

# 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](http://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:	<input type="text"/>
Current Password: *	<input type="password"/> <small>You must enter your current password to allow the update to proceed.</small>
New Password: *	<input type="password"/> <small>Your password must be 4-20 characters long</small>
Confirm Password: *	<input type="password"/>

## Logging into My Account

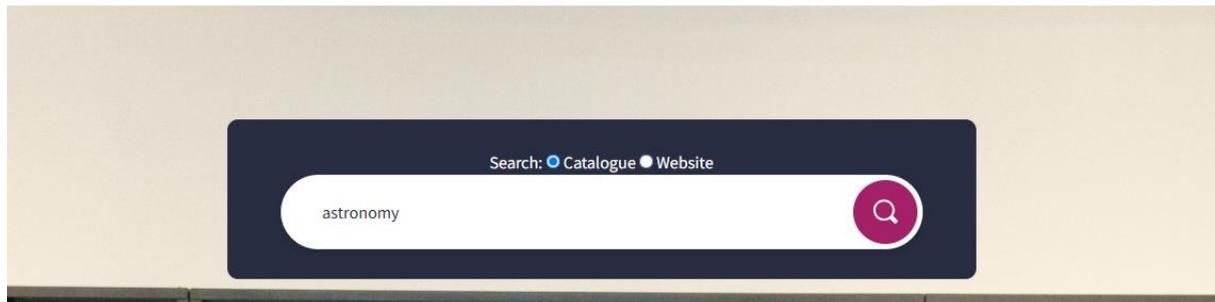
My Account lets you check current loans and holds, update your personal details, and create saved lists (items you'd like to refer back to later).

- Visit our website: [www.upperhuttlibrary.co.nz](http://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.

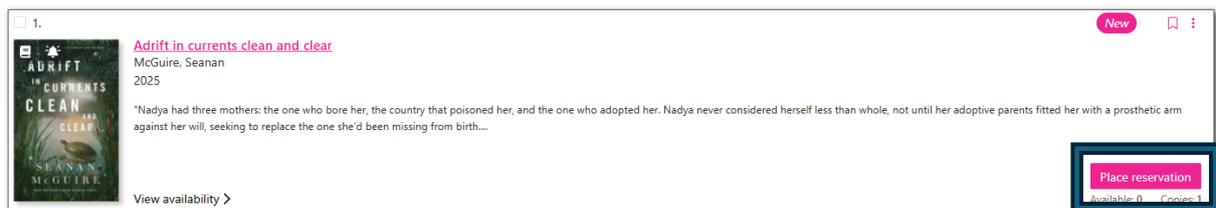
[My Account](#) [Suggest to buy](#) [Join the library](#) [Opening hours](#)

## Placing holds (reserving items)

- Visit our website: [www.upperhuttlibrary.co.nz](http://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**.



- 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 reservation



Adrift in currents clean and clear

Pickup location \*

Central Library

Items to reserve

Any item held at Upper Hutt Libraries

Suspend until

dd/mm/yyyy

Not required after 1 year or date dd/mm/yyyy

Available items

Upper Hutt Libraries - Reservable items 1, available 0

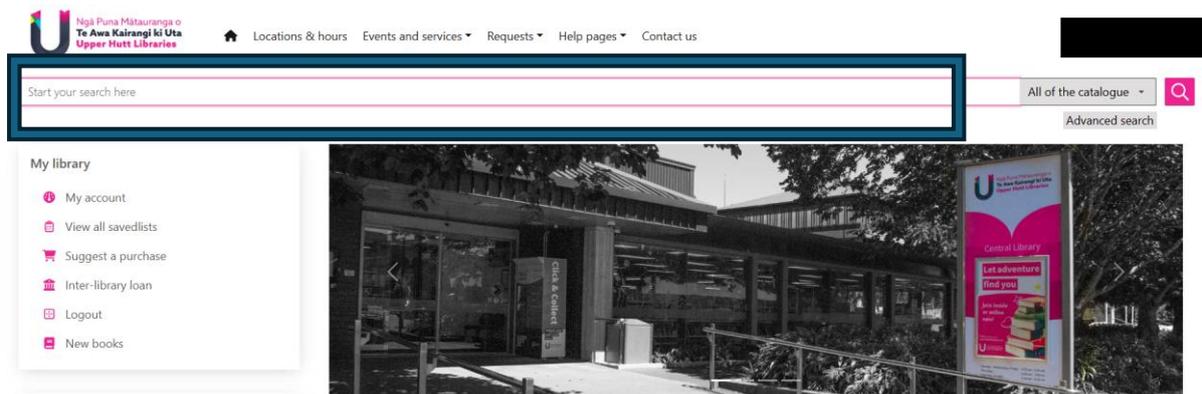
Continue

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.

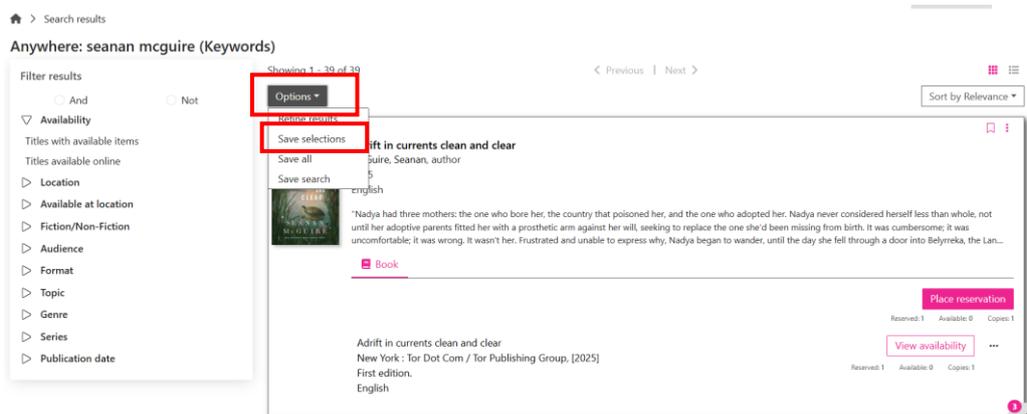
- Sign into **My Account**.
- Use the bar at the top of the page to search for your items.



