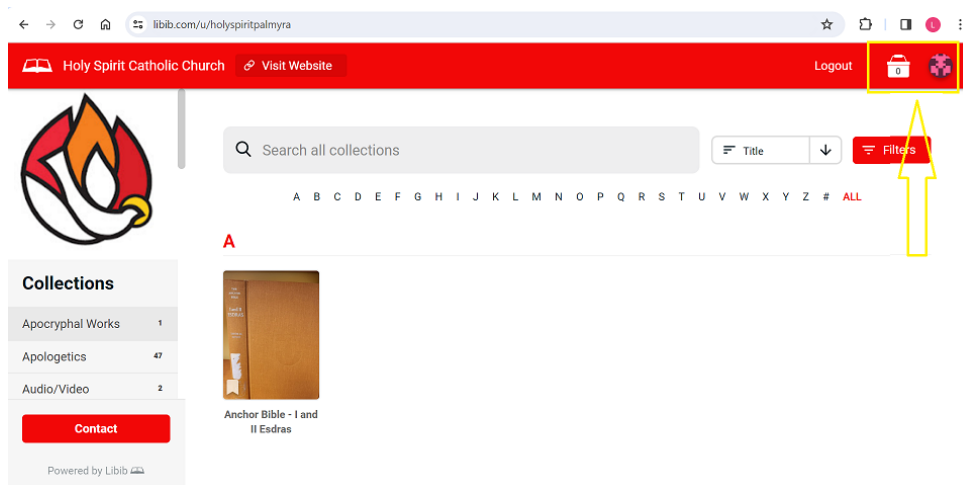


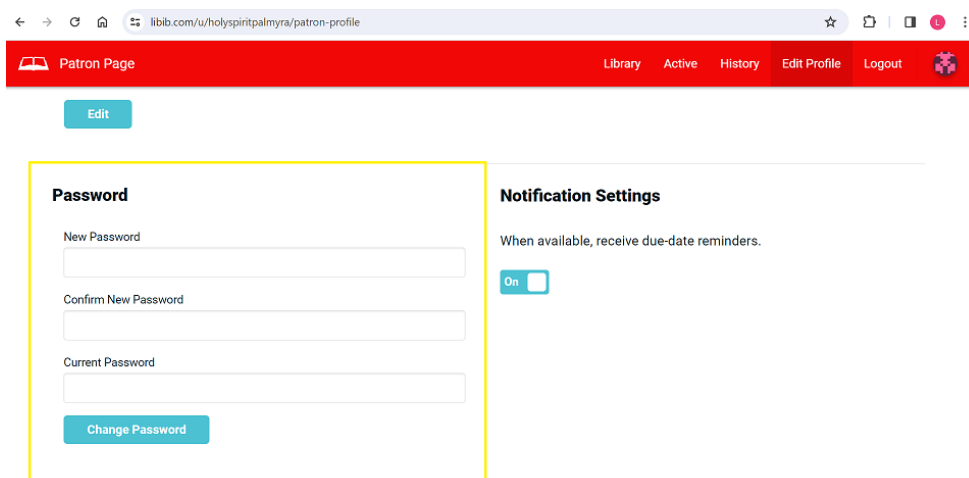
HOW TO ?

SETTING UP YOUR ACCOUNT

1. Establish a Patron account through Holy Spirit Parish:
 - a. Provide First and Last name, email address, and phone number to Library@hspalmyra.com
2. After receiving your confirmation email, please access the Parish Library at the following web address:
 - a. <https://www.libib.com/u/holyspiritpalmyra>
3. In the top-right corner, click your profile button:

