

How To **with HCPL**

Account Tour

This guide takes a short tour of your library account on the Harris County Public Library website. It outlines how you can access the different pages in your account, including your check outs, your holds, and your account settings.

This guide assumes you already know how to log in to your library account on the website. If you need help with logging in, please check out our video and guide on that topic! You can also reach out to your local library branch for help.

Contents

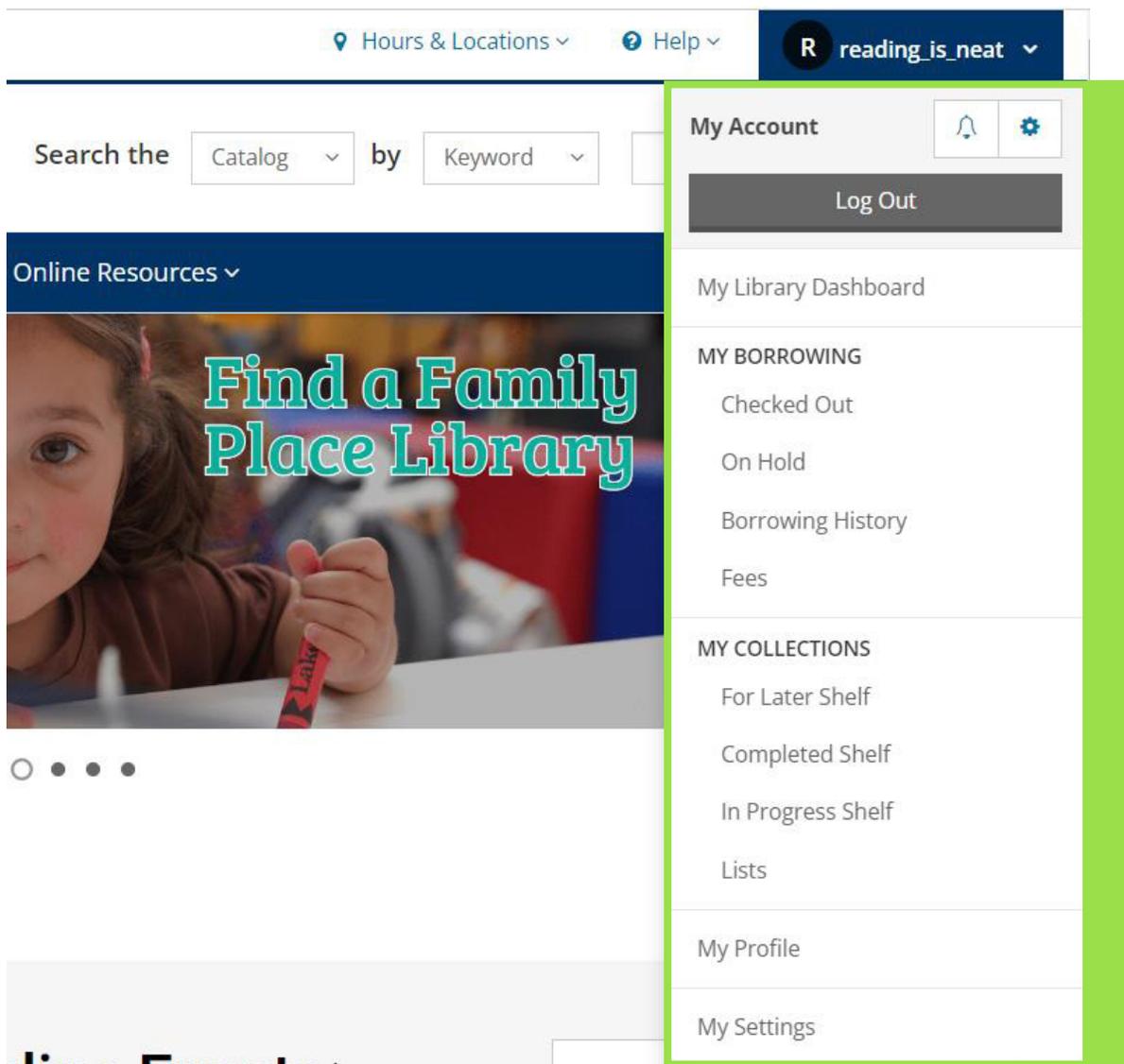
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Account Menu

1. When you're logged in to your account on the website, your username shows in the dark blue button in the top right corner of the screen.



2. Clicking on your username causes a dropdown menu to appear. This menu has shortcuts to specific pages in your account, letting you quickly navigate to exactly where you want to go!
 - a. For example, you can click the **On Hold** option to go directly to the page with all of your holds.

