, you can review overdue fees, titles checked out and due dates.

Account Summary		Checkouts	Requests
Checkouts		1	
Title	Author	Date due/Recall date due	Status As of now, you owe
West's Atlantic reporter. Second series	West Publishing Company.	11/25/2009,23:59	

2. Renew My Materials:

You can renew some or all of the items eligible for renewal. Renew your books before the stamped due date in the book to avoid late fees. All overdue fees must be paid at the Law Library BEFORE your books may be renewed. (Online payment is not available at this time).

1. Select Renew Selected Times or Renew All option.
2. If renewing selected items, select the check box next to the items you want to renew.
3. Click Renew Selected Items to renew your materials, or click Clear Selections to start over.

Select Items to Renew

1 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Selected Items Renew all

West's Atlantic reporter. Second series West Publishing Company. Due: 11/25/2009,23:59

Renew Selected Items Clear Selections

3. Change My PIN Number.

1. Type your user ID (barcode on the back of your card)
2. In the PIN box, type in your current PIN. Type CHANGEME if you haven't already selected a PIN. Or type your current PIN.
3. In the Enter New PIN box, type a new PIN no longer than 10 characters.
4. In the Re-enter New PIN box, type the same PIN.

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5. Click Change PIN to change your PIN or Reset to start over. Be sure to write down your PIN in a safe place!

The screenshot shows a web form titled "User PIN Change". At the top, it says "Type your ID." Below this are two input fields: "User ID:" and "PIN:". A grey box contains the instruction: "Your PIN will be changed to the value that you type below. To ensure that you type it correctly, please enter it in both places." Below this are two more input fields: "Enter new PIN:" and "Re-enter new PIN:". At the bottom are two blue buttons: "Change PIN" and "Reset Query Values".

4. Change My Address:

1. Type in the new address information and your user ID
2. Click Send to change your address or Reset to start over.

The screenshot shows a web form titled "Change of Address". It contains several input fields: "Email:", "Street:", "City, state:", "Zip:", "Phone:", and "My ID is:". Each of the first five fields has a small dropdown arrow on the right side. At the bottom are two blue buttons: "Send" and "Reset Query Values".

Keep your account private – remember to LOGOUT!

When you submit a change of address, your request is sent to Law Library Staff who will update your contact information in the library system.

If you need assistance searching the online catalog or with logging in to your account, please call the **Washoe County Law Library** at 775-328-3250. Our schedule is posted on our website (listed below).