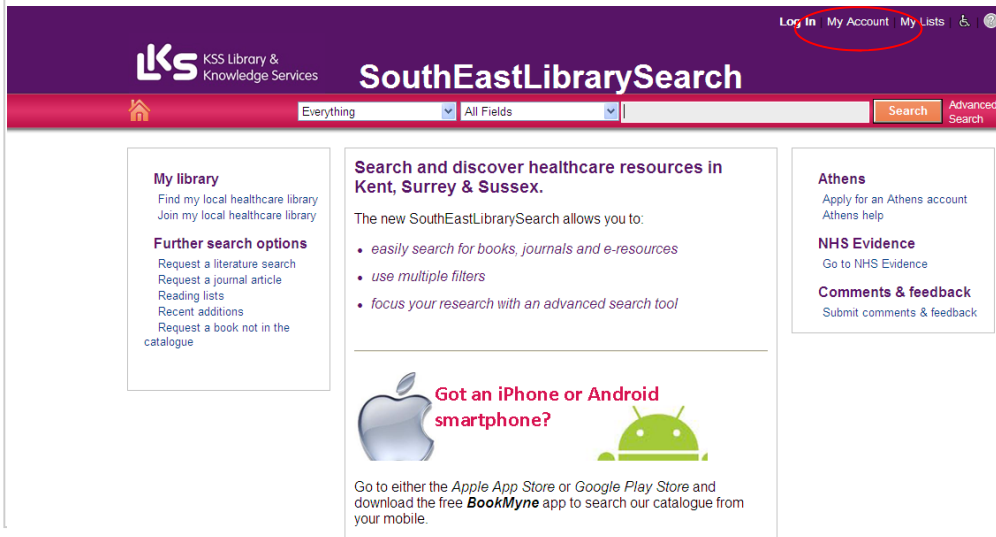


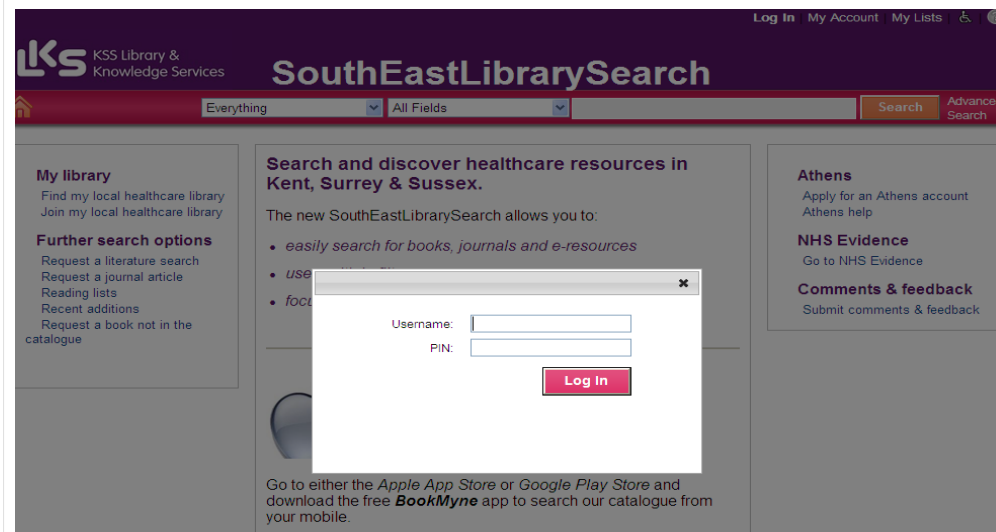
# How to manage your library account online

## How to log in

From the home page of [www.southeastlibrarysearch.nhs.uk](http://www.southeastlibrarysearch.nhs.uk) click on manage my account (see below)

