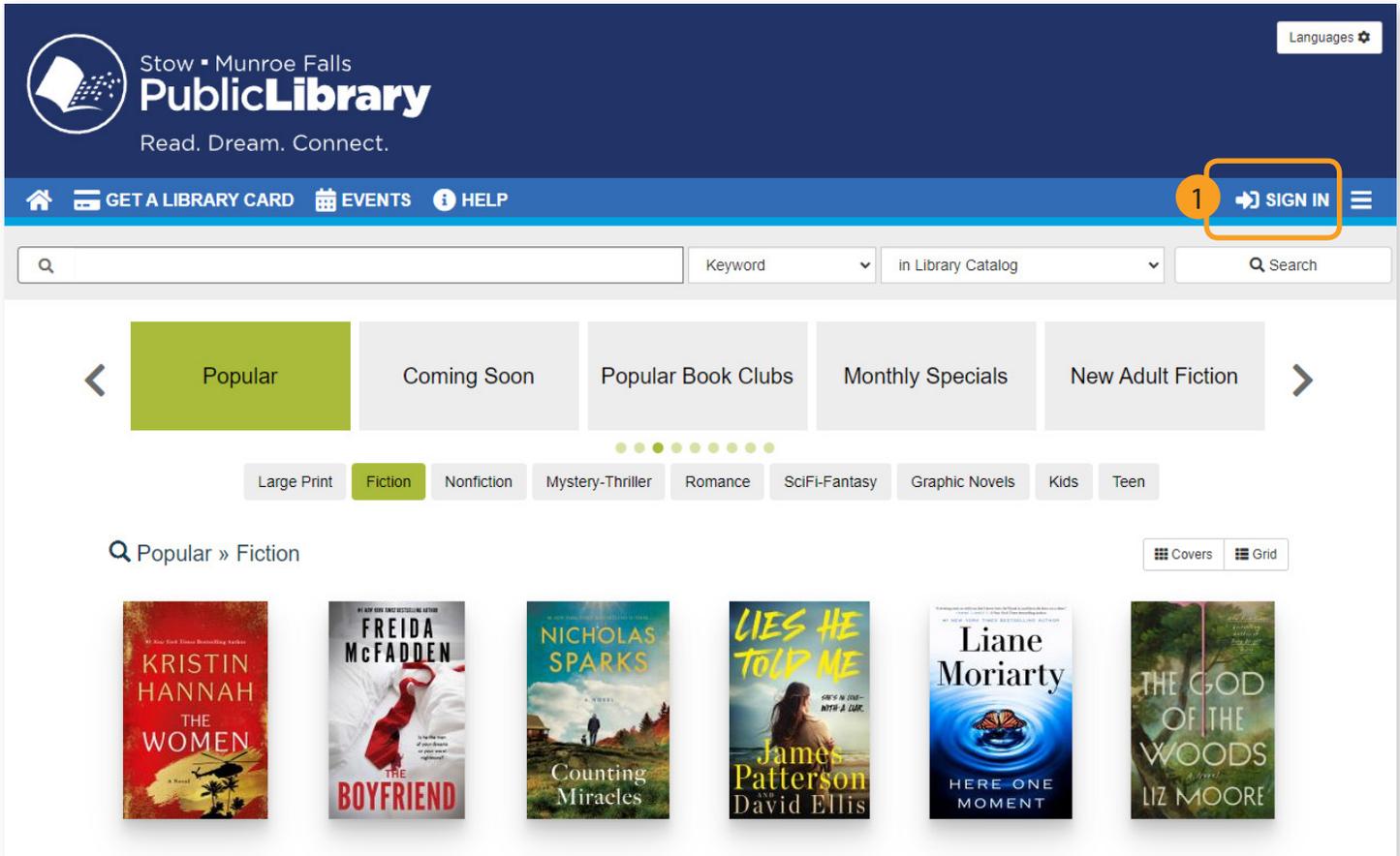
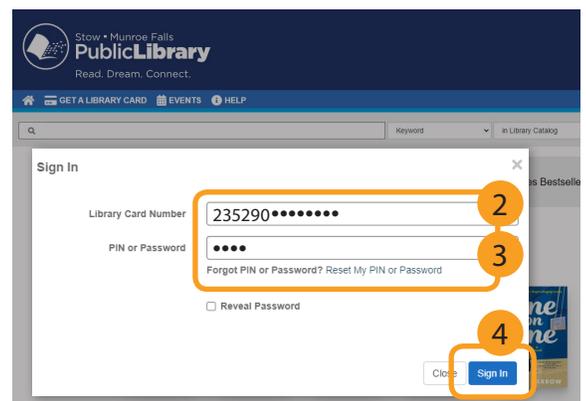


