

West Lothian Libraries - Click & Collect

Available at all West Lothian libraries

Please check your chosen library for opening times:

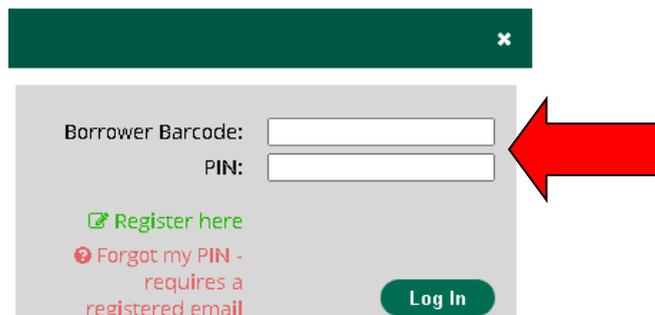
<https://www.westlothian.gov.uk/your-library>

Step 1

Use the link below to access West Lothian Council's online catalogue.

https://wlcls.ent.sirsiidynix.net.uk/client/en_GB/default

Log into your account by clicking the Log in or My account tab at the top of the page, then enter your library card barcode (membership number) and PIN number in the pop-up box (see below). If you do not have this information please e-mail library.info@westlothian.gov.uk to request a reminder.



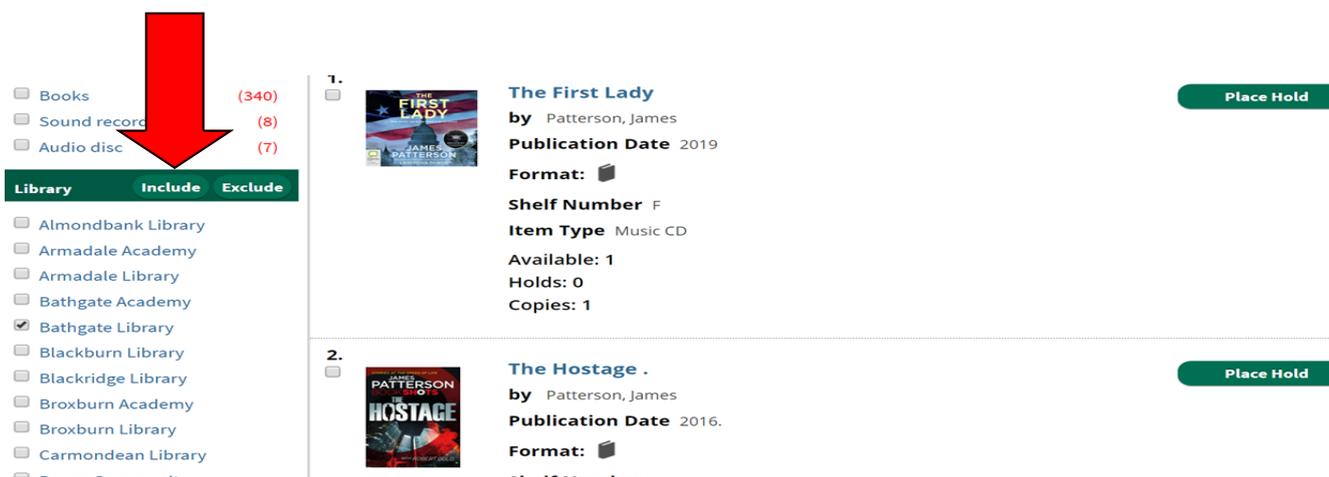
A login pop-up box with a dark green header and a light grey body. It contains two input fields: 'Borrower Barcode:' and 'PIN:'. Below the fields are three links: 'Register here' (with a green checkmark icon), 'Forgot my PIN - requires a registered email' (with a red warning icon), and a green 'Log In' button. A large red arrow points to the right side of the input fields.

