Your Kent District Library Account

Accessing Your Account Online

1. Go to www.kdl.org

2. Click on “My Account” in the upper right corner of the page.

3. Enter your barcode (library card number) and PIN (usually the last four digits of the phone number associated with your account).

4. After logging in, click on any of the four tabs—Personal Information, Checkouts, Holds or Fines—to view your information.

Renewing an Item

5. Click on “My Account” and go to the Checkouts tab.

6. Select in the box in front of the item(s) you want to renew.

7. Click on the [Renew] button. Click Yes to confirm.

8. If the renewal is successful, the new due date will be shown in the list of checkouts.
Searching for an Item

1. Limit which parts of our collection you search by clicking on the "Everything" drop-down menu.

2. Search by title, author, subject etc. by using the "All Fields" drop-down menu.

3. Enter your search term(s) in this box.

4. Click on the [Search] button.

Placing a Hold

5. To place a hold on an item in the catalog, click on the [Place Hold] button.

6. You will be asked to login with your library card number and PIN (last four digits of the phone number associated with your account).

7. Select the branch where you wish to pick up the item. Click on [Place Hold].
Viewing Holds

8. Click on My Account and go to the Holds tab, which shows the following information about your holds:

a. **Status** – an item that is ready for pickup will show “Pickup by: date.”

b. **Pickup at** – indicates the KDL branch that is the desired pickup location.

c. **Expires** – if the hold is not filled by this date it will expire (usually one year from when the hold was placed).

d. **Place in queue** – what position your hold is on the waiting list (#1, 2, 3, etc).

9. On the Holds tab, select in the box in front of the item(s) you want to suspend.

10. Click on the [Suspend Hold(s)] button.

11. Choose the Start Date and the End Date for the suspension period. Click on the [Suspend] button.

12. The status of the hold will be changed to “Suspended.”

Suspending a Hold

Suspending a hold can be used if you do not want a hold to be filled during a specified period of time (e.g. if you will be out of town for a week). You will retain your position in the queue.

8. Click on My Account and go to the Holds tab, which shows the following information about your holds:

a. **Status** – an item that is ready for pickup will show “Pickup by: date.”

b. **Pickup at** – indicates the KDL branch that is the desired pickup location.

c. **Expires** – if the hold is not filled by this date it will expire (usually one year from when the hold was placed).

d. **Place in queue** – what position your hold is on the waiting list (#1, 2, 3, etc).

9. On the Holds tab, select in the box in front of the item(s) you want to suspend.

10. Click on the [Suspend Hold(s)] button.

11. Choose the Start Date and the End Date for the suspension period. Click on the [Suspend] button.

12. The status of the hold will be changed to “Suspended.”

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Placing Holds on Digital Materials

1. To place a hold on a digital item in the catalog, click on the [Place Hold] button.

2. If not already logged in, you will be prompted to enter the barcode and PIN for your library card.

3. Enter the email address where you want to be notified that the hold is ready. Click on [Place Hold]. The message “hold placed successfully” should appear.

Viewing Digital Checkouts and Holds

4. **To View Digital Checkouts:**
   - Click on the Checkouts tab.
   - Click on the arrow next to Digital Checkouts. This will display any ebooks or eaudiobooks currently checked out on your account.

5. **To View Digital Holds:**
   - Click on the Holds tab.
   - Click on the arrow next to Digital Holds. This will display any ebooks or eaudiobooks that are on hold, along with your position in the hold queue (#1, 2, etc).

Digital Materials Help

Additional information about ebooks and eaudiobooks can be found at www.kdl.org/downloads. You can access all of KDL’s digital collections along with downloading instructions, frequently asked questions and troubleshooting tips.

If you have any questions or need additional assistance, please call us at 616-784-2007.