

Data Label: Official

Click & Collect – Booking a collection/return slot using Desktop view

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

For items which are being transferred from another library for you please wait until you are contacted by us to advise they are ready for collection before booking an appointment to collect them.

Step 1 - Log in to MyPC using: <https://bit.ly/MyPCbooking>

mobileView=false

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

PLEASE ENTER YOUR NETWORK USERNAME AND PASSWORD.

Step 2 - Where- Select your collection library from the **Site** dropdown list. This must be the library you have selected to collect your items from when you reserved them.

MyPC

MyPC Booking Quick Booking My Bookings Refresh

Where ? What

Site: _default Resource Type: General

Location: default Service State: All

Bathgate Simpson Library

Broxburn Library

Carmondean Connected

Lanthorn S1

Linlithgow Library S2

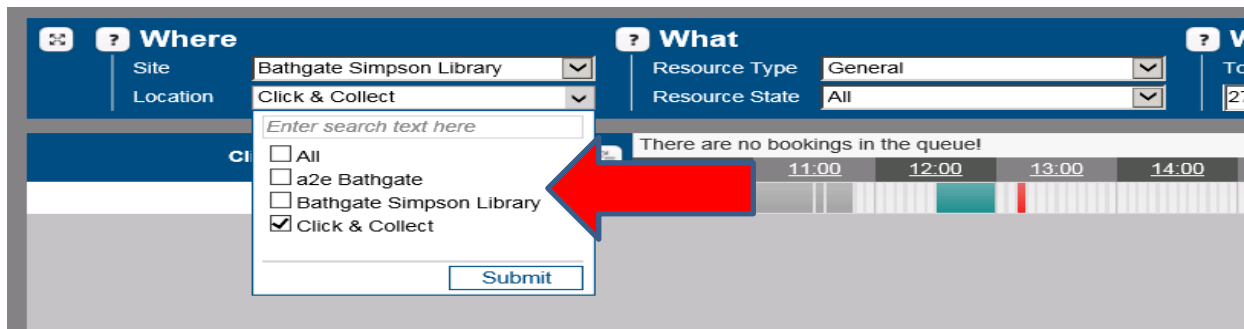
Whitburn Library

PBGH159

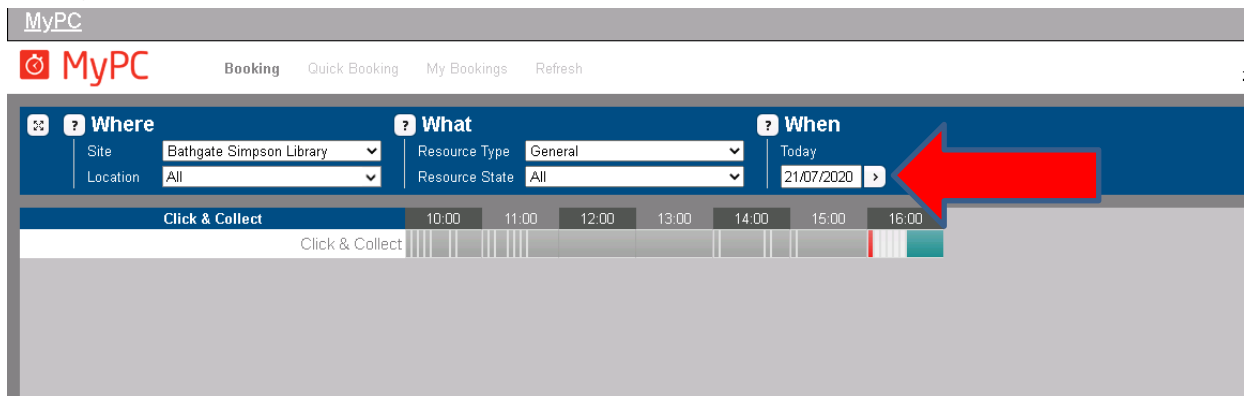