Step 2

Click



You will then see list of libraries on the left. Please choose the library you wish to collect from, then click the 'Include' tab to show only items available at this library. **Please note you will need to repeat this process for each item search.**



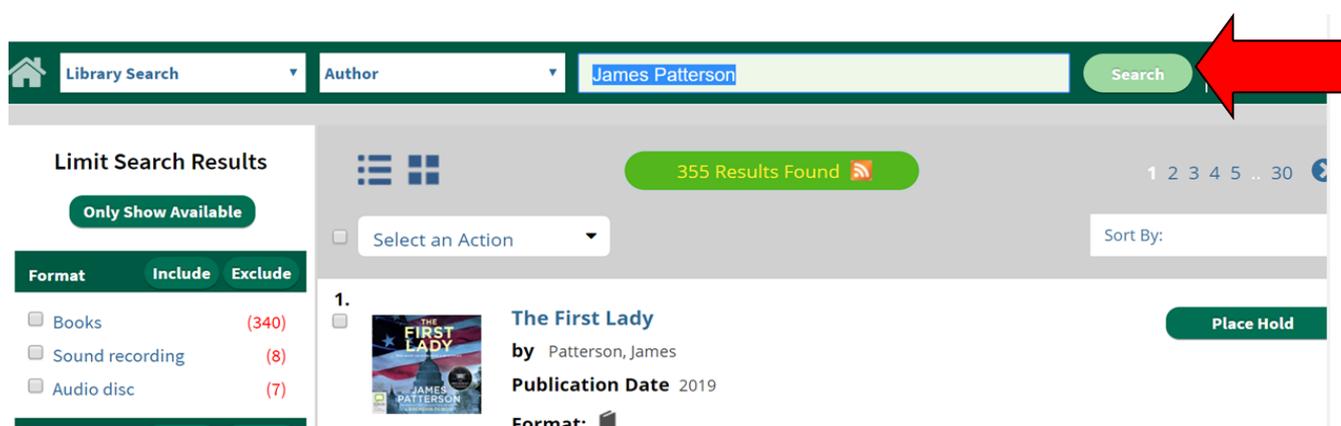
A screenshot of a library website interface. On the left, there is a list of library categories: Books (340), Sound records (8), and Audio disc (7). Below this is a list of libraries with checkboxes, including Almondbank Library, Armadale Academy, Armadale Library, Bathgate Academy, Bathgate Library (checked), Blackburn Library, Blackridge Library, Broxburn Academy, Broxburn Library, Carmondean Library, and Deans Community. A large red arrow points down to the 'Bathgate Library' checkbox. To the right, there are two search results. The first result is 'The First Lady' by James Patterson, published in 2019, with 1 available copy. The second result is 'The Hostage' by James Patterson, published in 2016. Each result has a 'Place Hold' button.

Step 3

Use the search options to find the item you wish to request.