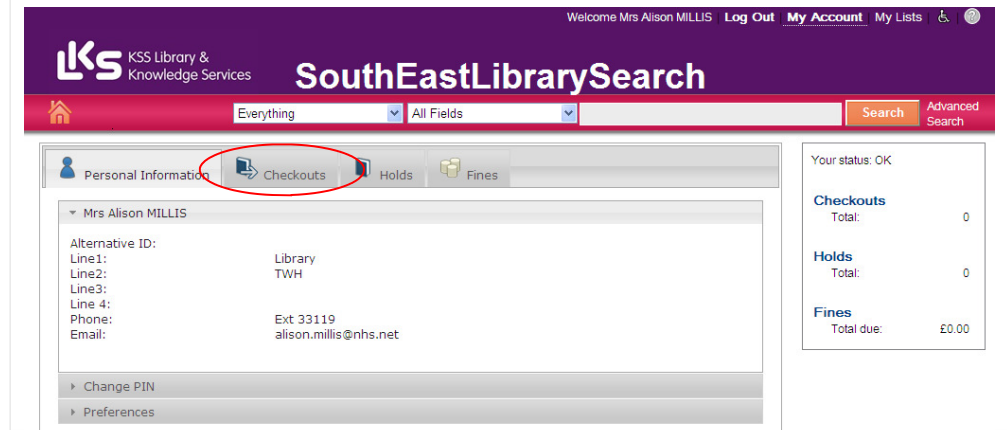


Enter your Library ID (include the prefix MTW) and PIN (4 digits). Contact Library staff if you do not know your Library PIN or have problems logging in

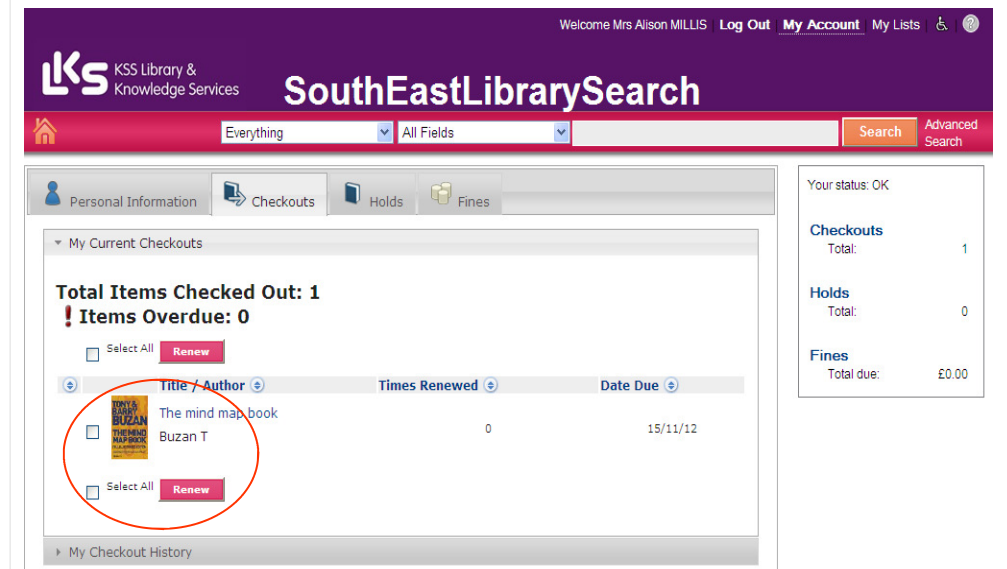


## How to renew your books

To renew your books click on Checkouts tab (see below)  
You can also review your account, change your PIN and other personal information from this page



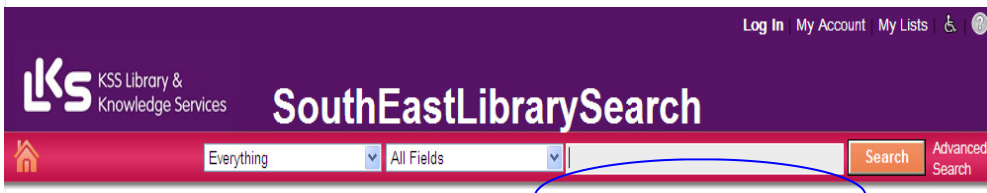
Either select all or select individual items and click on Renew



\* If you have overdue items – you will need to contact the library so we can renew them, or if you have renewed these items twice already online - then we will need to see the items before we can renew them