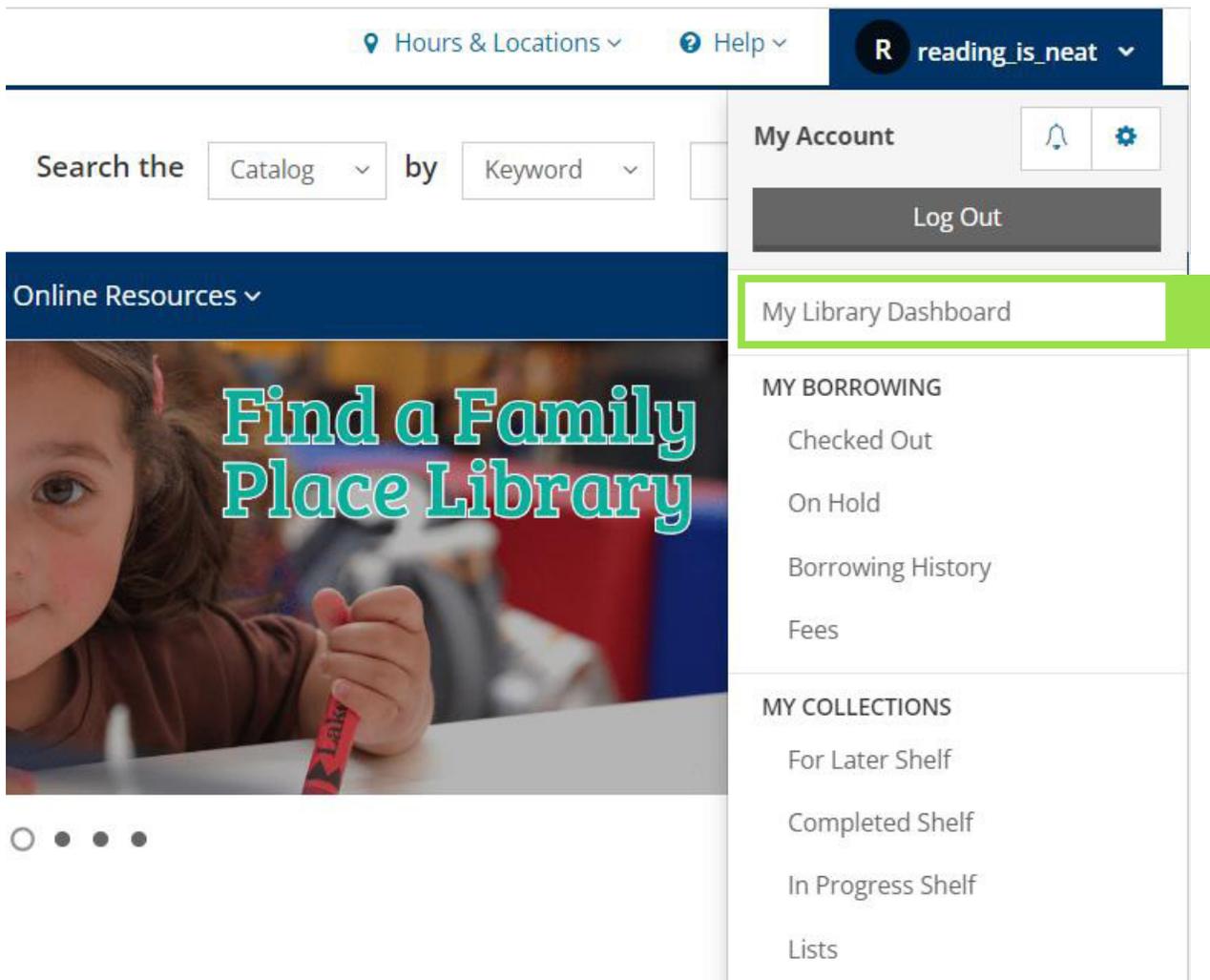


Your Library Dashboard

Your Library Dashboard is the homepage for your library account on the Harris County Public Library website. It gives you access to your borrowing information, such as your checked out items and holds, and it shows you personalized activity and recommendations.

Accessing Your Library Dashboard

1. Click your username in the top right corner of the screen to see the quick access menu, and select the **“My Library Dashboard”** option near the top.



Your Library Dashboard Layout

1. **Menus:** On the left side of your Library Dashboard, you can use the My Borrowing, My Profile, and My Collections menus to access different pages in your account.
2. **Activity:** In the center of the screen, you may see your activity if you choose to add items to your personal shelves, comment on or rate items, or follow other users.