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



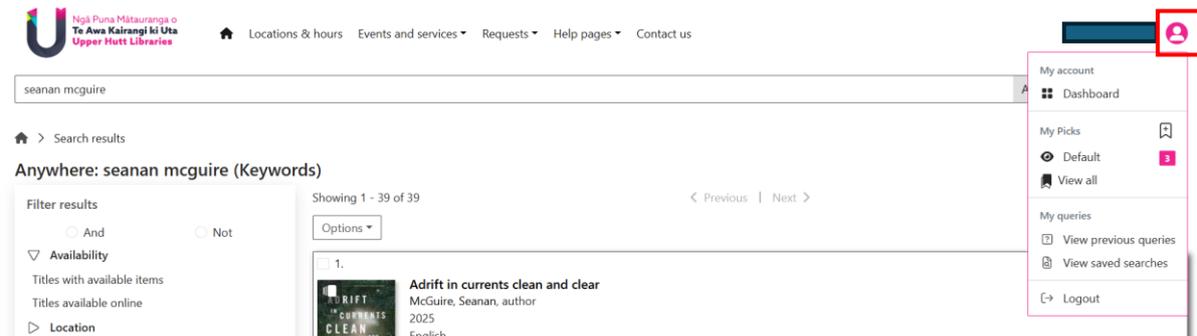
- When you've selected all the items you'd like to save from this page, go back to the top of the page and click on **Options**, then **Save selections**.



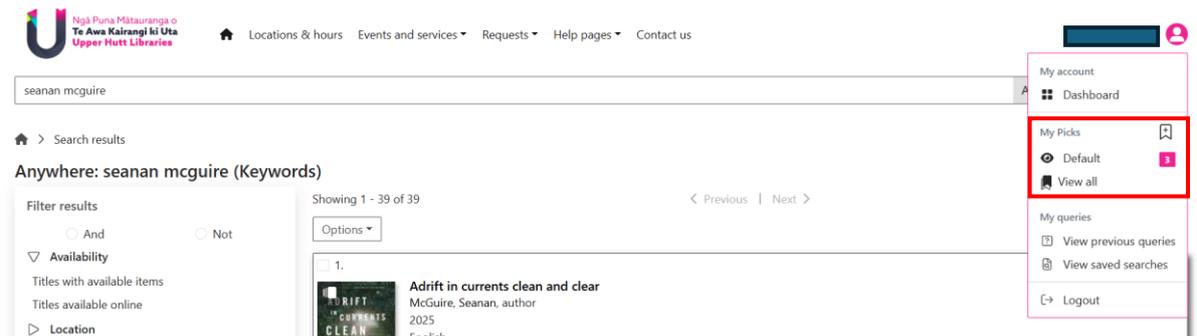
Your selected items are now added to your default saved list!

## View saved lists

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

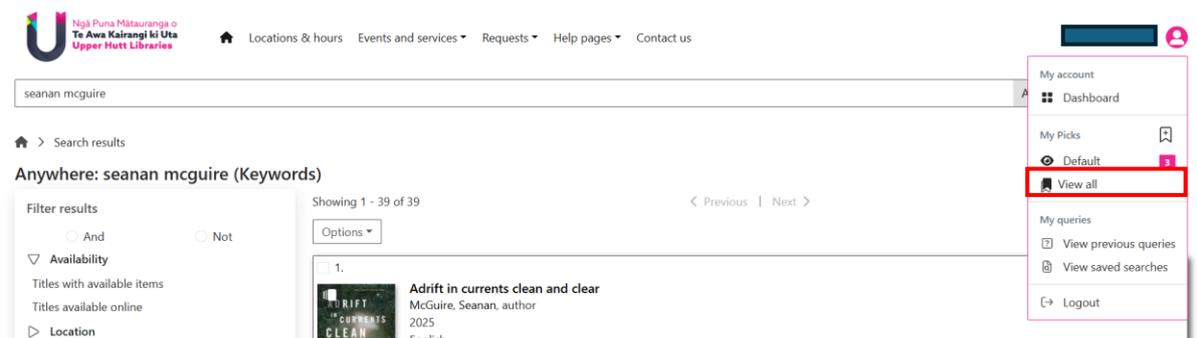


- You can view your default saved list under **My Picks**.



## Make changes to saved lists

- Click on **View all**.



- Then click on **Manage My Picks**.

View My Picks

Showing 1 of 1

**Manage My Picks**

Default Show All (3)

Aftermarket a...  
McGuire, Seanan,...  
2024  
English

Mislead in par...  
McGuire, Seanan,...  
2023 - 2024  
English

Sleep no more  
McGuire, Seanan,...  
2023  
English

« < 1 > »

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

View My Picks

Showing 1 of 1

**View My Picks** **New Saved list** Delete selections

#	Title	Records	Created	Options
<input type="checkbox"/> 1.	Default <b>Active</b>	3	18 Jun 2025	...

« < 1 > »