

QUICK START GUIDE Holds, Fines, and Renewals

To log in, click on Log In at the top of any page, or use the Log In section on the right side of the main catalog page. Enter your username (or library card number) and 4-digit PIN

The top of the page should now show ‘Logged in as...’ with your username and links to Messages, Account Settings, Help and the option to Log Out.

Logged in as jonnytest ▾ My Settings Help Log Out



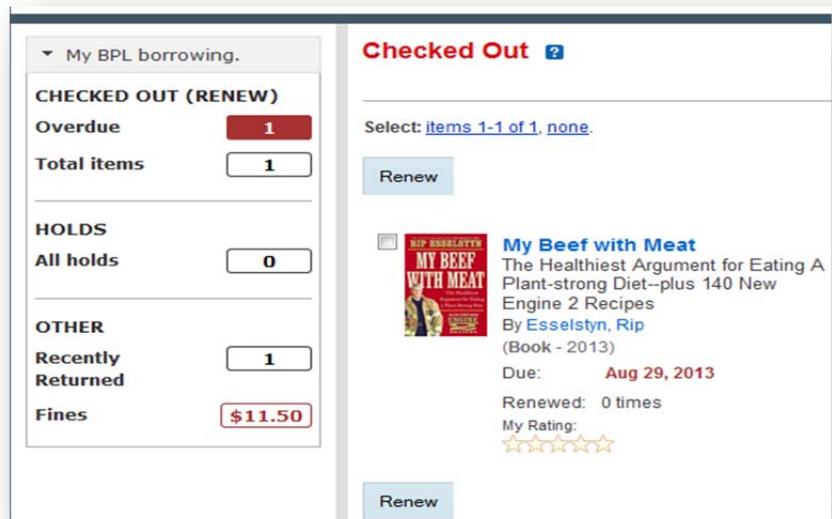
To view your holds, fines and borrowed items, click on **My AnyPL** (this name will depend on your local library. For example if your home library is Daly City, the site will say “MY DCPL” or “My SSFPL” for South San Francisco, and so on). Make a selection under MyAnyPL Borrowing.

CHECKED OUT ITEMS AND RENEWALS

Checked Out

On the Checked out page you will see overdue items, holds and recently returned. On the right side you will see a list of all your checkout items. To renew all checked out items, select “All” and click RENEW.

A pop-up message will tell you if renewal was successful or if some items can’t be renewed. You can also renew select items by clicking on the small



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box next to the item listings and then clicking RENEW.

Item due dates are listed in red along with how many times the item has been renewed. You may renew items between 2 and 5 times depending on the local library’s policy. Items that have not been requested by another borrower and have not exceeded the local library’s policy of maximum renewals are eligible for renewal 1 day into the current loan period but it’s recommended patrons renew the day before or the day the item is due so they get a new 3 week borrower period.

FINES

Under My Borrowing, check the Fines page to see if you have accrued any fines and for which item/s. Select “All” or just the fines you would like to pay.

▼ My PLS borrowing.

CHECKED OUT (RENEW)

Overdue 1

Total items 1

HOLDS

All holds 0

OTHER

Recently Returned 1

Fines \$11.50

Fines ?

\$11.50 Due

Refresh
Pay Fines

Select: [items 1-3 of 3](#), [none](#).

Sort by amount ▼

Title/Message	Reason	Amount
	test	\$10.00
	REQUEST 05-14-13 02:38PM: The genius of dogs : how dogs are smarter than you think / Brian Hare and	\$0.75
	REQUEST 08-06-13 11:02AM: My beef with meat : the healthiest argument for eating a plant-strong diet	\$0.75

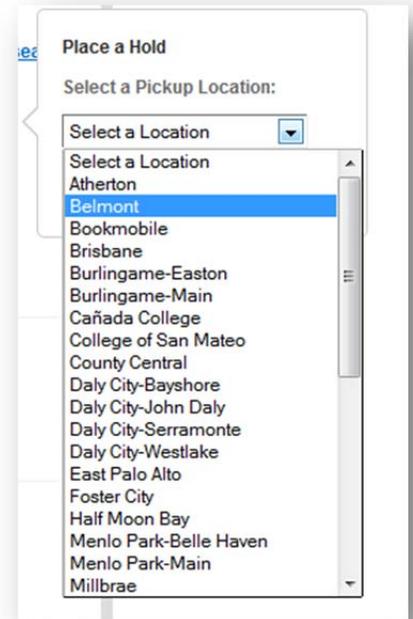
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HOLDS

You may place a hold on any circulating item and have it sent to any PLS member library branch. There are two ways to place a hold: Click the PLACE A HOLD icon next to the item description in any list or search results. Or, on any item page, click the PLACE A HOLD button to the left of the item information. A pop-up will give you the option to choose a Pickup Location. To place the hold, click CONFIRM



Dogs
By Gravett, Emily
(Book - 2010)
JP-GRA and more...
Available in some locations
Average Rating:
★★★★★



To check on your holds, click on My ANYPL and then select Holds. This page will tell you the status of your hold (ready for pickup or not ready for pickup) and when your hold will expire

Holds ?

Active Suspended

Select: [items 1-1 of 1, none.](#)

Sort by status

Dogs
By Gravett, Emily
(Book - 2010)

Location:
Status: **Not ready for pickup**
Expires: Sep 05, 2014

On the Holds page, you can remove an item by clicking CANCEL or save your hold for later by clicking SUSPEND. Suspending a hold allows you to maintain your place in the hold list while you are away. Patrons behind you in line will jump ahead until you reactivate your hold, at which point you will move ahead normally. If you become first on the list, we will not fill your hold until you reactivate, and then you will receive the next available copy.