The screenshot displays the Harris County Public Library's "My Library Dashboard" for a user named "reading_is_neat". The interface is organized into several key sections:

- Top Navigation:** Includes language selection (English), location and help links, and a search bar.
- Left Sidebar (My Library Dashboard):**
 - My Borrowing:** Lists "Checked Out" (3), "On Hold" (2), "Borrowing History" (13), and "Fees" (\$4.95).
 - My Profile:** Shows the user's name "reading_is_neat" and affiliation with Harris County Public Library.
 - My Collections:** Includes "On my shelves" (with a description: "Keep a record of everything you've read, watched or listened to...") and "Lists" (with a description: "Create themed lists and share your recommendations...").
- Main Content Area:**
 - GET STARTED:** Promotes the "My For Later Shelf" feature, encouraging users to keep references of items they want to read or watch in the future.
 - My Recent Activity:** Shows a recent activity where the user added a title to their "In progress shelf": "Fugitive Telemetry" by Wells, Martha. A brief synopsis is provided: "No, I didn't kill the dead human. If I had, I wouldn't dump the body in the station mall. When Murderbot discovers a dead body on Preservation Station, it knows it is going to have to assist station security to determine who the body is (was), how..."
 - GET IDEAS:** Promotes the "Follow Others" feature, suggesting users follow interesting lists and content created by staff and other library members.

My Borrowing Menu

The My Borrowing section in your account includes the Checked Out, On Hold, Borrowing History, and Fees pages. These pages can be accessed from your Library Dashboard or from the account menu.

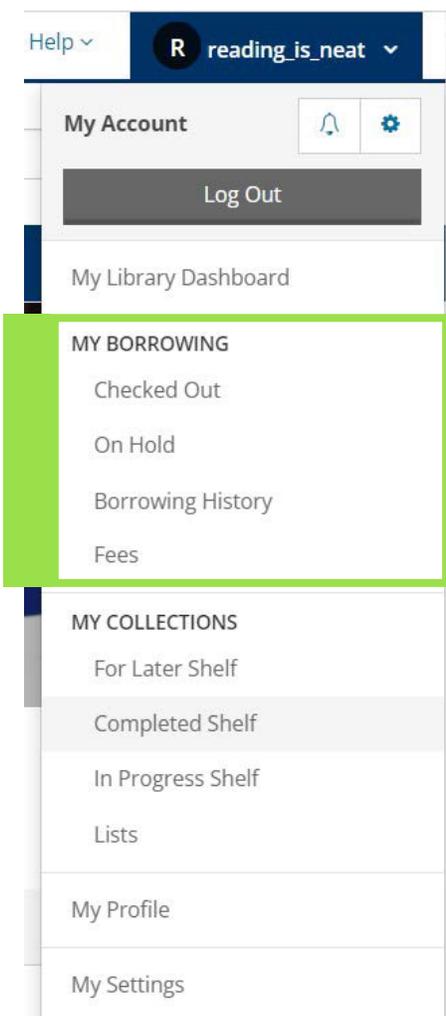
Library Dashboard

The My Borrowing menu is in the upper left corner of your Library Dashboard.

The screenshot displays the Harris County Public Library website's My Library Dashboard. At the top, there is a navigation bar with 'English', 'Hours & Locations', 'Help', and a user profile 'R reading_is_neat'. Below this is a search bar with 'HARRIS COUNTY PUBLIC LIBRARY' and a search input field. A dark blue navigation bar contains 'Browse', 'Events', 'Services', and 'Online Resources'. The main content area is titled 'My Library Dashboard' and includes a welcome message for 'R reading_is_neat'. On the left, a 'My Borrowing' menu is highlighted with a green border, listing 'Checked Out' (3), 'On Hold' (2), 'Borrowing History' (13), and 'Fees' (\$4.95). Below this are sections for 'My Profile' (showing the user 'R reading_is_neat'), 'My Collections' (with sub-sections for 'On my shelves', 'For Later', 'In Progress', and 'Completed'), and 'Lists'. The main content area features a 'GET STARTED' section for 'My For Later Shelf' with a 'Go to Shelf' button, and a 'My Recent Activity' section showing a recent addition to the 'In progress shelf' for the book 'Fugitive Telemetry' by Wells, Martha. At the bottom, there is a 'GET IDEAS' section for 'Follow Others'.

Account Menu

You can access the My Borrowing section from any page on the Harris County Public Library website by clicking on the dark blue button in the top right corner of the screen.



Checked Out

The Checked Out page shows all of the physical and digital items you currently have checked out as well as each item’s due date.

