






## Review Your Account

You can check or update many aspects of your library account on line. Once you have logged into your account, you will see an account overview page. From this page you can:

1. View and manage items checked out, outstanding requests (holds) and holds ready for pick-up.   

2. Change your username, PIN, and email address.   

3. Renew items and check due dates. 
4. Edit pick-up location for holds that have not yet been filled or are still in transit.
5. Create and add items to your title lists.
6. Manage catalog search preferences.
7. Toggle and manage history of checked out items or hold items.

From the account overview page you will also be able check when your library card expires. You can also check any fines or bills that have accrued, as well as your payment history.

## Reading History

Your account allows you to keep an online record of the items you've borrowed and those you've previously put on hold.

1. To turn on/off Reading History, click on the *Account Preferences* tab.
2. Then click on *Search Preferences* box.
3. Click on check box next to desired option to turn reading history and/or hold history on/off.

## Library Hours

Mondays	9:00 am to 8:30 pm
Tuesdays	9:00 am to 8:30 pm
Wednesdays	9:00 am to 8:30 pm
Thursdays	9:00 am to 8:30 pm
Fridays	9:00 am to 5:00 pm
Saturdays	9:00 am to 5:00 pm
Sundays	1:00 pm to 5:00 pm

Closed all legal holidays.

**Summer Hours** are in effect between Memorial Day and Labor Day. During the summer the library has reduced weekend hours:

Saturdays	9:00 am to 1:00 pm
Sundays	Closed

## Telephone Numbers

Circulation/Main number 508-624-6900  
*Phone Renewals, Museum Passes, and General Information*

Reference Department 508-624-6992  
*Research Assistance, Local History, Genealogy, and Online Resources*

Children's Department 508-624-6902  
*Children's Book Requests and Children's Programs*

Library Office 508-624-6996  
*Meeting Space Booking, and General Information*

Director 508-624-6901  
*Volunteer opportunities, Comments and Suggestions on Library service*

## Marlborough Public Library

# Access Your Account Online

Request  
Renew  
Review



Marlborough Public Library  
35 West Main Street  
Marlborough, MA 01752  
508-624-6900  
[www.marlboroughpubliclibrary.org](http://www.marlboroughpubliclibrary.org)

Parking is available behind the library off of Witherbee Street.

# Your Library Account Online

## Login to Your Account


Any Marlborough Public Library card holder can access their library account online through the C/W MARS web site. A Personal Identification Number or PIN is required.

### First Time Login

1. Visit the C/W MARS website at <http://www.cwmars.org> or visit the Marlborough Public Library's website <http://www.marlbroughpubliclibrary.org>
2. From C/W MARS website: Under *Library Catalogs* choose *Central MA Libraries One Catalog*

From Marlborough Public Library's website: Choose *Library Catalog*

3. Click on the *Log into My Account*.

Log into My Account

4. Enter your library card number where prompted. If you are logging in for the first time with a new card, your PIN number will be the last four digits of the telephone number you provided. If you still have trouble logging in, please contact the circulation desk for assistance.
5. Fill in the PIN field where prompted.
6. Click on the *Login* button.




If you already have a PIN, but you have forgotten it, click on the *Forget Your Password?* button and follow the directions.

## Request Library Materials

Materials from the Marlborough Public Library or any other library in the C/W MARS network can be requested online. PLEASE NOTE: Some items are not available for request.


### Placing a Request

1. Search the C/W MARS catalog by Keyword, Title, Author or Subject.
2. Click on *Place Hold*. You will see it to the right of the title displayed. 
3. Type in your library card number and PIN, then click the *Login* button.
4. Using the drop-down menu, choose the library where you want to pick-up your request. Click on *Submit*.

## Renew Library Materials

Materials from C/W MARS libraries can easily be renewed online.

1. Log into your account (see instructions to the left).
2. Click on *Checked Out* at the top of the screen or click on the *Items Checked Out* tab to view items currently checked out. The number of renewals left and dates materials are due back to the library are listed under the *Renewals* and *Due*

3. To renew all items, click on the check box next to *Title / Author* heading. Then click on *Go* next to the right of *Renew Selected Titles*. 
4. To renew individual items, click on the box to the left of each title you wish to renew under the heading *Title / Author* Then click on the *Go* button.
5. A pop up message will appear asking if you are sure you'd like to renew selected item(s). Select *Ok* to renew.

Items belonging to the Marlborough Public Library can be renewed once through your online account. You may call or stop by to renew our materials a second time if no one is waiting for them.

### Items that cannot be renewed

1. Items that have been requested by other library patrons.
2. Items from other libraries that have zero renewals left.

If you cannot renew an item the checkbox next to the title will be grayed out and you will be unable to select it.



Please call the Circulation Desk at 508-624-6900 if you have problems using your account online.