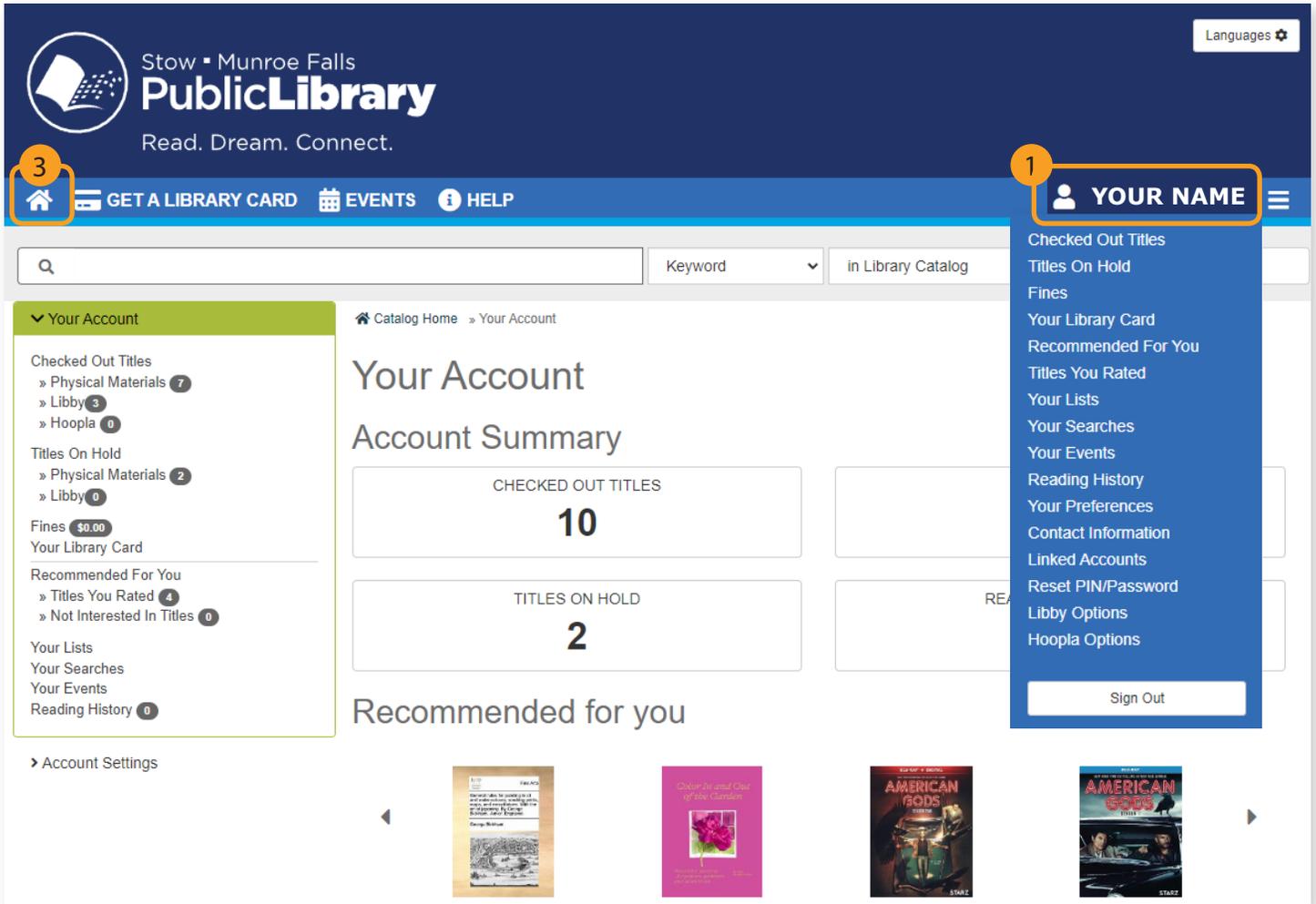
# Signing In



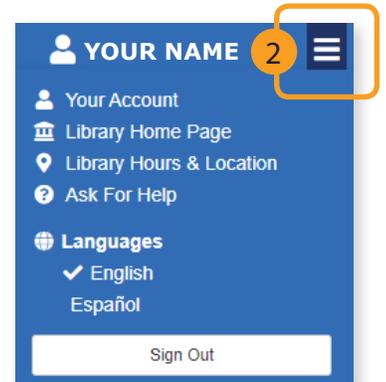
1. Go to **search.smfpl.org** and click **"Sign In"** at the top of the webpage. 
2. Type in your library card number – you can find it on the back of your card. Do not include dashes or spaces.
3. Type in your 4-digit PIN. In most cases, your PIN is the last four digits of the phone number in your library record.
4. Click **"Sign In."** You will now be able to view your library account information, which includes your checkouts, holds, recommendations, and more.