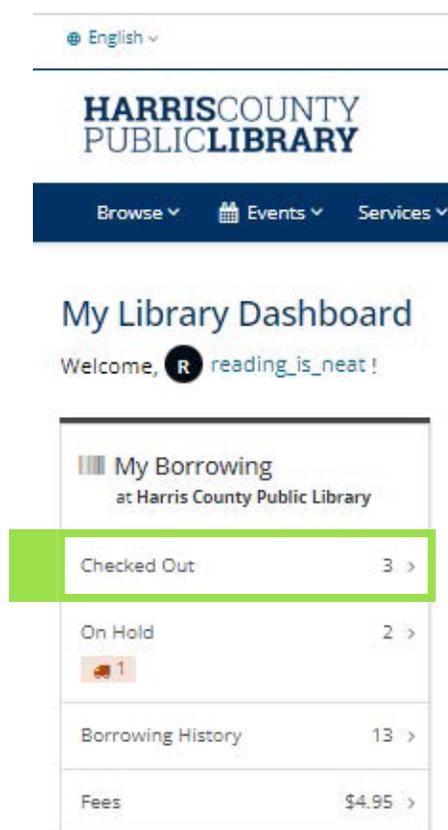
You can access and return your digital items, renew your physical items, and add items to your shelves on the Checked Out Page.

For information about renewing your physical items, please check out our video and guide on the website, “Renewing Your Items on HCPL.net”.

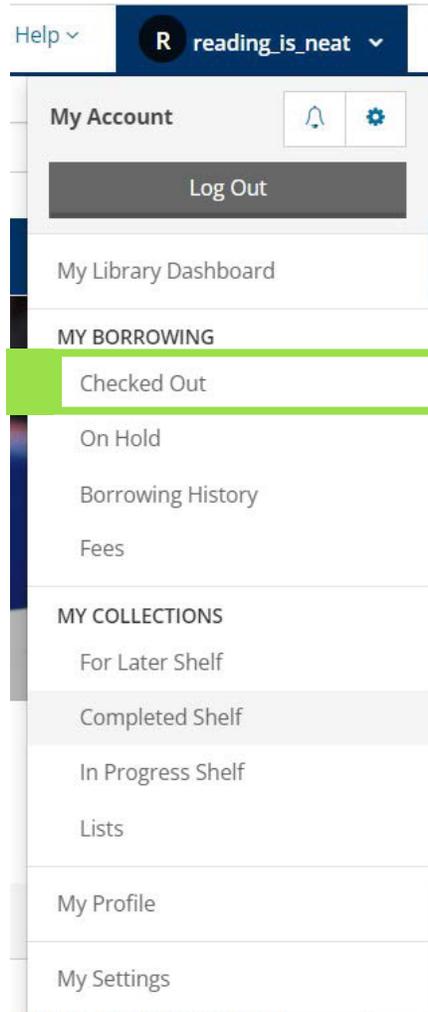
Accessing the Checked Out Page

You can access this page by clicking the Checked Out option in the My Borrowing section in your Library Dashboard or in the dropdown account menu.

1. In the My Borrowing section in your Library Dashboard:



2. In the dropdown account menu:



Checked Out Page Layout

1. **Your Items:** The items you currently have checked out are listed in the center of the page. By default, they are sorted by due date.
 - a. If you have physical and digital items, you can **sort** between the formats using the options at the top.

Checked Out ?

3 due later | All | 2 physical | 1 digital

Sort by: Due date ▼ ☰ ☰ 1 to 3 of 3 items < >

Select 3 items

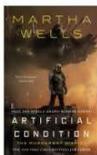


Fugitive Telemetry
Murderbot Diaries Series, Book 6
by Wells, Martha
Volume: Unabridged
Downloadable Audiobook - 2021
☆☆☆☆☆ Rate this ▼

Due later **6 days remaining**
Checked out until Jun 06, 2023
[Access this item](#)

Return

In Progress ▼



Artificial Condition
by Wells, Martha
Book - 2018 | First edition.
☆☆☆☆☆ Rate this ▼
Call number: Wells SF
Barcode: 34028095037405

Due later **21 days remaining**
Due by Jun 21, 2023
Renewed 2 times
[Renew](#)

In Progress ▼



Corn
by Brannon, Cecelia H.
Book - 2018
☆☆☆☆☆ Rate this ▼
Call number: 633.15 Bra
Barcode: 34028093361245

Due later **a month remaining**
Due by Jun 30, 2023
Renewed 2 times
[Renew](#)

In Progress ▼

2. **Due Date:** The due date for each item is on the right side.
3. **Options:** Underneath the due date are buttons with different options depending on whether your item is physical or digital.

Checked Out ?

