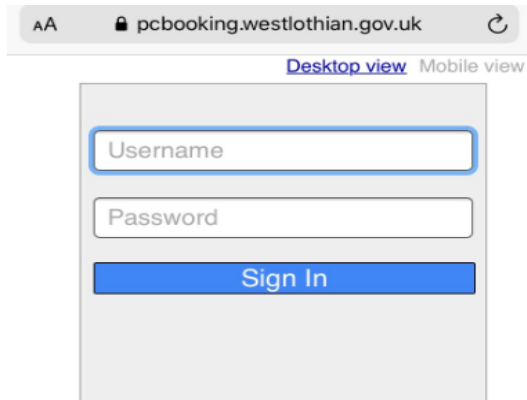


### Click & Collect – Booking a collection/return slot using a Phone or Tablet

Please note –Please leave at least 2 working days between reserving books and collection date.  
Bookings can be made up to one week in advance.

Log in to MyPC using: <https://bit.ly/MyPCbooking>



PLEASE ENTER YOUR NETWORK USERNAME AND  
PASSWORD.

**Username:** Please enter your 14 digit library membership.

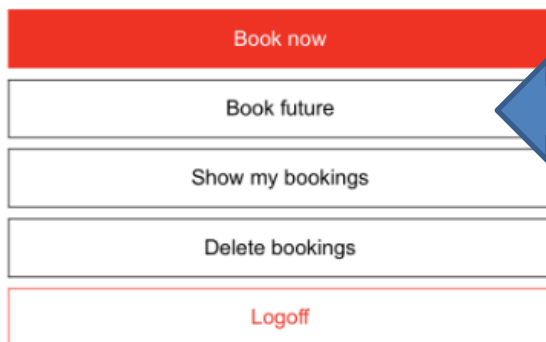
**Password:** Please enter your 4 digit library PIN

Click **Sign In**

If you don't know your PIN please email  
[library.info@westlothian.gov.uk](mailto:library.info@westlothian.gov.uk)



Logged in as




Select **Book Future**

Then **Click Next**

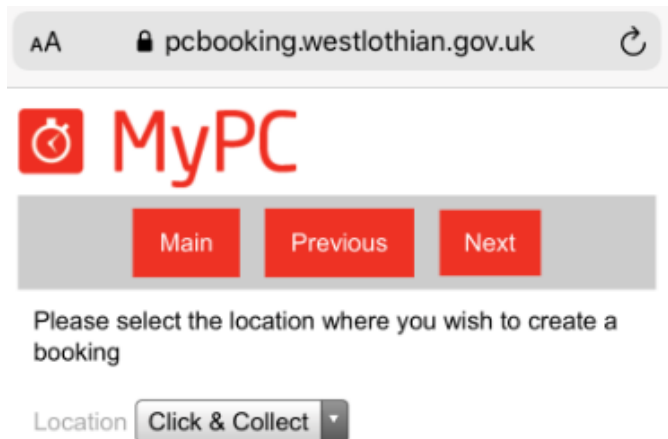


Please select the site where you wish to create a  
booking



Using the dropdown menu choose the library you  
wish to visit.