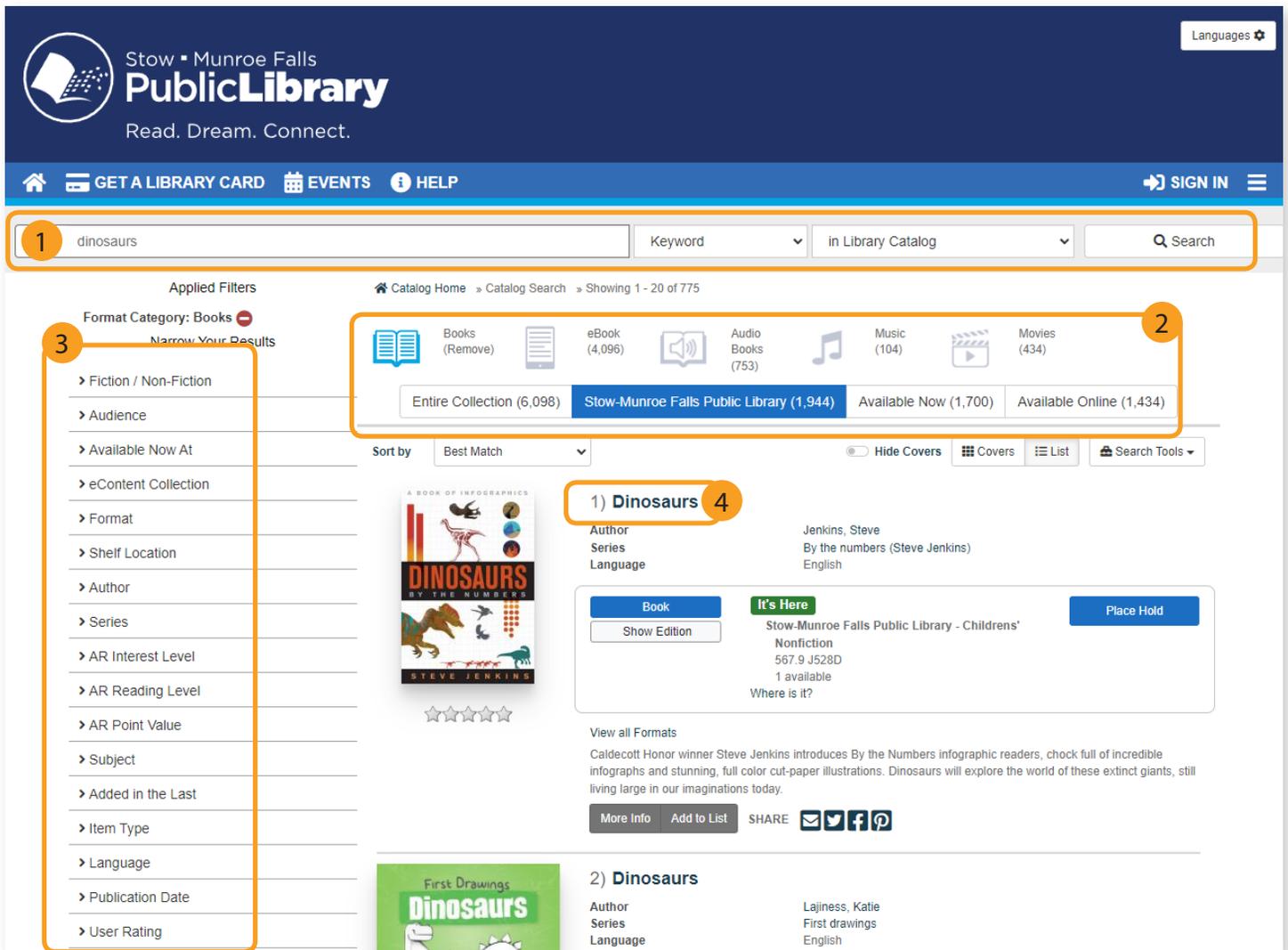
# Your Account



1. Click **<YOUR NAME>** to view current checkouts, holds, contact information, preferences, linked accounts, and more.
2.  Click the menu icon in the upper right corner to view library hours and location, your account, and more.
3.  Click the home icon in the upper left corner to return to browsing.



