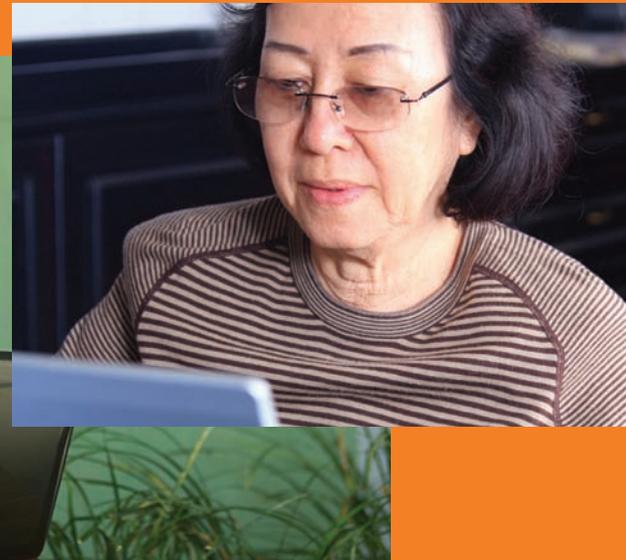# Your library online

A QUICK GUIDE

With your local library card you can now get 24/7 access to over a quarter of a million books, music, movies and more.

Access RLQ library services 24/7

RLQ is your gateway to resources and services provided by your local council and the State Library of Queensland for the rural community. As a library member you can use it to search the library collection, place reserves, renew items and view a list of items you currently have on loan and more.

How to use RLQ from home

You can access RLQ at any computer connected to the Internet

1 Visit **www.auroracloud.com.au/OPAC/QPIL**
2 Login to RLQ, by entering your *Barcode or Alias* and *PIN or Password*

Your library barcode is on your library card; type it in with no spaces between the numbers. Your PIN was assigned to you when you first joined the library.

OR type in your *Alias* and your *Password* as you have saved it on the system.

If you have forgotten your Login details, click *Forgot your Login?* The following screen will appear and a replacement PIN will be emailed to you.

Rural Libraries Queensland
your local library network

Searching RLQ

1. Click on the *Search* tab
2. Type your search words in the box *Type here to enter search term*
3. Click on the drop down arrow to select the type of search. Select from *Title, Author, Subject, Series* or *Anywhere*

4. If you want to search for items at a particular library, click on the drop down arrow and select your preferred library
5. Click on *Go* or press *Enter* on the keyboard

Understanding your search results

- A list of titles will be displayed
- Click on ⟱ **More detail** for a complete description of each title and to see which library has a copy of the item

Reserve a title

Placing a reserve allows you to request the first available copy of an item to be held for you. You can request that the item be sent to the RLQ library that is most convenient to you for collection. The library will notify you when the item is available for collection.

To reserve a title, follow these steps:

1. Search for item in RLQ catalogue
2. Click **Reserve**

Follow the onscreen instructions

My Details

My Details gives you access to information about the items you have currently on loan, reserves you have placed and the status of your account. You are able to renew your items and change your PIN.

To access *My Details* follow these steps:

1. Login to RLQ
2. Click on *My Details*, where you can see your *Member Details*, *Account Management* and *Cart*
3. Make changes to your details in *Account Management*
4. View contents of your *Cart* that lists titles you have saved in your last search session. Here you can save, email or print the list for later reference or reserve items, by clicking the relevant button.

Renew my loans

1. Login to RLQ. Click on *My Details*
2. Click on *Items on loan* to view further details about your loans and to renew any items
3. Click on the items you wish to renew and click the *Renew* button
4. A list of loans can be printed from this page

Reserves

- Click on *Reserves* to view titles on reserve and to suspend or unsuspend any reserves. You may wish to suspend your reserve when you know you will be unavailable to collect the item for loan. When you are ready to activate the reserve again, click *Unsuspend* and the next available copy will reserved for you

Free online resources

Go to the RLQ catalogue. Click on the **eresources** tab.

- Choose one of the resources listed (some may require your library card number to log in)
- Borrow and download audiobooks from **Bolinda** or **OneClickDigital**. The first time you login you will need to enter your details and agree to the terms and conditions. Follow the online prompts to get started
- Click on Freegal for free music downloads to your computer or download the app and listen on your portable device
- Access online information, journal articles and ebooks using State Library's **OneSearch** catalogue
- Listen and watch ebooks developed for children with Tumblebooks
- Research your family history with **Ancestry Library Edition** (available free for use in library only)

Don't forget to logout when you have finished using RLQ

When you visit the online library catalogue you can log into RLQ to:
- view your account details
- request to change your address details
- place reserves, cancel reserves and renew items currently on loan
- add to your cart
- write a review;
all without retyping your library barcode number and PIN each time.

RLQ online catalogue

Visit **www.auroracloud.com.au/OPAC/QPIL**
or use your mobile device to scan this QR code

Are you a member yet?

Visit your local library and join; membership is free.

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