📅
3 due later

All | 2 physical | 1 digital

Sort by: Due date ▾

☰
☰

1 to 3 of 3 items
<
>
🖨️

Select 3 items



Fugitive Telemetry
Murderbot Diaries Series, Book 6
by Wells, Martha
Volume: Unabridged
📖 Downloadable Audiobook - 2021
☆☆☆☆☆ Rate this ▾

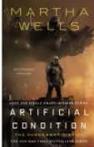
📅 Due later
6 days remaining

Checked out until Jun 06, 2023

Access this item

⏪ Return

📖 In Progress
▾



Artificial Condition
by Wells, Martha
📖 Book - 2018 | First edition.
☆☆☆☆☆ Rate this ▾
Call number: Wells SF
Barcode: 34028095037405

📅 Due later
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Renewed 2 times

Renew

📖 In Progress
▾



Corn
by Brannon, Cecelia H.
📖 Book - 2018
☆☆☆☆☆ Rate this ▾
Call number: 633.15 Bra
Barcode: 34028093361245

📅 Due later
a month remaining

Due by Jun 30, 2023

Renewed 2 times

Renew

📖 In Progress
▾

1 to 3 of 3 items
<
1
>

pg. 10

On Hold

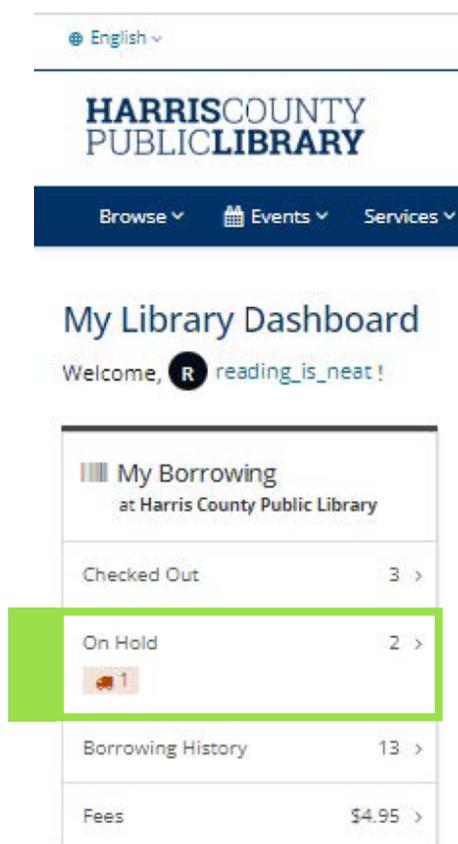
The On Hold page shows all of your pending holds on physical and digital items. You can cancel and edit your holds and add them to your personal shelves on this page.

For information about managing your holds, please check out our video and guide on the website, “Managing Your Holds on HCPL.net”.

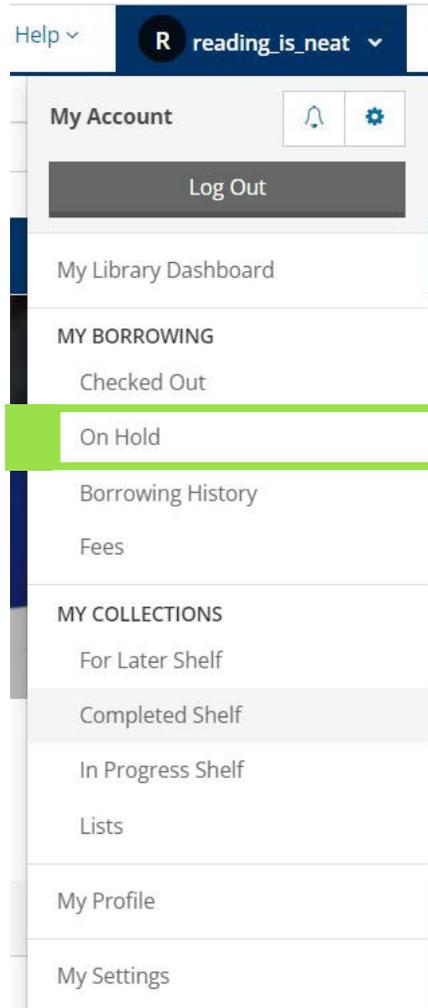
Accessing the On Hold Page

You can access this page by clicking the On Hold option in the My Borrowing section in your Library Dashboard or in the dropdown account menu.

1. In the My Borrowing section in your Library Dashboard:



2. In the dropdown account menu:



1. **Your Holds:** The items you currently have on hold are listed in the center of the page. By default, they are sorted by status and your position in the wait list.
 - a. If you have physical and digital items, you can **sort** between the formats using the options at the top.

On Hold ?

