

Check your Reading History

- Start from the library's website at www.cshlibrary.org
- In the right tab under Find click on: **LOG ON TO VIEW YOUR PATRON RECORD**
- Enter the barcode from your library card that begins with 20619 then hit the TAB key.
- Enter your password, if you don't have one you will be prompted to create one. Then click LOGIN:
- Click on :My Reading History to enable.
- From this moment on you will be able to log into your record and see what items you have checked out even after you have returned them.

Add your email address

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- Click on: [Change Your Contact Information](#)
- If you add your email address and click Submit you will now receive emails when you have an item on hold, courtesy notices that an item is due soon or when you have an overdue notice.

Create a Username

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- Click on: [Change Your Contact Information](#)
- In the box under Username enter what you would like your username to be and click the Submit button. The username must be between 6 and 25 characters. You will get the message Patron info updated if the username has been accepted.
- You can now log in with your username instead of your barcode.

Receive Text Alerts

- Start from the library's website at www.cshlibrary.org
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- Click on [Change Your Contact Information](#) and type your cell phone number into the Text Alert box.
- Click on Opt in.
- Agree to the Terms & Conditions, then click Submit
- You will receive a confirmation text message after opting in. Please reply yes to this confirmation.

Cold Spring Harbor Library & Environmental Center

**Access the Library
24/7 from home**

Cold Spring Harbor Library &
Environmental Center

95 Harbor Road

Cold Spring Harbor, NY 11724

631-692-6820

www.cshlibrary.org

Request Items

- Start from the library's website at www.cshlibrary.org
- In the right tab under Find click on: **Find Books, DVDs, Audio**
- Search by Simple Search, Author, or Title. If you get a list of items click on the title you want.
- Click on:



- Enter the barcode from your library card that begins with 20619 then hit the TAB key.
- Enter your password, if you don't have one you will be prompted to create one. Then click LOGIN.
- From the drop down menu choose Cold Spring Harbor as your pick-up location.
- Click on: Submit
- You will receive a confirmation that your hold was placed.
- The library will contact you when your item is ready to be picked up.

Renew Items

- Start from the library's website at www.cshlibrary.org
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- Enter your password, if you don't have one you will be prompted to create one. Then click LOGIN.
- Your checked out items will be displayed
- Check the box next to the item you wish to renew and then click Renew Selected.
- The screen will tell you if the items were successfully renewed.
- Items may only be renewed once.
- Items on hold for another patron may not be renewed.

Freeze Holds

- Start from the library's website at www.cshlibrary.org
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- Enter your password, and click LOGIN.
- Click on requests (holds). Check the box in the Freeze column next to the title you wish to freeze and click UPDATE LIST.
- To reactivate you request uncheck the box in the Freeze column and click UPDATE LIST.
- You must unfreeze the request in order to receive the item!

Pay Your Fines

- Start from the library's website at www.cshlibrary.org
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- Enter your password, if you don't have one you will be prompted to create one. Then click LOGIN.
- Click on Unpaid Fines & Bills. If your fine is more than \$5 you can pay it online.
- Click on [Pay Online](#).
- Check the fines you want to pay. Enter your billing and credit card information then click SUBMIT.
- You will then need to confirm your information. A payment receipt appears when a successful transaction is performed. You may print the receipt for your records.