Why a new System?

The Middlebury Public Library has migrated over to Verso 4.0 to provide our patrons with an automated system that offers the user a more integrated system.

Verso 4.0 is designed, hosted and updated online by Auto-Graphics, a company dedicated to providing software for libraries since 1950. they provide 24/7 tech support and respond to the interactive needs of our library.

Verso 4.0 is available 24/7 on your device from anywhere you are!

Middlebury Public Library
30 Crest Road
Middlebury, CT 06762

Library Hours
Monday, Wednesday & Friday 10 A.M. to 5 P.M.
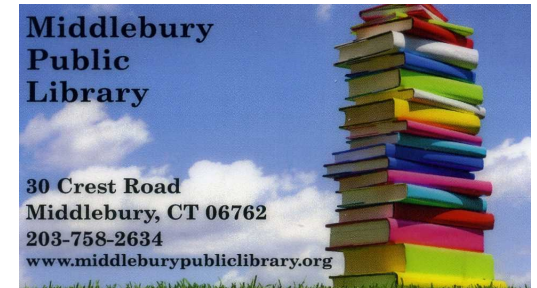**Tuesday & Thursday 10 A.M. to 8 P.M.**
Saturday 10 A.M. to 2 P.M.

Closed all Saturdays from June through Labor Day

Middlebury Public Library

Verso 4.0

Patron User Guide

Middlebury Public Library

30 Crest Road
Middlebury, CT 06762
203-758-2634
www.middleburypubliclibrary.org

Renew and Place Reserves on Items

Sign-up for Weekly Email Alerts About Your Account

Place Inter-library Loan Requests

Track Your Own Reading History

Search researchitct.org through a direct Link (State of CT Research Database)

Explore the Library's Calendar for Current Events and Upcoming Programming

To Log into Your Account from Home

1. Go to

www.**middleburypubliclibrary**.org

2. Click on the green button that reads **My Account/ Catalog**

3. Click on **Login** located in the upper right corner of the green task bar.

4. Enter your library card barcode and the password "userpass." You will be prompted to create your own password.

What if I have forgotten my password?

Contact the library and we will reset the password to the original *"userpass."* You can access your account and create a new password. The library cannot access personal passwords.

In your account you can...

- Click on **your name** and view your transactions, ie. checked out items.

- Set up your personal preferences under **Your Settings**.

- Clicking on **Your Lists** allows you to save items to a specific list for future reference..

- **Search History** allows you to see your recent searches.

- Add links to your favorite websites.

- Set your favorite resources.

- Sign-up to receive **Active Alerts**.

To place a Reserve on an Item

Sign in to your account.

Search for an item using the catalog **Search Bar**

Choose an item from the **Search Results** page.

To Reserve an item click on the **Request This Item** button.

Check the specific item or items and click the **Reserve** or **Submit** button. Your item or items are have now been reserved.