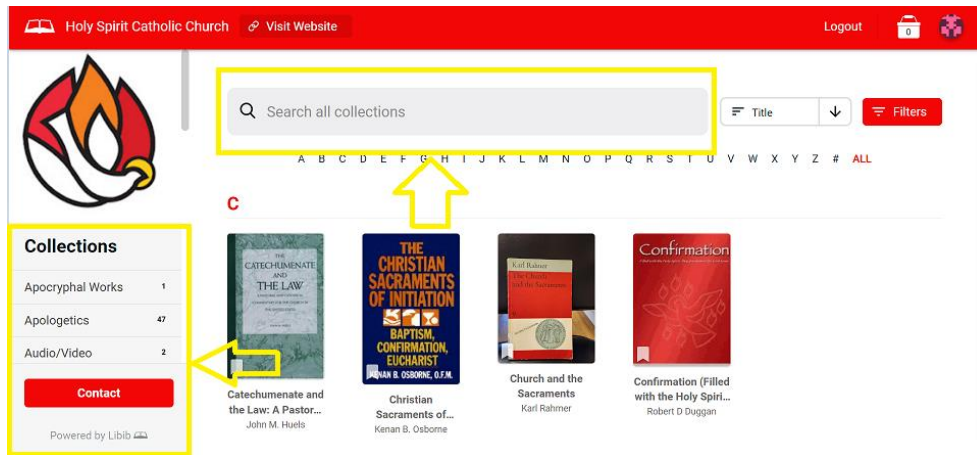


4. Select "Edit Profile"
5. Scroll to the bottom to update your password:

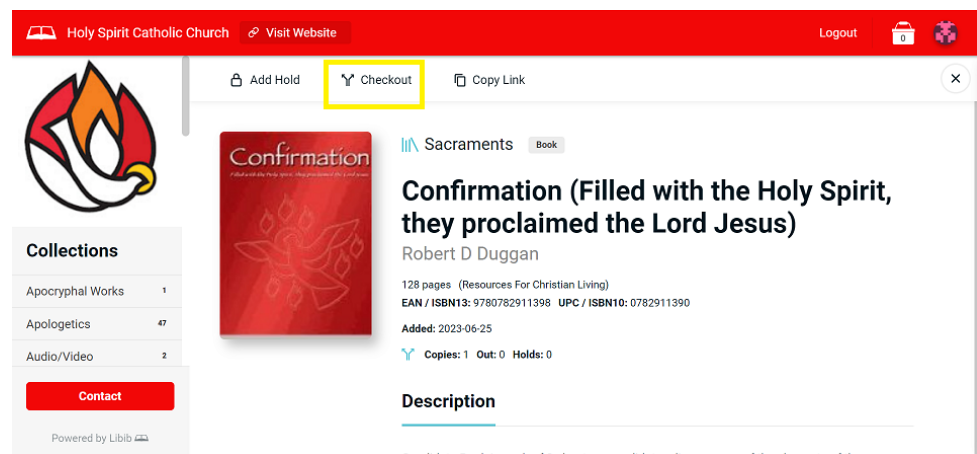


USING THE LIBRARY (Through Website)

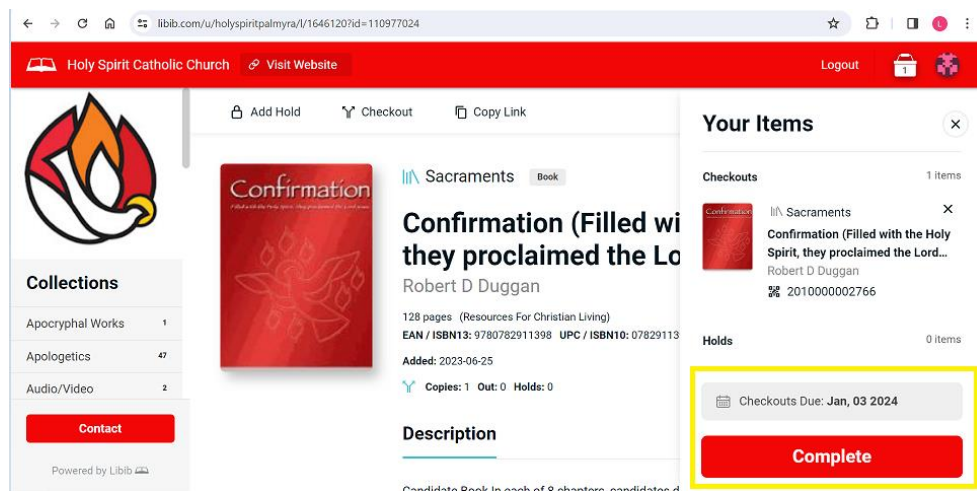
1. You can search for using keywords or phrases at the top of the page or scroll through the category collections on the left side:



2. To checkout a book, select it and then click "CHECKOUT" at the top of the page:

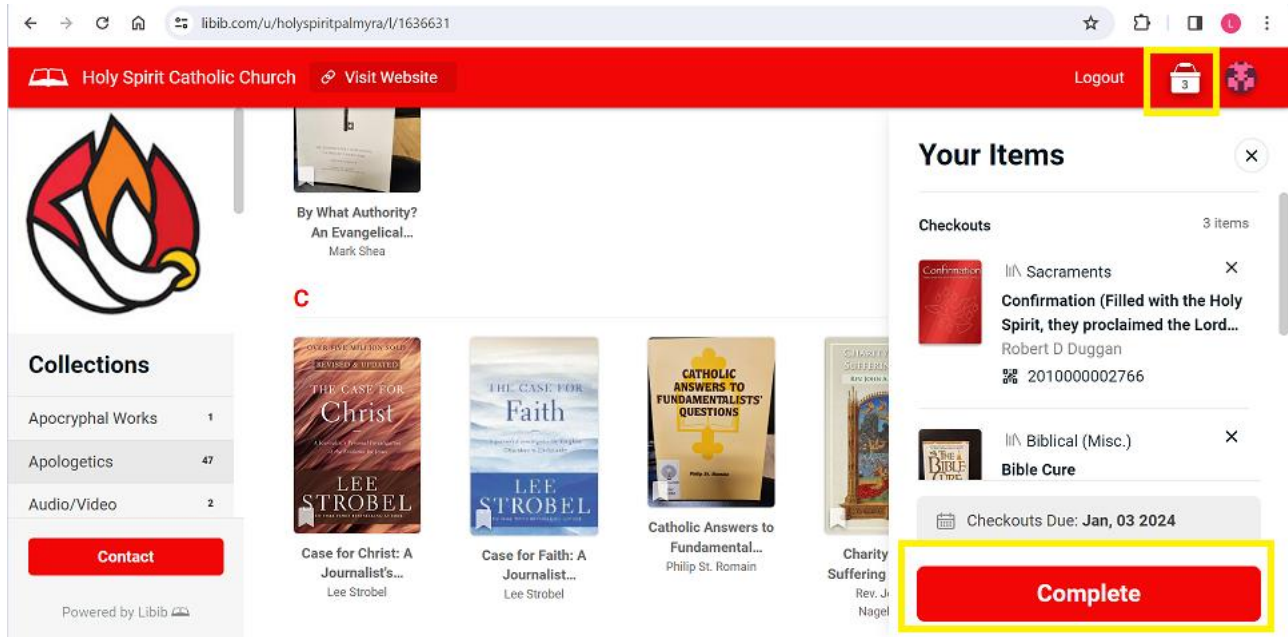


3. Click "COMPLETE" to finalize checkout



4. You may check out multiple books at a time

- a. Select as many as you wish to checkout, and when you are finished, click your “CART” in the top right corner (Looks like a handbag or a grocery basket)



5. Returns/Check-ins

- a. Simply place your books in the library's designated "Return" bin or hand them directly to the Parish office (Ms. Becky Messimer) during scheduled business hours