Las Positas College Library’s WorldCat Online Catalog - “My Library Account” and Password

To request or renew library books, DVDs, or other materials using the library catalog, you must first set up your "My Library Account" and password through LPC Library’s WorldCat Online Catalog.

“My Library Account” & Password allows you to:
- See all the items you have checked out and their due dates.
- Renew items online.
- Place holds for LPC and Chabot materials.

“My Library Account” Instructions

Creating your password
For ALL users, before you log into your account for the first time, you will need to create a password.

1. Go to the LPC Library's web site: http://www.laspositascollege.edu/library/

2. Click on the WorldCat logo
3. Click on **Sign In** next to **Library Links**

4. Click on **Set/ Reset Password**

5. Type in your **LPC W number** in the **W Number box** (use an **uppercase W**) and click on **Request new password**. **Students** - this will send an email to your **college Zonemail email** account. (Faculty, Staff and Administrators – an email will be sent to your preferred email as indicated in Class-Web.)

*For help accessing your college Zonemail email account, follow these instructions: [http://www.laspositascollege.edu/ZoneInfo/index.php](http://www.laspositascollege.edu/ZoneInfo/index.php)*

6. Open your Las Positas College Zonemail email account; when you receive the email, click on the link provided. The email should contain the following From and Subject lines:
   
   From: Library Password Management <DoNotReply@oclc.org >Subject: Request to manage library password

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7. On the Change Password screen, type your LPC W number (use an uppercase W) in the User Name box and then enter a password of your choice in the New Password and Confirm New Password boxes. Don’t forget to follow the password guidelines provided! (For consistency purposes, we highly recommend you use your library research database password which is: first 2 letters of your first name, first 2 letters of your last name, and last 4 digits of your W number). Click Change Password.

![Change Password](image)

**IMPORTANT:** “My Library Account” does not affect your LPC database access. As you have done in the past, you will use the same account information— your W Number and eight-digit password—to log into the Library’s online article databases, ebooks, and streaming videos from off campus.

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**Logging into your Library account**

1. Go to the LPC Library’s web site: [http://www.laspositascollege.edu/library](http://www.laspositascollege.edu/library)
2. Click the WorldCat logo on the “Books & More” tab in the “Find Materials Here!” box.
3. Click on Sign In next to Library Links (upper right corner).
4. Type in your LPC W number. Be sure to use an upper case W.
5. Type in your password and click Sign In.
6. Once you are signed in, My Library Account becomes a link. Click on the My Library Account link to view your checked-out items, items placed on hold, and to renew materials.

**Viewing your checkouts & due dates**

1. Log in to your account (see above).
2. Click on the Checkouts tab.

**Renewing your Library items**

1. Log in to your account (see above).
2. Click on the Checkouts tab.
3. Click the Renew button next to each title you wish to renew. Note new due date!
How to Get Library & Research Help

Go to the LPC Library website: http://www.laspositascollege.edu/library/

Email us at LPClibrarian@laspositascollege.edu

Call us at (925) 424-1151 (circulation desk) // (925) 424-1150 (reference desk)

Text us at 925-290-6355 (text only)

Visit us in the library (Building 2000)

Check library website for hours and holiday closure dates.

http://libraryguides.laspositascollege.edu/libraryhours

Chat with us. (Green = online/chat available)

Search our FAQ's or submit your question. (Red = offline/chat unavailable)

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