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.


**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

Select **Book Future**

Then **Click Next**

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

Then **Click Next**
Choose **Click & Collect**
Then **Click Next**

In Resource Type choose **General**
Then **Click Next**

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**
Using the drop down lists choose your desired time
Then **Click Next**

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

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

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

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

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