Getting started with our new catalogue

First: contact us to reset your password

Your previous password didn't transfer over from our old system. Before you log into **My Account/Libby app/library app** for the first time, get in touch with us to reset your password.

Once we've provided you with a reset password:

- Visit our website: www.upperhuttlibrary.co.nz
- Click on My Account on the top right of the screen.
- You are now on the catalogue home page.
- Enter your library card number and the reset password we've provided.
- Follow the prompts on screen to choose your new password.

♠ > Password change required

You must update your password to continue with login.	
Borrower ID:	
Current Password: *	
	You must enter your current password to allow the update to proceed.
New Password: *	
	Your password must be 4-20 characters long
Confirm Password: *	
	Clear Continue

Logging into My Account

My Account lets you check current loans and holds, update your personal details, and create saved lists (items you'd like to refer back to later).

- Visit our website: www.upperhuttlibrary.co.nz
- Click on My Account on the top right of the screen.
- You are now on the catalogue home page.
- Enter your library card number and your password.



Placing holds (reserving items)

- Visit our website: www.upperhuttlibrary.co.nz
- Enter a keyword (for example: topic, title, or author) into the search box, then click on the search icon (magnifying glass).



- Browse the list of search results.
- When you've decided on an item to reserve, click on **Place reservation**.

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ADRIFT "CURRENTS CLEAN CLEAR	Addiff in currents clean and clear McGuire, Seanan 2025 "Nadya had three mothers: the one who bore her, the country that poisoned her, and the one who adopted her. Nadya never considered herself less than whole, not until her adoptive parents fitted her against her will, seeking to replace the one she'd been missing from birth					
SEANAN MCGULRE HUMINE REPORT	View availability >	Place rese Available: 0	ervation Conies: 1			

- Enter your library card number and password.
- You can then choose where you'd like to pick up the item from; whether you'd prefer to wait until after a certain date to get your hold (suspend); and if you don't need the hold after a specific date has passed.
- Click on **Continue** to finalise your hold.

Place re Adrift in curre	eservation	
Pickup location *		
Central Library		~
Items to reserve		
Any item held at Upper Hutt Libra	~	
Suspend until		
dd/mm/yyyy]	
Not required after	or date	
1 year v	dd/mm/yyyy	Ē
Available items		
Upper Hutt Libraries - Reservable ite	ems 1, available 0	
Continue	Cancel	

Create saved lists

Saved lists (similar to My Lists on the old catalogue) is a feature that allows you to create a list of items you may like to refer back to at a later date; for example, books you enjoy reading out loud to your toddler.

- Sign into My Account.
- Use the bar at the top of the page to search for your items.



• Tick the small box of the items you'd like to save. The box can be found next to the search result number.



• When you've selected all the items you'd like to save from this page, go back to the top of the page and click on **Options**, then **Save selections**.



Your selected items are now added to your default saved list!

View saved lists

• Click on the person icon at the top right hand side of the screen.

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• You can view your default saved list under **My Picks**.

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Make changes to saved lists

• Click on View all.

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- Then click on Manage My Picks.
- 🔶 > View My Picks

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• Use the buttons in the top menu to make changes to your saved list, or to create a **New Saved list**.

†	> View My Picks									
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