

Las Positas College Library

lpclibrarian@laspositascollege.edu 925-424-1150



Las Positas College Library's WorldCat Online Catalog - "My Library Account" and Password

To request or renew library books, DVDs, or other materials using the library catalog, you must first set up your "My Library Account" and password through LPC Library's WorldCat Online Catalog.

"My Library Account" & Password allows you to:

- check your library account
- see all the items you have checked out and their due dates
- renew items online
- place holds for LPC and Chabot materials

"My Library Account" Instructions

Creating your password

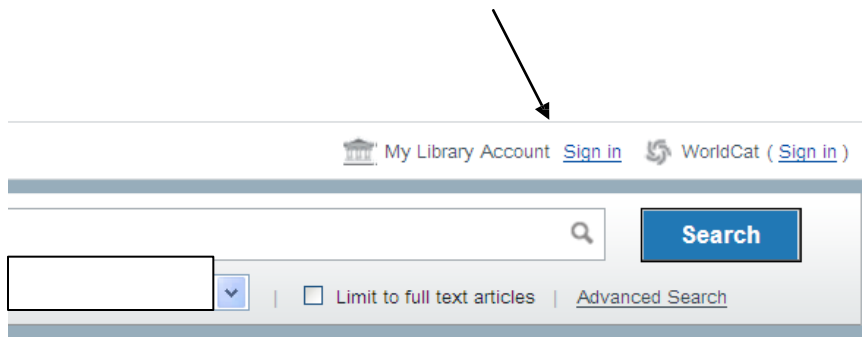
For **ALL users**, before you log into your account for the first time, you will need to create a password.

1. Go to the LPC Library's web site: <http://www.laspositascollege.edu/library/>
2. Under the FIND column, click on **Books, DVDs, and CDs**

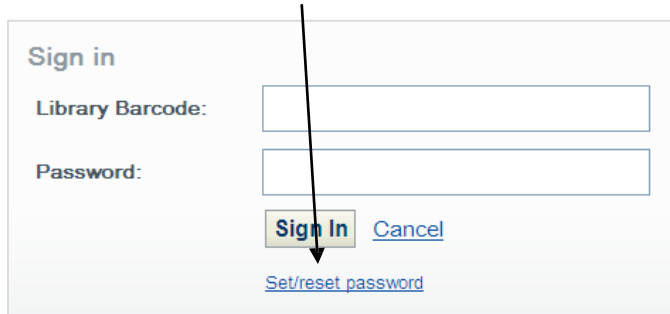


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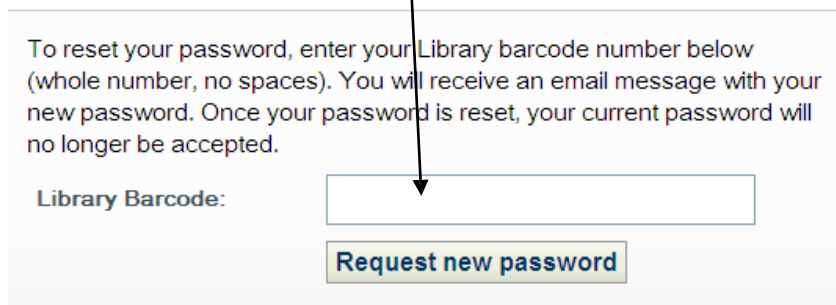
3. Click on **Sign In** next to **My Library Account** (upper right corner; **NOT** the WorldCat sign in!)



4. Click on **Set/Reset Password**



5. Type in your LPC W number (including an **upper case W**) and click on **Request new password**; **Students** - this will send an email to your **college Zonemail email** account. (Faculty, Staff and Administrators – an email will be sent to your preferred email as indicated in Class-Web.)



***For help accessing your college Zonemail email account, follow these instructions:**
<http://www.clpccd.org/tech/documents/ZoneHelp2010.pdf>

6. Open your Las Positas College Zonemail email account; when you receive the email, click on the link provided. The email should contain the following From and Subject lines.

From: Library Password Management <DoNotReply@oclc.org >

Subject: Request to manage library password

7. On the *Change Password* screen, type in your LPC W number (including an upper case W) in the W number box and the password you wish to use. Don't forget to follow their guidelines! (We highly recommend you use the library research database password: the first 2 letters of your first name, first 2 letters of your last name, and last 4 digits of your W number for consistency purposes.) Click **Change Password**.

Change Password

Your password will be case-sensitive, and must be six characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

User Name:

New Password:

Confirm New Password:

Change Password

IMPORTANT: “My Library Account” does not affect your LPC database access. As you have done in the past, you will use the same account information— your W Number and eight-digit password—to log into the Library’s online article databases, ebooks, and streaming videos from off campus.

Logging into your Library account

1. Go to the LPC Library’s web site: <http://www.laspositascollege.edu/library>
2. Under the FIND column, click on **Books, DVDs, and CDs**
3. Click on **Sign In** next to **My Library Account** (upper right corner; **NOT** the WorldCat sign in!)
4. Type in your LPC W number. Please sure to use an upper case W.
5. Type in your password and click **Sign In**
6. Once you are signed in, My Library Account becomes a link. Click on the **My Library Account** link to view your checked-out items, items placed on hold, and to renew materials.

Viewing your checkouts & due dates

1. Log in to your account (see above)
2. Click on the **Checkouts** tab

Renewing your Library items

1. Log in to your account (see above)
2. Click on the **Checkouts** tab
3. Click on the **Renew** button to the right of each title you wish to renew
4. *Please note the new due date!*

How to Get Library & Research Help



Go to the LPC Library website: <http://www.laspositascollege.edu/library/>



Email us at LPClibrarian@laspositascollege.edu



Call at (925) 424-1151 (circulation desk) // (925) 424-1150 (reference desk)



Stop by building 700 (Fall Semester 2014)

Fall 2014 Hours are: (See the library website for holiday closure dates.)

Mon.-Thurs.: 8am-7pm

Fri.: 8am-2pm

Sat. & Sun.: Closed