



Did you know you don't have to come to the library to renew books? Simply use the "Manage Your Account" tab on our homepage (tgclibrary.com) to renew books, see what you have checked out, check your account status, place holds and much more!

1. Go to tgclibrary.com
2. Click on "Manage Your Account" in top right corner
3. Use your Library Card / ID to log in.
4. Type in your card number and PIN (first 3 letters of your last name)

And you're in! Now that you're logged in to your account, you can:

- ❖ **Renew books** (view loans then click "renew loan")
- ❖ **See what you owe** (view loans then click "fines")
- ❖ **See what you've checked out in the past** (view loans then click "loan history")

But wait, there's more! Create reading lists, save searches, write book reviews, and help describe items in the library collection. As you search for items in the online catalog...

- ❖ Click "(Save Search)" to save your searching session. Name the search, and it will be saved in your account for future research.
- ❖ Click "add to list" any titles you want to remember. Name the list, and it will be saved in your account for future reference
- ❖ Click "reviews" to read existing reviews. Click "add new review" to create your own. Submit your review for others to read.
- ❖ Click "tags" (at bottom of page) to offer your own keywords to describe the title. This will help others find what they're looking for in the library.

The features above allow you to help us improve our library catalog. We welcome your input and encourage questions on how to utilize the library's online catalog.