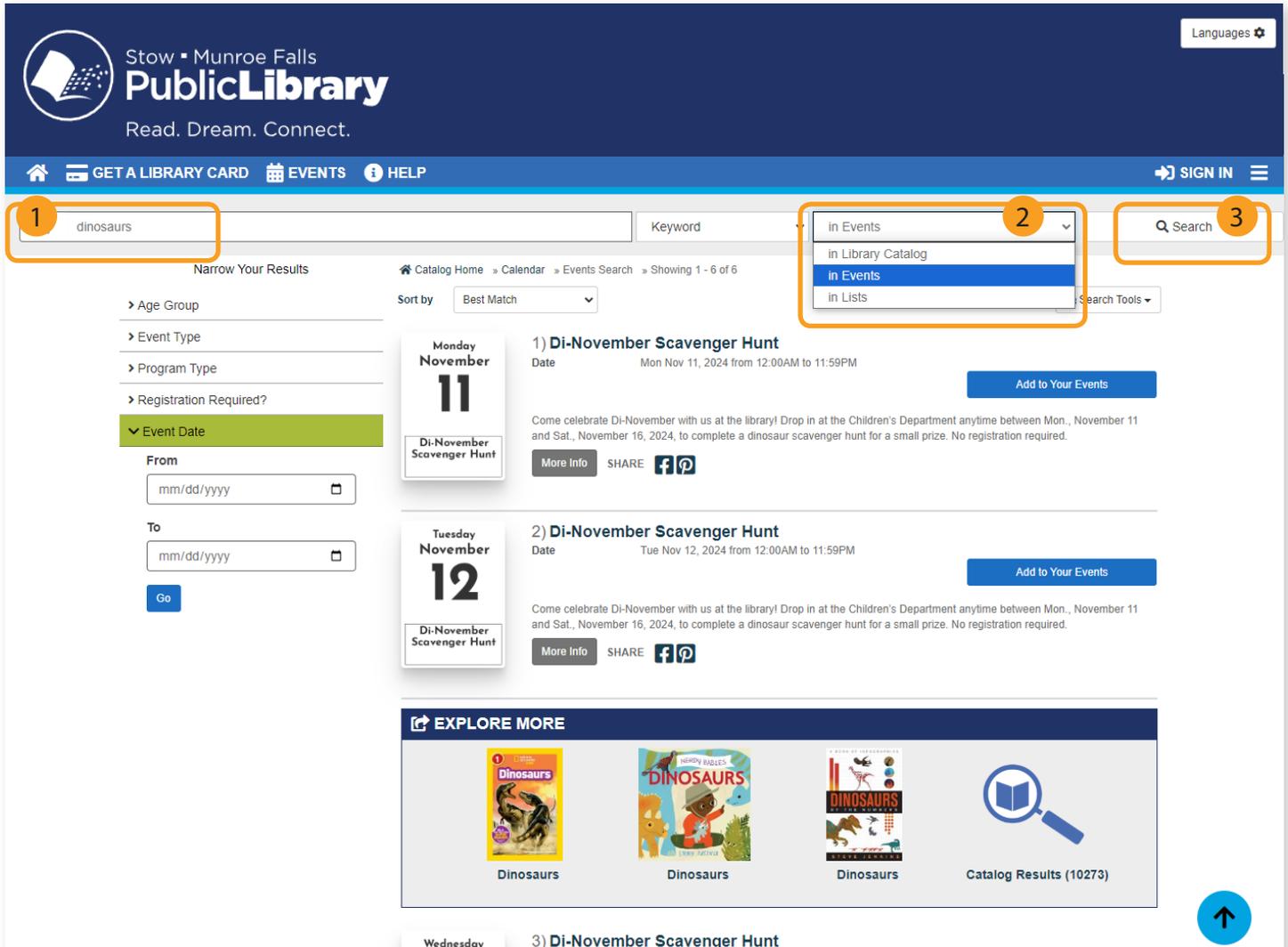
# Search the Catalog



The screenshot shows the library's online catalog interface. At the top, the library logo and name are displayed. A search bar contains the word "dinosaurs". Below the search bar, there are filters for format category (Books) and a list of filter options. The search results show two items, with the first one, "Dinosaurs" by Steve Jenkins, highlighted. The interface includes navigation links, a search bar, and a list of search results.

1. Type in a topic, keyword, or title and click "Search."
2. Narrow your search.
3. Filter your results.
4. Click on an item's title for more details, including read-alikes, reviews, and more.