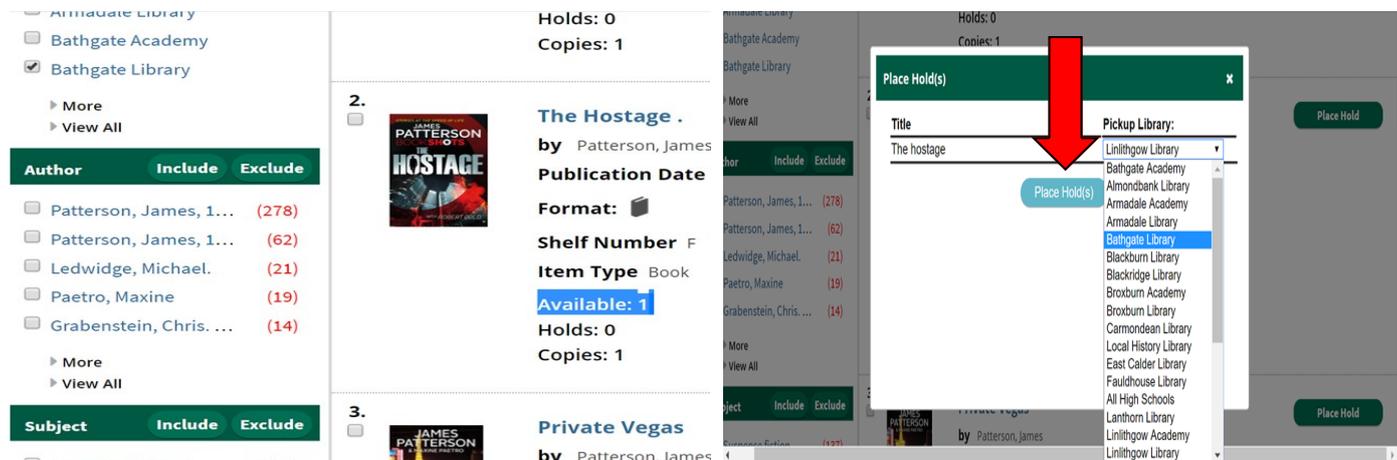
Please try to select items from the library you are going to collect from (remember to follow step 2 for each item search).

If your selection is only available at a different library from your collection library you can still reserve it but you will be contacted when it is available to collect, as we cannot guarantee collection dates in advance. In this instance please wait to be contacted before booking an appointment to collect.



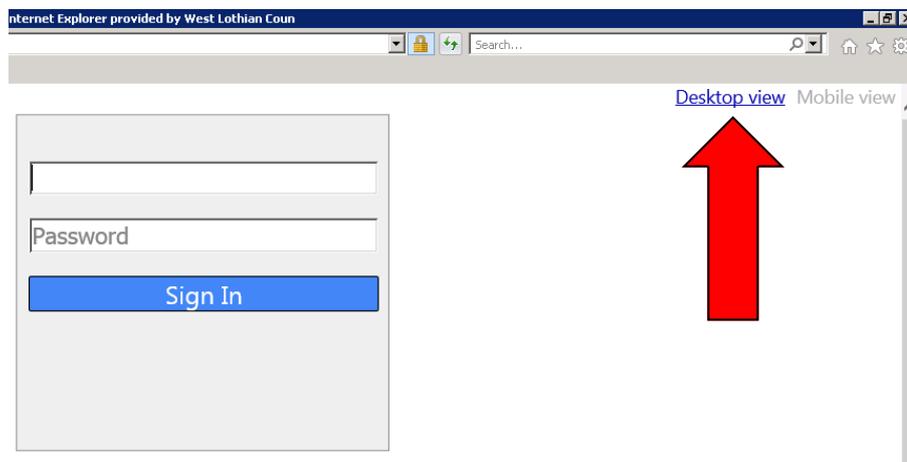
Step 4

Select the 'place hold' option and select your pick up library from the drop down menu.



Step 5

- To book your **collection** or **return** appointment please use the following link: <https://pcbooking.westlothian.gov.uk/cire/SignIn.aspx> and choose **Desktop** view as shown in the picture below then follow these instructions: <https://bit.ly/CandCPC>



N.B If you are using a phone or tablet and do not have the option to view Desktop please follow these instructions: <https://bit.ly/CandCtab> but we do recommend using Desktop view if available.

Please remember to book your collection appointment at the same library you have selected in step 4 and leave a minimum of 2 working days after you have placed your request for items in stock at your collection library.

If you have reserved items from other libraries please wait until we let you know the items are ready for collection before booking an appointment to collect them. Bookings can be made up to one week in advance.

You can return books at the same appointment as collections, there is no need for a separate appointment. **If solely returning books an appointment is necessary, books cannot be dropped off without appointment.**

Step 6

- Please arrive at the library you have chosen at your appointed time.**
- Please note: there will be no entry to the library.**
- Please ensure you maintain physical distancing at all times.**

We look forward to seeing you at your appointment.