Then **Click Next**



AA pcbooking.westlothian.gov.uk

**MyPC**

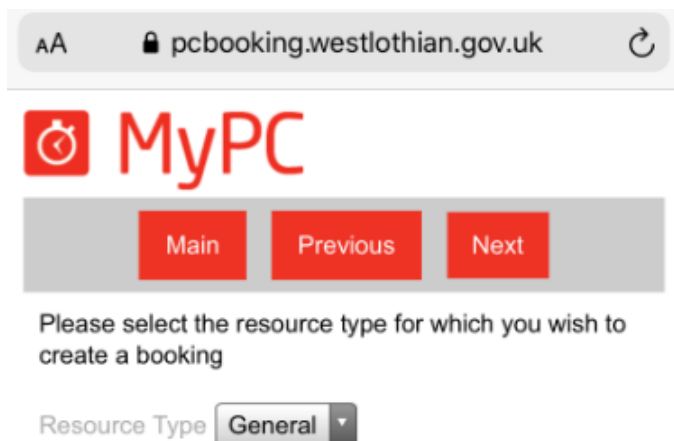
Main Previous Next

Please select the location where you wish to create a booking

Location **Click & Collect**

Choose **Click & Collect**

Then **Click Next**



AA pcbooking.westlothian.gov.uk

**MyPC**

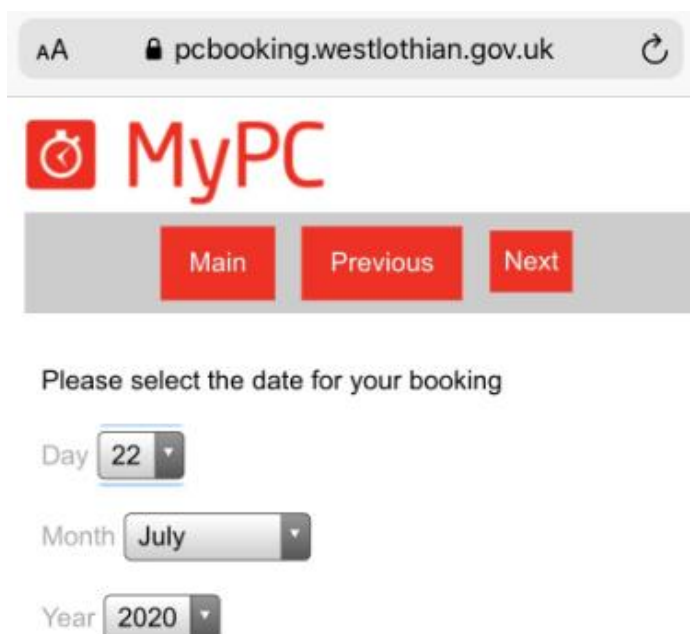
Main Previous Next

Please select the resource type for which you wish to create a booking

Resource Type **General**

In Resource Type choose **General**

Then **Click Next**



AA pcbooking.westlothian.gov.uk

**MyPC**

Main Previous Next

Please select the date for your booking

Day **22**

Month **July**

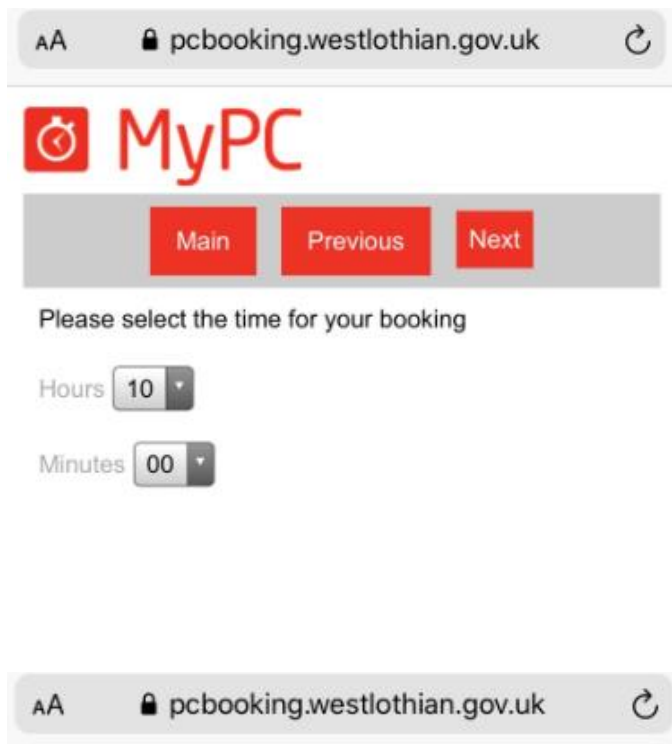
Year **2020**

Using the drop down lists choose your preferred booking **Day, Month and Year.**

**Please note if collecting books, this must be at least 2 working days after reserving your books.**

**Bookings can be made up to one week in advance.**

Then **Click Next**



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**MyPC**

Main Previous Next

Please select the time for your booking

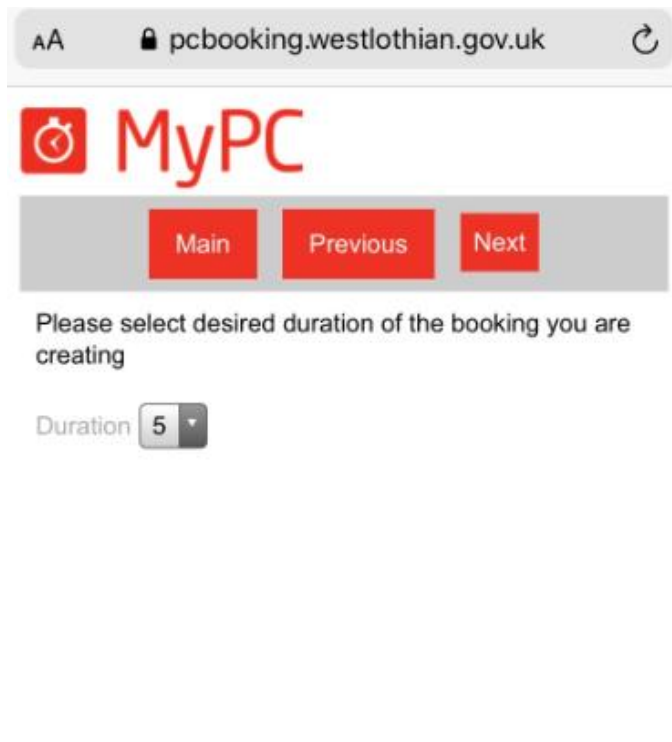
Hours 10

Minutes 00

This screenshot shows the 'MyPC' booking interface. At the top, there is a browser address bar with 'AA pcbooking.westlothian.gov.uk'. Below it is the 'MyPC' logo. A navigation bar contains three red buttons: 'Main', 'Previous', and 'Next'. The main heading reads 'Please select the time for your booking'. There are two dropdown menus: 'Hours' with '10' selected and 'Minutes' with '00' selected.

Using the drop down lists choose your desired time

Then **Click Next**



AA pcbooking.westlothian.gov.uk

**MyPC**

Main Previous Next

Please select desired duration of the booking you are creating

