

Find What You're Looking For

SEARCH THE BENTLEY CATALOG

<http://bentley.biblio.org>

Use this link to check out the library collection. Once you select an item you are interested in just scroll down and see if it is checked in and on the shelf. You can also reserve all items from the library except movies and museum passes.

- 1) Type in an author, title or subject in the box provided and click on "Search".
- 2) Choose the desired title from the search results list.
- 3) Place a hold on it from home by choosing the "Request Item" button and following the instructions. We will call or email you as soon as the item becomes available for you to pick up.

MANAGE YOUR ACCOUNT

Did you misplace your due date slip or wonder if you have any outstanding fines? Just click this link and access **My Account** to keep track of your activity, renew items, manage your holds, and create personal lists.

<https://bentley.biblio.org/eg/opac/myopac/main>

- 1) Choose the **My Account** tab from the choices at the top of the page.
- 2) Enter your 14-digit library card barcode number (no spaces) and click "Login".
- 3) On the Account Overview page, choose any of the categories shown for more information about your account.

KEEP TRACK OF WHAT YOU READ

To **Create** a List of Items You Have Checked Out

- 1) Go to **My Account**
- 2) Choose "Account Preferences" tab
- 3) Choose "Search Preferences" tab
- 4) Check off "Keep history of checked out items"
- 5) Check off "Keep history of holds" if so desired

To **View** a List of Items You Have Checked Out

- 1) Go to **My Account**
- 2) Choose “Items Checked Out” tab
- 3) Choose “Checkout History” tab

Remember... this list will begin only after you have activated the “Keep History” option!

GET THE ACORN APP

With Acorn Catalog, you have access to 63 public libraries across Connecticut. To use this app, you must have a library card with a Bibliomation member library and know your password. If you do not know your password, please contact your local library.

Acorn Catalog lets you:

- * Search the catalog
- * Place a hold
- * Review the items you have checked out
- * Renew items

And... your library card barcode will automatically be stored on your smartphone!

It's FREE on Google Play and the [App Store](#). Brought to you by Bibliomation, Inc.

SIGN UP FOR WOWBRARY

What is Wowbrary?

Wowbrary is a free (to patrons) service that informs you by weekly e-mails about books, DVDs, and CDs that we recently added to our collection. It makes it easy for you to browse through the latest additions and place a hold on a new title. You can browse by genre back through an entire year of lists.

How Do I Sign Up?

Log on to www.wowbrary.org

Enter your zip code, choose “Bentley Memorial Library,” enter your e-mail address, and Submit. After clicking the Submit button you will receive an e-mail with a link you must activate. Your e-mail alerts will begin arriving on the next Wednesday.

Wowbrary will not share your e-mail address with anyone else, and will only use it to send you weekly alerts.

Earn \$\$\$ for Bentley Memorial Library

At no added cost you can help your library whenever you shop at Amazon.com, simply by accessing Amazon through a special link: www.wowbrary.org/bolton. A small commission will be paid to the library for each sale, helping to offset the subscription cost of Wowbrary.

NOTIFICATION OPTIONS

Make sure we have your correct e-mail address! All of our notices are sent by e-mail; we no longer send any reminders in the mail. Several notifications are now available as texts, too. If you are interested in these, we will need your cell phone number and your provider's name. Here is a list of notices currently being sent to patrons via e-mail:

As of April 1, 2021:

We're getting a lot of inquiries about Overdue Notices being received after an item has been returned to the outdoor drop box. Here is a schedule of the notices we send:

PreOverdue Notice: 3 days prior to due date
1st Overdue Reminder: 2 weeks after due date
2nd Overdue Reminder: 3 weeks after due date
Bill (Final Overdue Reminder): 4 weeks after due date

All items must be returned to the outside book drop, after which they are taken off-site to quarantine for one week before being removed from your account. **WE DO NOT CHARGE LATE FEES FOR THE QUARANTINE PERIOD.** If a fine appears on your account during the off-site time, it should disappear once we scan the item into our system. Please give us at least two weeks before alerting us to anything that still appears on your account. As of April 1, 2021, if an item is late when it is placed in the outside drop, you will be charged a late fee for the time previous to returning it.

Items Being Held on Reserve

Reserved items are held at the circulation desk for five days. If you cannot pick up your items within that time period please call the library for an extension. Otherwise, after the five days are up your items will be returned to the lending library.

RETURNING ITEMS TO OUTSIDE BOOK DROP

Our outside book drop is open for returns. All items must be returned to the outside book drop, after which they are taken off-site to quarantine for one week before being removed from your account. **WE DO NOT CHARGE LATE FEES FOR THE QUARANTINE PERIOD.** If a fine appears on your account during the off-site time, it should disappear once we scan the item into our system. Please give us at least two weeks before alerting us to anything that still appears on your account.

Please **do not put donations in the book drop.** Call us at 860-646-7349 to discuss options.

Please remember when returning items in the outside book drop that all items must be **in the bin** and not on top. If they are left on top they may be stolen or damaged and **YOU ARE RESPONSIBLE!** If the bin is full, stop by at a later time to return your items (you will not be charged a fine). This is especially true during holidays when the library is closed for two days or more.