LOGIN ID AND PASSWORD

In order to use the Personalized Library Catalog Features, you will need to be a currently enrolled student at any of the Los Rios Colleges (CRC, ARC, FLC, SCC), and you will need to be taking class(es) in the current semester.

Login ID: Your Login ID is “w” + your Student ID number.

Password: Your password is your Los Rios Unified password. This is the same password that is used to access other Los Rios systems including eServices, iMail, and Desire2Learn. Reminder: your password is at least 10 characters in length and has at least one capital letter, one lowercase letter, and one number in it.

**Note:** If you have problems logging in to your record, go to the eServices webpage below and either activate your account or reset your unified password. [https://ps.losrios.edu/direct/signon.html](https://ps.losrios.edu/direct/signon.html)

TO VIEW YOUR RECORD

If you would like to know what items you have checked out:

1. Go to the library’s web page at [http://www.crc.losrios.edu/Student_Services/Library.htm](http://www.crc.losrios.edu/Student_Services/Library.htm)
2. Select Renew Books & Check Your Library Record from the navigation menu on the left.
3. Fill in your Student ID Number and Unified Password.
4. Click on Items currently checked out.
5. From here, you can see what items you have checked out.

TO RENEW ITEMS

If you would like to renew items that you have checked out:

1. Go to the library’s web page at [http://www.crc.losrios.edu/Student_Services/Library.htm](http://www.crc.losrios.edu/Student_Services/Library.htm)
2. Select Renew Books & Check Your Library Record from the navigation menu on the left.
3. Fill in your Student ID Number and Unified Password.
4. Select Items currently checked out.
5. Check the items you want to renew and click Renew Selected Items or click Renew All.

**Note:** 1) You cannot renew items if you have overdue fines; 2) You may renew only once online.

TO REQUEST ITEMS FROM OTHER LRCCD LIBRARIES

If you would like to request an item that is checked out or located on another campus:

1. Go to the library’s web page at [http://www.crc.losrios.edu/Student_Services/Library.htm](http://www.crc.losrios.edu/Student_Services/Library.htm) and click on Find Books & Videos in the Library Catalog (LOIS).
2. Search the catalog for the item you would like to request.
3. Once the item’s full record is displayed on your screen, click on Request.
4. Fill in your Student ID Number and Unified Password.
5. Choose a Pick up location and Cancel Date.
6. Click on Submit above information.
7. If there are multiple copies for this item, choose a copy then click on Request selected items.
8. You will be contacted when the item is available for you to check out.

**Note:** 1) You cannot request items if you have overdue fines; 2) You cannot request items that may only be used in the local campus library, such as Reserve and Reference items.