Duration 5

This screenshot shows the 'MyPC' booking interface. At the top, there is a browser address bar with 'AA pcbooking.westlothian.gov.uk'. Below it is the 'MyPC' logo. A navigation bar contains three red buttons: 'Main', 'Previous', and 'Next'. The main heading reads 'Please select desired duration of the booking you are creating'. There is one dropdown menu: 'Duration' with '5' selected.

The drop down list will then ask for **Duration**

**Please note \*\*5 minute time slots only available\*\***

Then **Click Next**



[Main](#) [Previous](#) [Find](#)

The booking availability will be searched for using these details

Site	<b>Whitburn Library</b>
Location	<b>Click &amp; Collect</b>
Resource Type	<b>General</b>
Date	<b>22/07/2020</b>
Time	<b>10:00</b>
Duration	<b>5 minute(s)</b>

A summary of your requirements will now appear  
Then **Click Find**



[Main](#) [Confirm](#)

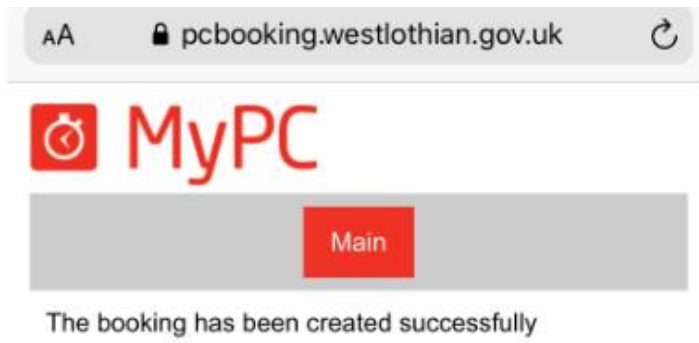
A booking matching your criteria can be created



Start time	<b>10:00</b>
End time	<b>10:05</b>
Date	<b>22/07/2020</b>
Resource	<b>Click &amp; Collect</b>
Location	<b>Click &amp; Collect</b>
Site	<b>Whitburn Library</b>


If your preferred booking is available you will be advised as in picture.  
Then **Click Confirm**

If your preferred booking is **NOT** available you will receive the following message:  
**'A booking matching your criteria could not be created'**. Please click **Main** and choose a different appointment day/time.  
**Continue all steps until new appointment criteria has been matched then click Confirm.**

Data Label: Official



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 MyPC

[Main](#)

The booking has been created successfully

Your booking has now been created and you can now log out of MyPC