The screenshot displays a library interface for managing holds. At the top, it shows '3 items' with filters for 'All', '2 physical', and '1 digital'. Below this, there are three item listings:

- Item 1:** *I Heard the Owl Call My Name* by Craven, Margaret. Status: **Ready**. Pick up at HCPL Freeman. Pick up by Jun 08, 2023. Action: Cancel hold. Note: Holds ready for pickup cannot be modified.
- Item 2:** *Ghost Hunter* by Hunt, Julie. Status: **Not ready** (#1 on 3 copies). Pick up at HCPL Freeman. Expires on May 31, 2024. Action: Pause hold, Cancel hold. Note: Placed on May 31, 2023.
- Item 3:** *Exit Strategy* (Murderbot Diaries Series, Book 4) by Wells, Martha. Status: **Not ready** (#7 on 2 copies). Action: Pause hold, Cancel hold. Note: Placed on May 23, 2023.

At the bottom, there is a pagination control showing '1 to 3 of 3 items' with a page number '1' highlighted.

- Status and Position:** The status of the hold and your position in the waitlist are on the right side.
- Pick Up Branch:** Under the status information is the branch you selected as the pick up location. This is only present for physical items.
- Cancel and Pause:** Under the pick up branch are the options to pause and/or cancel your hold.

On Hold ?

3 items | All | 2 physical | 1 digital

Sort by: Status ☰ ☰ 1 to 3 of 3 items < > 🖨️

Select 3 items



I Heard the Owl Call My Name
by Craven, Margaret
📖 Book - 1980
[View details](#)

🟢 Ready

Pick up at HCPL Freeman
Pick up by Jun 08, 2023

Cancel hold

Holds ready for pickup cannot be modified

🔖 For Later ▾



Ghost Hunter
by Hunt, Julie
📖 Book - 2010
[View details](#)

🟡 Not ready #1 on 3 copies

Pick up at HCPL Freeman ▾
Expires on 📅 May 31, 2024

Pause hold

Cancel hold

🔖 For Later ▾

Placed on May 31, 2023



Exit Strategy
Murderbot Diaries Series, Book 4
by Wells, Martha
🎧 Downloadable Audiobook - 2018

🟡 Not ready #7 on 2 copies

Pause hold

Cancel hold

🔖 For Later ▾

Placed on May 23, 2023

1 to 3 of 3 items < 1 >

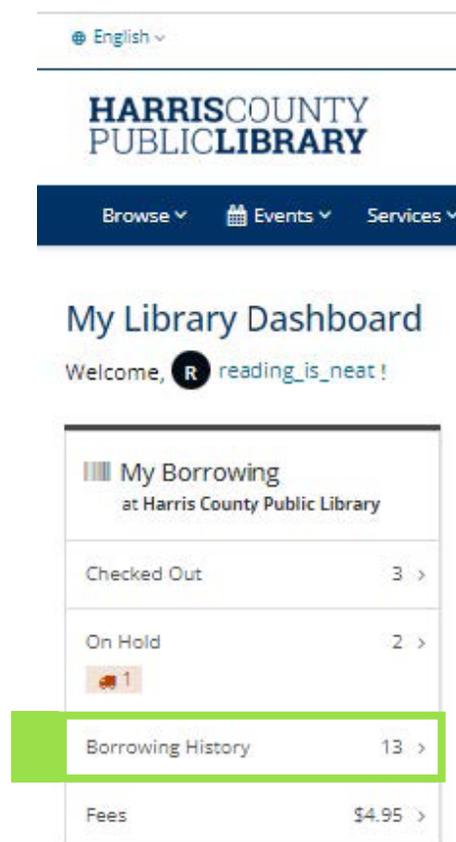
Borrowing History

The Borrowing History page shows the physical library items you have previously returned since you chose to start recording your checkout history. This page is only available if you chose to enable your borrowing history in your account settings.

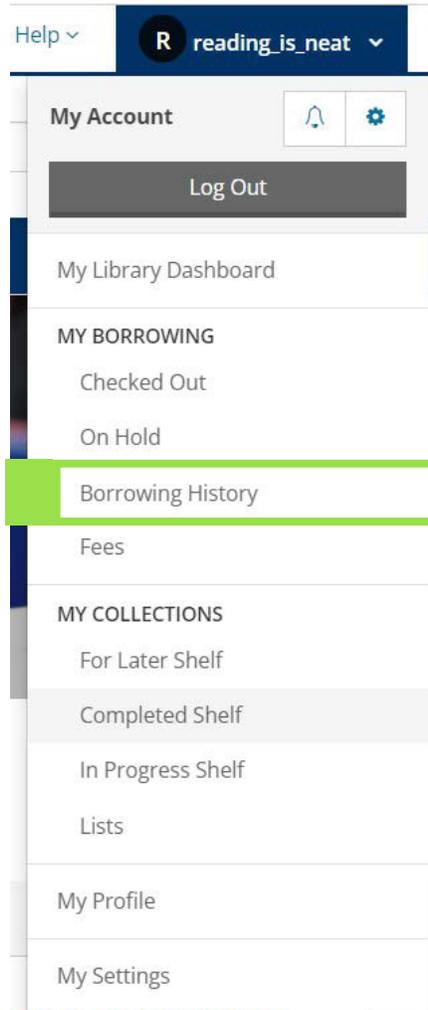
Accessing the Borrowing History Page

You can access this page by clicking the Borrowing History option in the My Borrowing section in your Library Dashboard or in the dropdown account menu.