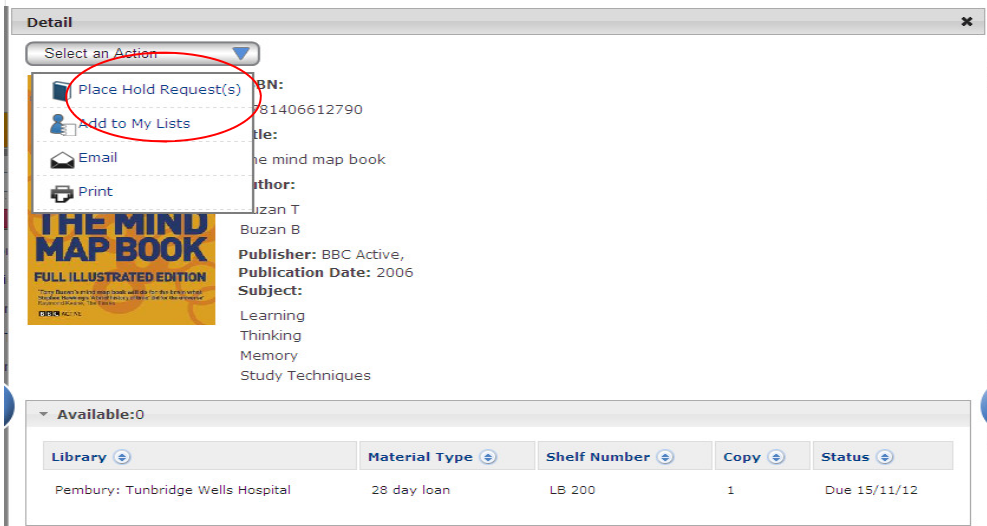
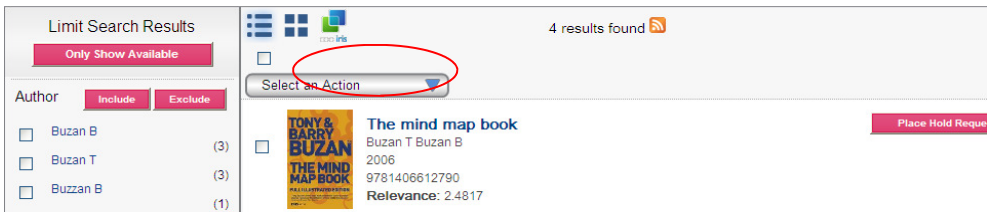
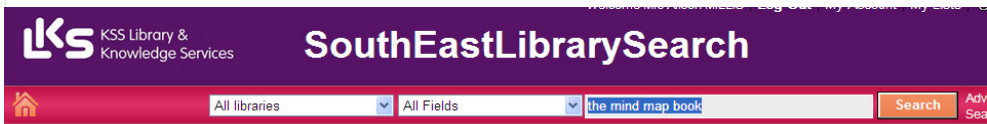
## How to search the catalogue

Once you have logged in, you can carry out a simple or advanced search of the catalogue for books or journals by entering keywords, journal or book titles or author



## How to reserve an item

The results of the search will be displayed. Click on the title to see if the item is available in your library, if not then click on place hold request. You will be contacted when the item is ready for collection



Maidstone & Tunbridge Wells **NHS**  
NHS Trust

# Quick guide How to Manage your Library Account online using the Library Catalogue [www.southeastlibrarysearch.nhs.uk](http://www.southeastlibrarysearch.nhs.uk)

Library ID: MTW \_\_\_\_\_

Library PIN: \_\_\_\_\_

## Need more help?

For training on the Library Catalogue and other courses:  
contact Alison Millis (Training & Outreach Manager)  
Phone: 01892 635994 or 07500 814120 Email : [alison.millis@nhs.net](mailto:alison.millis@nhs.net)  
or contact your local library by email: [gm.e.mtw-tr.library@nhs.net](mailto:gm.e.mtw-tr.library@nhs.net)  
or phone :-

Maidstone Hospital: 01622 224647

Tunbridge Wells Hospital: 01892 635884/635489