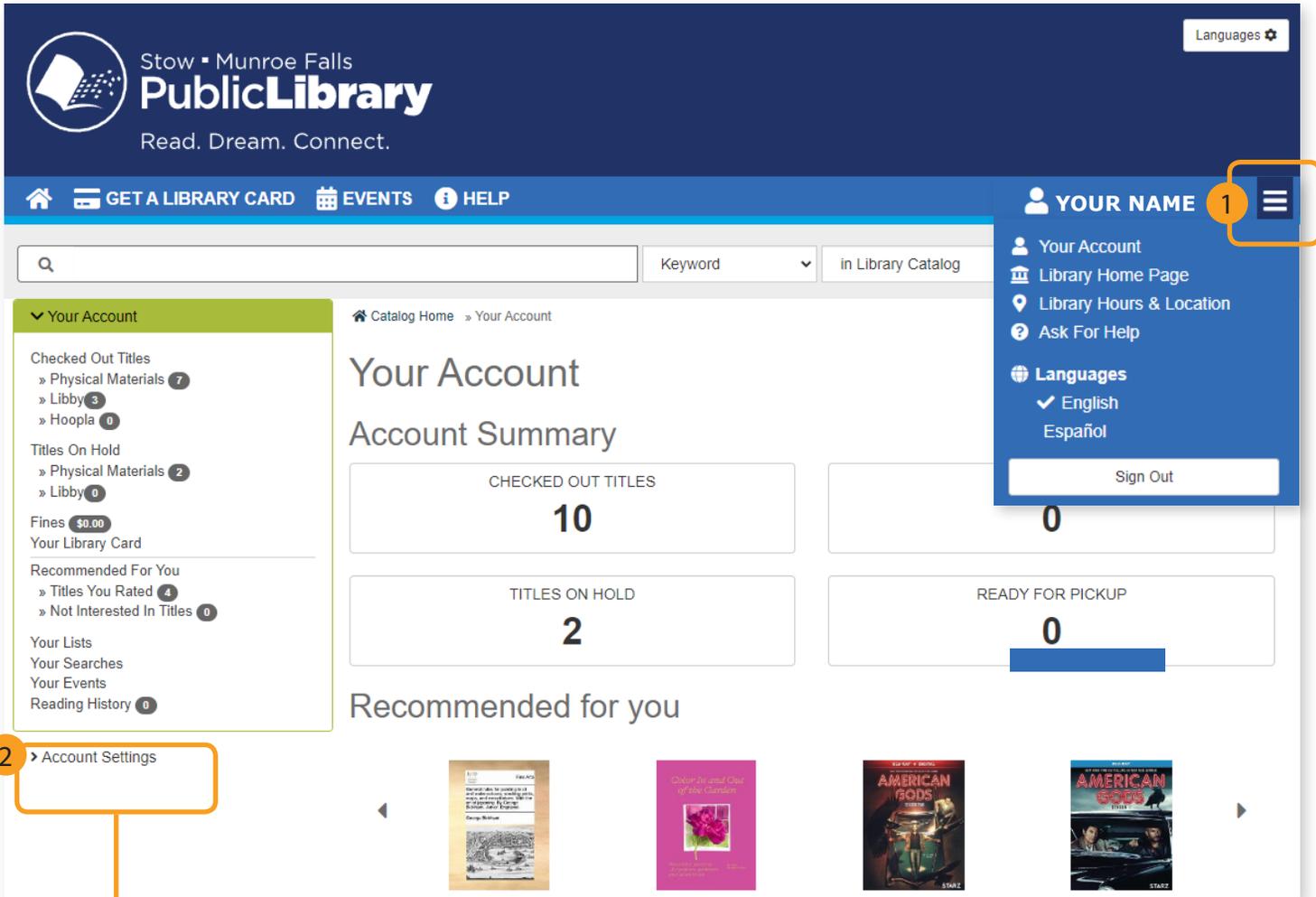
## Search for Events



The screenshot shows the library's search interface. At the top left is the library logo and name. A search bar contains the word 'dinosaurs'. A dropdown menu is open, showing options: 'in Events', 'in Library Catalog', 'in Events' (highlighted), and 'in Lists'. A search button is to the right. Below the search bar are filters for Age Group, Event Type, Program Type, Registration Required?, and Event Date. The event listings show two 'Di-November Scavenger Hunt' events on Monday and Tuesday, November 11 and 12, 2024. Below the listings is an 'EXPLORE MORE' section with book covers for 'Dinosaurs' and a 'Catalog Results (10273)' link.

1. Type in a topic, keyword, or title.
2. Click the **"In Library Catalog"** drop down and select **"In Events"** instead.
3. Click **"Search."**