1. In the My Borrowing section in your Library Dashboard:



2. In the dropdown account menu:



Borrowing History Page Layout

1. **Your Recently Returned Items:** The initial screen shows the items you returned recently.
 - a. Click the **“View All Borrowing History”** option in the lower right corner to see all of your returned items.

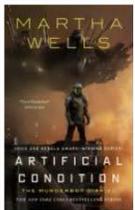
Borrowing History ⓘ

14 items

Sort by: Returned ▾ 

Recently returned

The following items were recently returned to the library.



[View all Borrowing History \(14 items\) >](#)

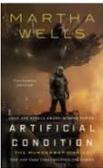
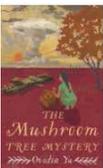
2. **Full Borrowing History:** Your returned items are listed in the middle of the screen with each item's returned date on the right side.
 - a. You can add the items to your personal shelves using the option under the returned date.

Borrowing History 📌

14 items

Sort by: Returned ▾ 1 to 14 of 14 items < > 

Select 14 items

<input type="checkbox"/>	 <p>Artificial Condition by Wells, Martha 📖 Book - 2018 First edition. ☆☆☆☆☆ Rate this ▾</p>	Returned on: May 31, 2023 <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">  Completed ▾ </div>
<input type="checkbox"/>	 <p>Le samourai 📀 DVD - 2017 DVD special edition. French ☆☆☆☆☆ Rate this ▾</p>	Returned on: Apr 24, 2023 <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">  Completed ▾ </div>
<input type="checkbox"/>	 <p>On the Banks of Plum Creek by Wilder, Laura Ingalls 🎧 Audiobook CD - 2003 Unabridged ed. ☆☆☆☆☆ Rate this ▾</p>	Returned on: Apr 24, 2023 <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">  Completed ▾ </div>
<input type="checkbox"/>	 <p>The Mushroom Tree Mystery by Yu, Ovidia 📖 Book - 2022 ☆☆☆☆☆ Rate this ▾</p>	Returned on: Apr 03, 2023 <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">  Completed ▾ </div>

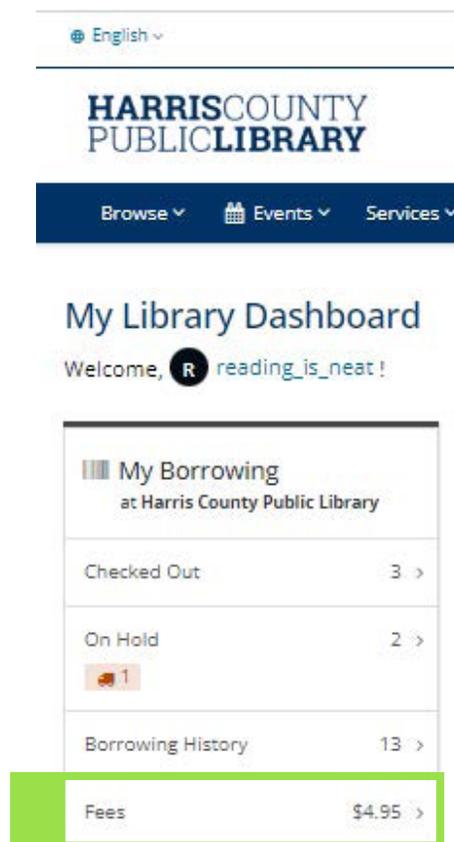
Fees

The Fees page shows your unpaid library fees. You can pay your fees on this page.

