

# West Lothian Libraries - Click & Collect user guide

The FREE library stock reservation service available at all West Lothian libraries

Please check your chosen library for opening times:

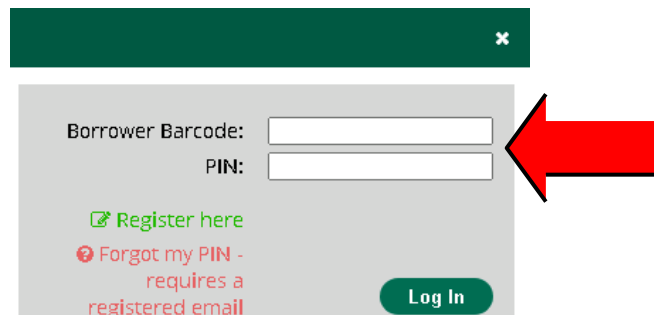
<https://www.westlothian.gov.uk/your-library>

## Step 1

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

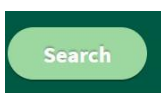
[https://wlcls.ent.sirsiidynix.net.uk/client/en\\_GB/default](https://wlcls.ent.sirsiidynix.net.uk/client/en_GB/default)

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](mailto:library.info@westlothian.gov.uk) to request a reminder.

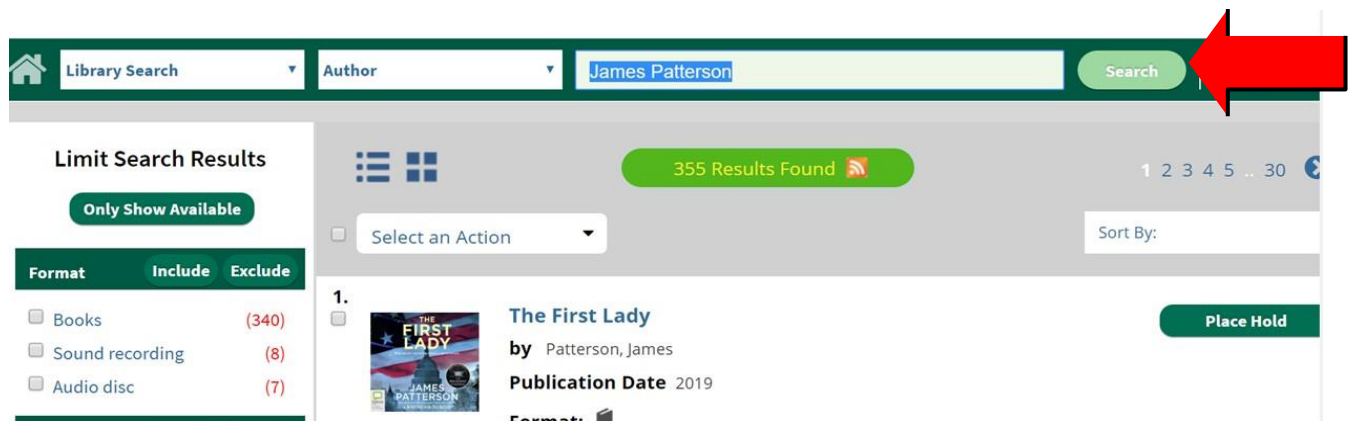


## Step 2

Click



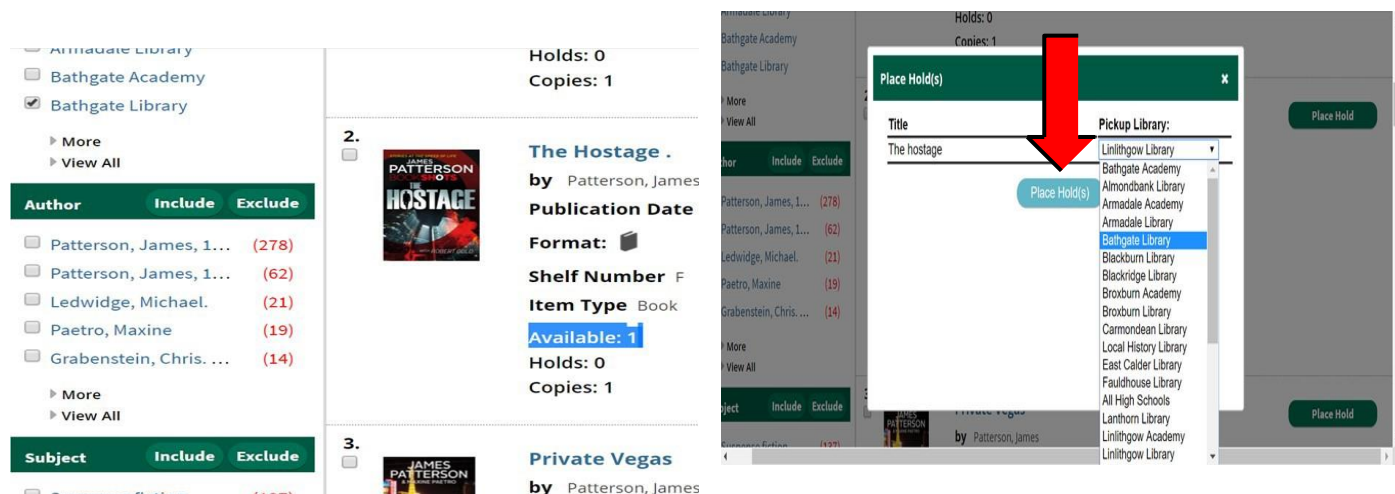
Use the search options to find the item you wish to request.



If your selection is only available at a different library from your default/local collection library you can still reserve it and you will be contacted when it is available to collect from your chosen library. We cannot guarantee collection dates in advance.

## Step 4

Select the 'place hold' option and select your collection library from the drop-down menu (if other than your default/local library).



The screenshot shows a library catalog interface. On the left, there is a list of books with columns for 'Author', 'Include', and 'Exclude'. The book 'The Hostage' by James Patterson is selected. On the right, there is a modal window titled 'Place Hold(s)' with a dropdown menu for 'Pickup Library:' and a 'Place Hold(s)' button. A red arrow points to the 'Place Hold(s)' button.

## Step 5

The selected collection library will contact you or If you have an email registered on your library account you will receive an email advising when the items are ready for collection.

Visit the collection library and collect your items. **Please remember to check out your items either at the self-service kiosk, via the cloudLibrary app on your smartphone or tablet or visit the library reception desk and a member of staff will check out your items for you.**

If you require any assistance using this service please contact:

- Your local library – Contact details can be found on the individual library webpages which can be found here: <https://www.westlothian.gov.uk/libraries>
- [library.info@westlothian.gov.uk](mailto:library.info@westlothian.gov.uk) – Central support email address

**Thank you for choosing West Lothian Libraries**