# Account Settings

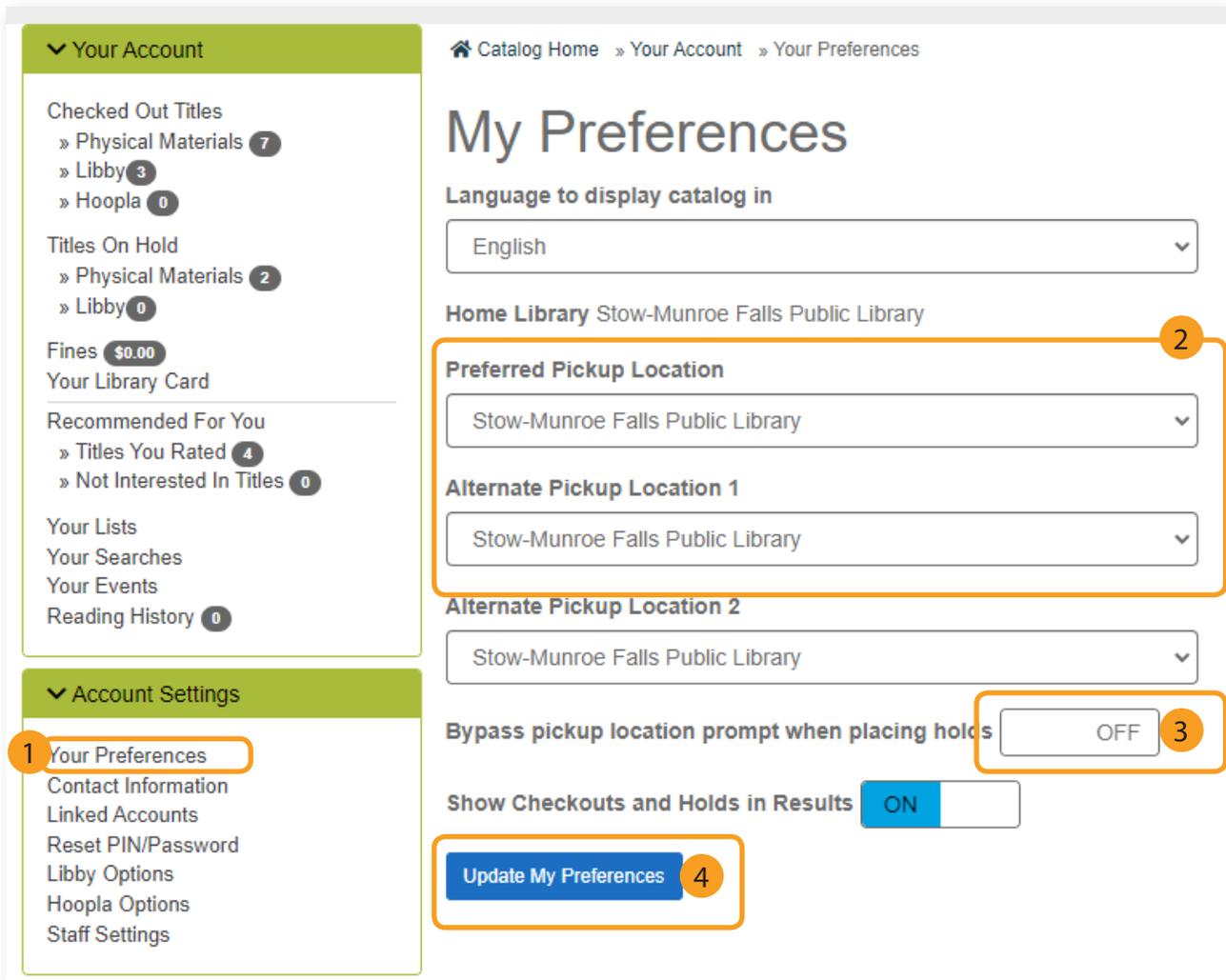


1. Click the menu icon in the upper right corner and select "Your Account."
2. Click "Account Settings" to expand the account setting options.

▼ Account Settings

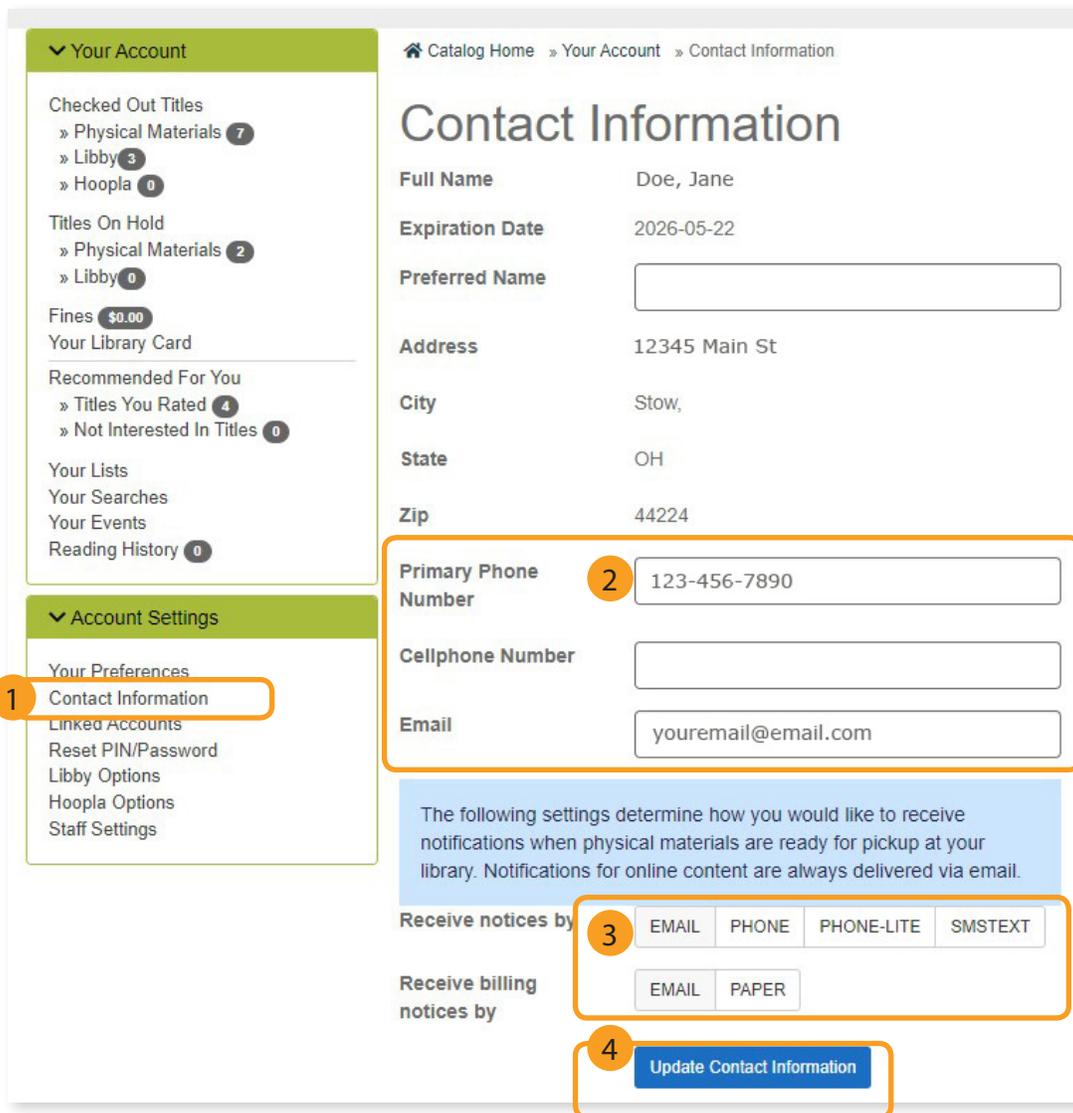
- Your Preferences
- Contact Information
- Linked Accounts
- Reset PIN/Password
- Libby Options
- Hoopla Options
- Staff Settings

## Account Settings Your Preferences



1. Under **"Account Settings,"** click **"Your Preferences."** (See page 5 to locate your account settings.)
2. Your **"Preferred Pickup Location"** and **"Alternate Pickup Locations"** are Stow-Munroe Falls Public Library by default. You can change these if you wish.
3. **"Bypass pickup location prompt when placing holds"** is OFF by default. When it's OFF, you have an opportunity to select a different pickup location whenever you place holds.
4. Click **"Update My Preferences"** for your changes to take effect.

