

****If you are using a mobile device, links, tabs, menus, and buttons may be in different locations than listed here****

How to Access My Library Account Online

1. Go to NEBC's website: www.nebcvt.org → Click on "Quick Links +" in top right corner → Click on "Library"
 - If "QuickLinks+" does not work properly on your browser: Click on the "Academics" tab → Click on "Hogue Library"
2. Scroll down a little and click on "View Library Catalog" → Again, scroll down a little and click on "View Library Catalog" one more time
3. Now you've made it to the catalog and can search the library for the information resources you need/want.
4. In the top right corner, click on "Log in"
 - Your Library Card # is your Populi ID # found either on the back of your physical ID badge or under the "My Profile" tab on Populi
 - Your PIN is the last four digits of your phone number
 - If you encounter issues, email Katie S. @ c.spiller@nebcvt.org
5. After you log in, you are able to place holds on books and access your account.
6. To view your account, click on your name in the top right corner → Click on the "Account Activity" tab.

How to Know If the Library Has Copies of Textbooks

1. Go to the Library Catalog
2. At the end of the search bar, click on "Academic Reserves"
 - If you are using a mobile device, you'll need to click "Desktop Version" first
3. Use the drop down "Courses" to find your class → Click "View Reserves"

How to Place a Hold

1. When you find a book on our catalog that you'd like to read/use for your project, you may click the orange "Place Hold" button under the title.
 - This will make sure the book isn't checked out to someone else before you get to the library.
 - This will allow you to pick the book up at the front desk rather than having to search the shelves for it.
2. The system will prompt you to log in if you haven't already.
3. Click the blue "submit hold" button.
4. You can view your holds by clicking you name in the top right corner and then clicking "View Holds" in the center of the page
5. You will get an email when your hold(s) is ready for pickup.

How to Pay a Fine Online

1. For accurate fine amounts, you must wait to pay overdue fines until one business day after you've returned the overdue books. This ensures that the system has been updated.
2. Go to <https://nebcvt.org/online-payments/>
3. **IMPORTANT:** Type "library book fees" in the "comment" box
4. For amount, click "other" and type in the fine amount from your library account's "Account Activity" tab.
5. Be sure to select "One Time Only"