	10:00	11:00	12:00	13:00

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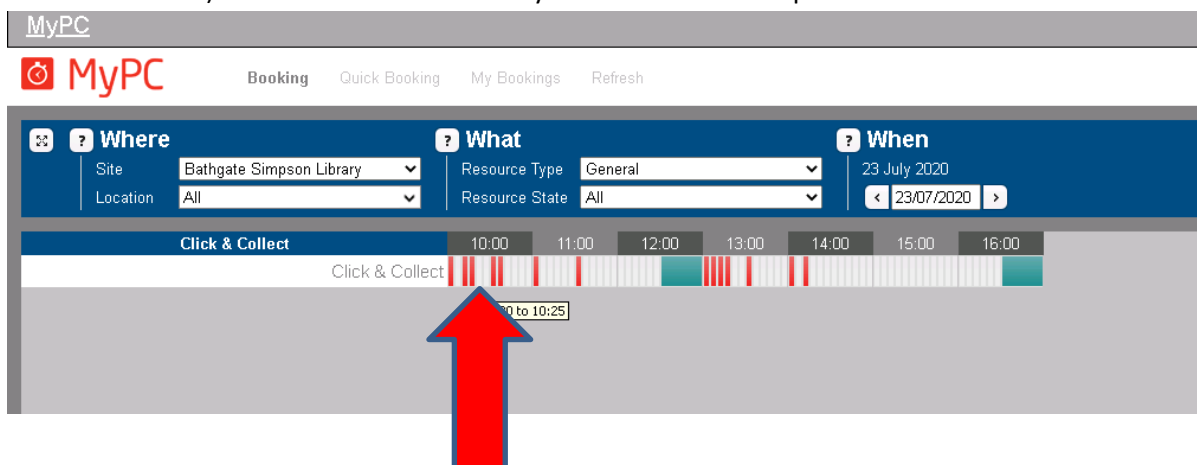
Step 2 continued - Then click on **Location** and select **Click & Collect**.



Step 3 - When – Select your preferred collection date – The arrow moves forward one day at a time, if you click in the date area a calendar will appear or you can type in the date. (Please note this must be at least 2 working days after you have reserved your books and no more than one week ahead).

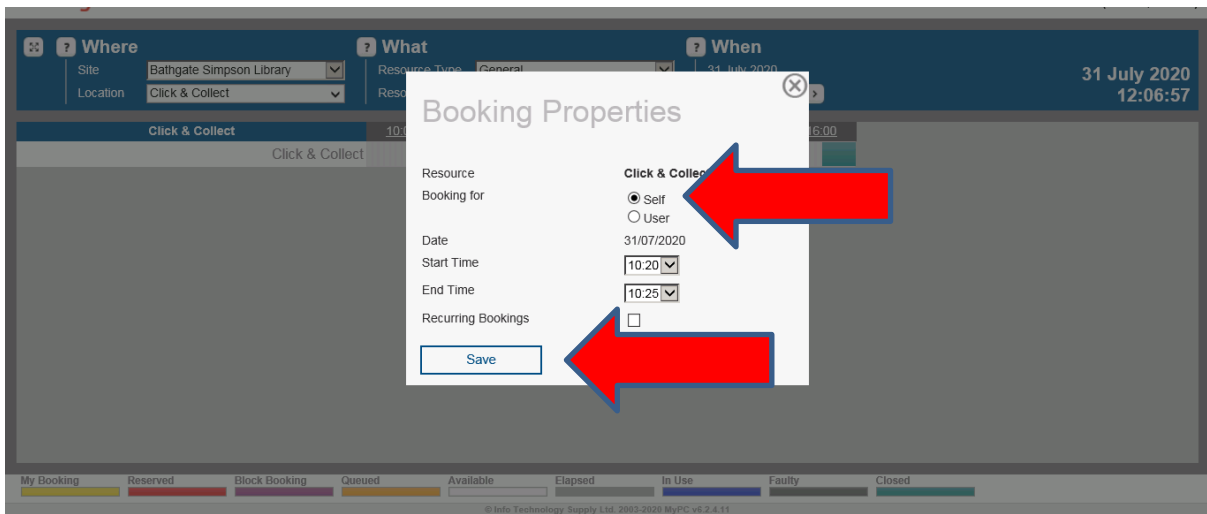


Step 4 - Time - Select preferred 5 minute slot by clicking on one of the small grey bars (the red bars are not available). Time slots can be seen if you hover the mouse pointer over the bars.



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Step 5 – Save - The Booking Properties box below will appear, please select **Self** then if you are happy with this booking click **Save**



Your booking has now been created.

We look forward to seeing you at your appointment.