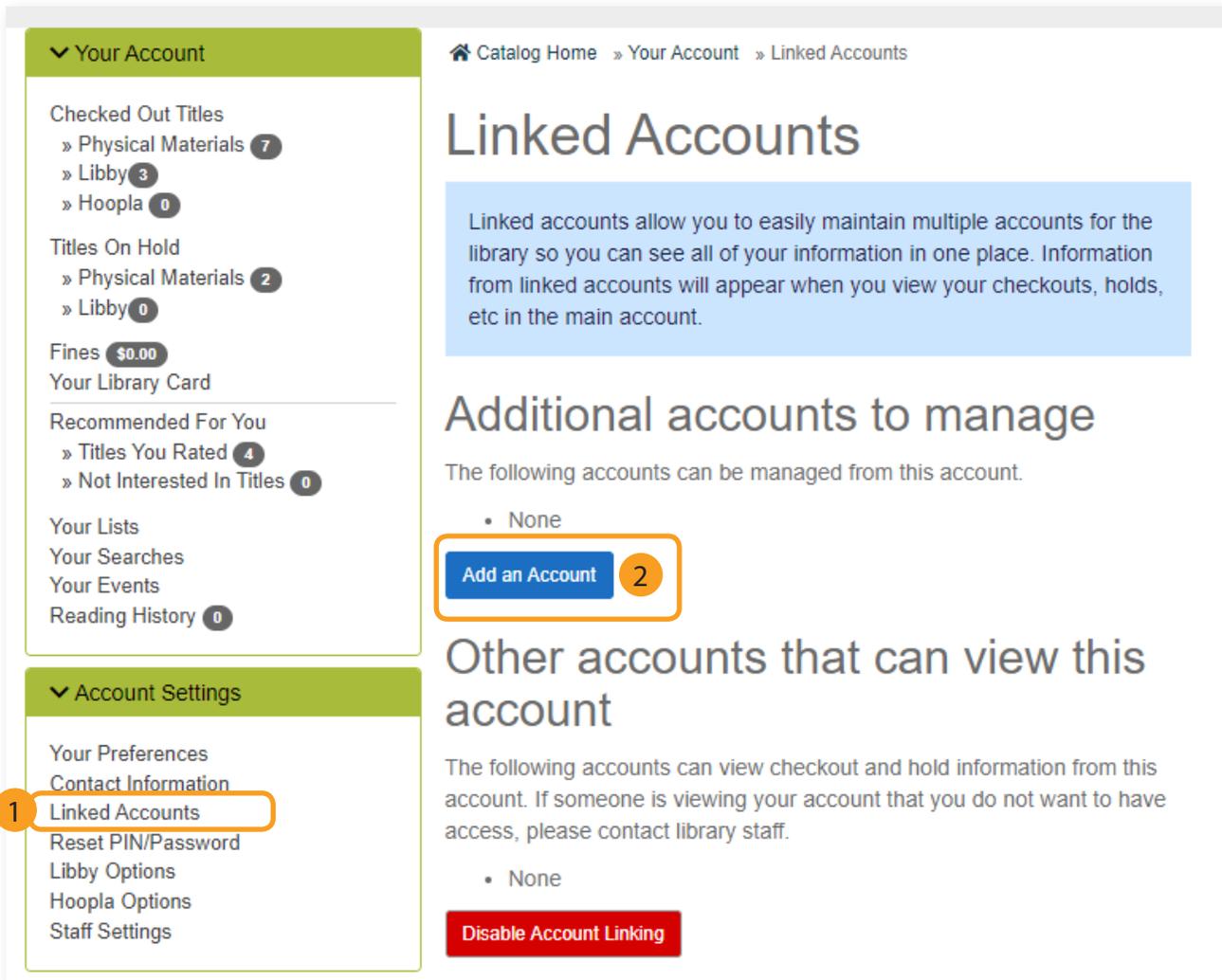
## Account Settings Contact Information



The screenshot shows the 'Contact Information' page within the 'Your Account' section. On the left, under 'Account Settings', 'Contact Information' is highlighted with a callout '1'. The main content area shows fields for 'Full Name' (Doe, Jane), 'Expiration Date' (2026-05-22), 'Preferred Name', 'Address' (12345 Main St), 'City' (Stow), 'State' (OH), and 'Zip' (44224). Below these are fields for 'Primary Phone Number' (123-456-7890, callout '2'), 'Cellphone Number', and 'Email' (youremail@email.com). A blue box contains a notification message. Below this are sections for 'Receive notices by' (with 'EMAIL', 'PHONE', 'PHONE-LITE', and 'SMSTEXT' options, callout '3') and 'Receive billing notices by' (with 'EMAIL' and 'PAPER' options). At the bottom, an 'Update Contact Information' button is highlighted with a callout '4'.

1. Under **"Account Settings,"** click **"Contact Information."** (See page 5 to locate your account settings.)
2. Here, you can update or add a phone number or email address. *Please note: if you have moved and need to change your mailing address, please visit the library. You will need to provide proof of your new address.*
3. Select how you would like to be notified when materials need to be returned and when physical materials are ready for pickup.
4. Click **"Update Contact Information"** for your changes to take effect.