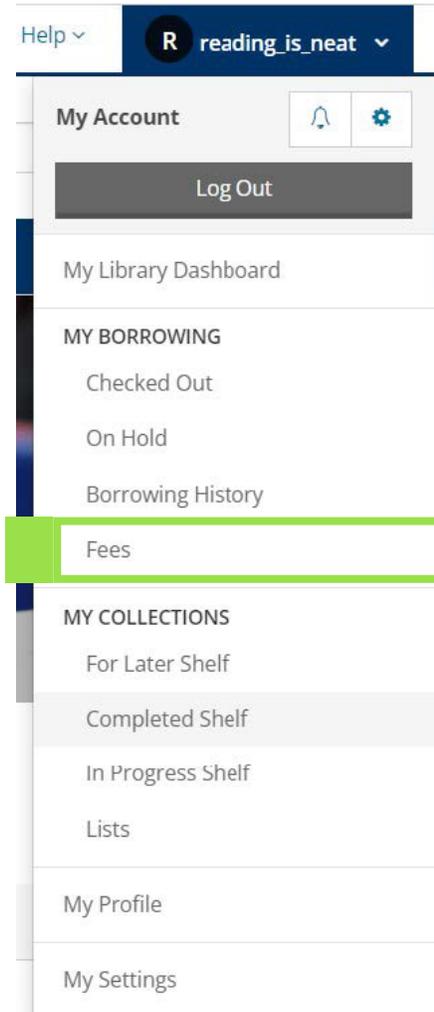
Accessing the Fees Page

You can access this page by clicking the On Hold option in the My Borrowing section in your Library Dashboard or in the dropdown account menu.

1. In the My Borrowing section in your Library Dashboard:



2. In the dropdown account menu:



Fees Page Layout

1. **Your Fees:** Your fees are listed in the center of the screen.

Fees ⓘ

\$4.95 DUE 🔄 Update total

Sort by: Date ▾ 1 to 1 of 1 item < >

Select 1 item **Pay all**

	Date	Details	Reason	Amount
<input type="checkbox"/>	May 23, 2023	The Cat Crime Club	LOST	\$4.95

1 to 1 of 1 item < 1 >

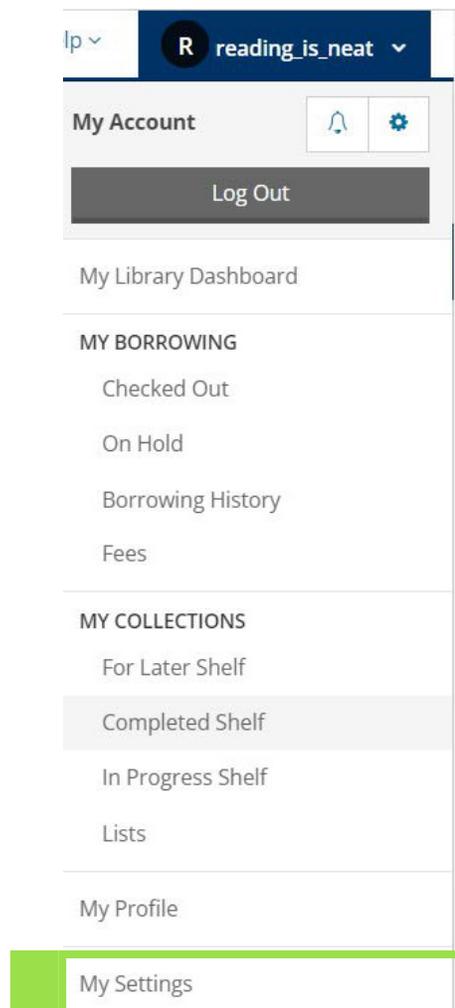
My Settings Page

The My Settings page is where you can adjust your preferences and update your personal and contact information.

Accessing the My Settings Page

You can access this page by clicking the My Settings option in the dropdown account menu.

1. In the dropdown account menu:



My Settings Page Layout

1. **Library Card Number:** You can see your library card number in the box at the top of the screen. Click the blue “Display” button to show it.
2. **List of Settings/Preferences:** The list of settings, information, and preferences you can adjust are listed in the center of the screen.
 - a. Click the blue “Change” button to open the page for that specific setting.

My Settings
at Harris County Public Library

Account Information
Email Address
Username
PIN
Phone Number
Contact Preference
Address

Account Preferences
Saved Searches
Holds and Pickup Location
Display Language
Community Content Defaults
Borrowing History

Privacy
My Shelves
My Feeds

Profile
Ignored Users
Child Account Permissions
Community Credits

My Settings

reading_is_neat
Harris County Public Library

Barcode: ***** (display)

Name: **** * (display)

Date of Birth: ***** * (display)

Account Information

Email Address
Update your email address. [Change](#)

Username
Manage your username and the name that displays in the catalog. [Change](#)

PIN
Change your account PIN [Change](#)

Phone Number
Keep your phone number up to date. Your phone number is always private. [Change](#)

Contact Preference
How would you like to be contacted by the library. [Change](#)

Address
Update your address. [View](#)

Account Preferences

Saved Searches
Manage and run your favorite searches. [Change](#)

Holds and Pickup Location
Preferred pickup location: **HCPL Freeman**. Single click holds is **disabled**. [Change](#)

Display Language
Catalog displays in English. [Change](#)

Community Content Defaults
Show or hide offensive & spoiler content by default. [Change](#)

Borrowing History
Your borrowing history is **enabled**. [Change](#)

Privacy

My Shelves
Set the default privacy for your shelves. [Change](#)