## Account Settings Linked Accounts



[Catalog Home](#) » [Your Account](#) » [Linked Accounts](#)

### Linked Accounts

Linked accounts allow you to easily maintain multiple accounts for the library so you can see all of your information in one place. Information from linked accounts will appear when you view your checkouts, holds, etc in the main account.

### Additional accounts to manage

The following accounts can be managed from this account.

- None

[Add an Account](#) 2

### Other accounts that can view this account

The following accounts can view checkout and hold information from this account. If someone is viewing your account that you do not want to have access, please contact library staff.

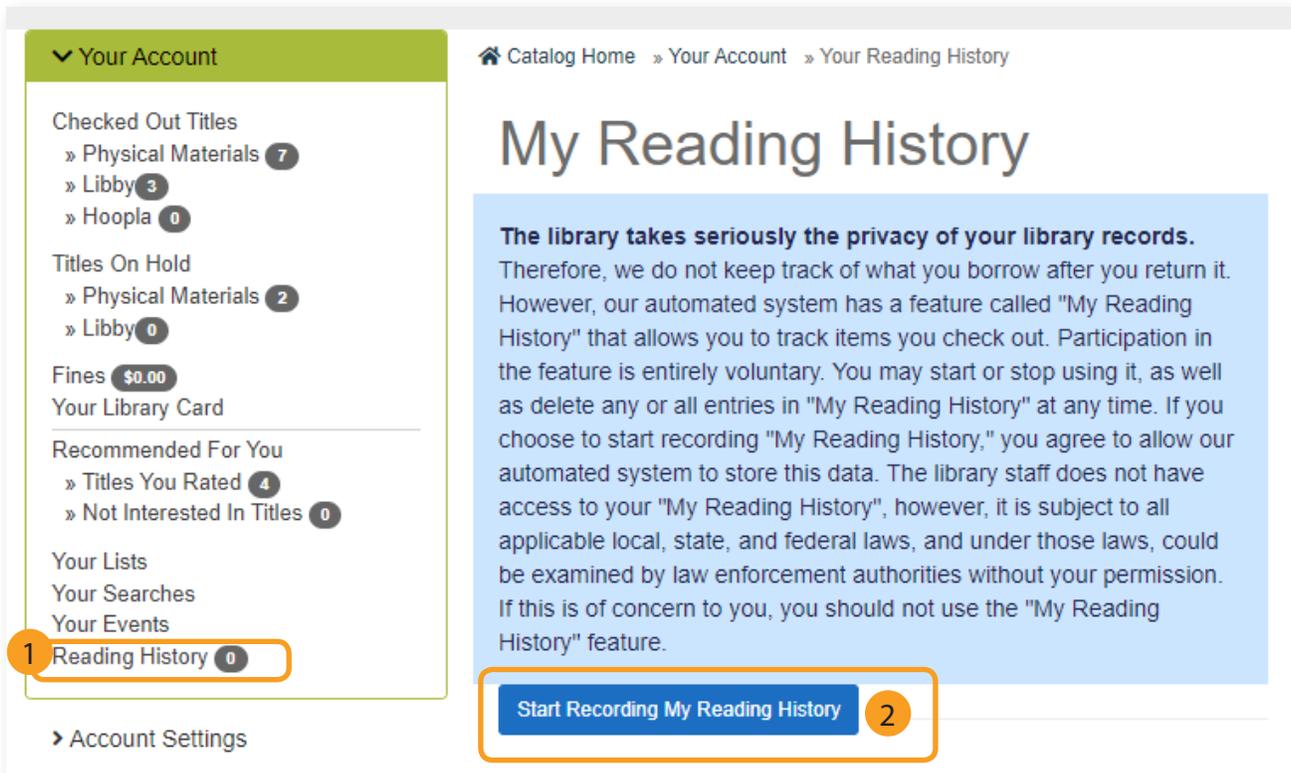
- None

[Disable Account Linking](#)

1. Under **"Account Settings,"** click **"Linked Accounts."** (See page 5 to locate your account settings.)
2. Add your family members' accounts that you would like to manage. You will need the library card number and PIN for each account.



## Account Settings Reading History



[Catalog Home](#) » [Your Account](#) » [Your Reading History](#)

### My Reading History

**The library takes seriously the privacy of your library records.** Therefore, we do not keep track of what you borrow after you return it. However, our automated system has a feature called "My Reading History" that allows you to track items you check out. Participation in the feature is entirely voluntary. You may start or stop using it, as well as delete any or all entries in "My Reading History" at any time. If you choose to start recording "My Reading History," you agree to allow our automated system to store this data. The library staff does not have access to your "My Reading History", however, it is subject to all applicable local, state, and federal laws, and under those laws, could be examined by law enforcement authorities without your permission. If this is of concern to you, you should not use the "My Reading History" feature.

[Start Recording My Reading History](#)

1. Under **"Your Account,"** click **"Reading History."** (See page 5 to locate your account settings.)
2. Reading history may be stopped or started at any time. *Please note that if you choose to stop recording your reading history, all previous entries will be deleted.*