Sulphur Springs Public Library: How to Guide

How to Reserve a Book Online:

Step One: Access the following website; <http://sulphurspringstx.booksys.net/opac/sspl/#menuHome>

Step Two: Find the book you are looking for; you can do this via the search option

Step Four: Select the title of the book

Step Five: Click on the green reserve button on the right hand side, click the green reserve button once more

Step Six: Enter in the number on the back of your library card for the user name and the last four of the same number for your PIN, press enter

Step Eight: Select the OK button to confirm your reservation

Step Nine: Sit back and wait for a call from our friendly Library Staff when your book is available.

How to Renew a Book Online:

Step One: Access the following website <http://sulphurspringstx.booksys.net/opac/sspl/#menuHome>

Step Two: Once at the site, go to the top right corner and logon to your account, you will use the number on the back of your library card for your username and the last four of the same number for your PIN.

Step Three: Once logged in, go the same box in the top right corner and select “My Items”

Step Four: Go to the tab labeled “Items Out”, Once there you will select the book or books you would like to renew by check the box next to the title. Once you have select all of the books you would like to renew, select the green box labeled renew to the right of the “Items Out” Tab.

Step Five: Enjoy your extra time with your selected books.

\*\* You can only renew your item twice

\*\* You cannot renew if your item is currently on a waitlist

\*\* DVD’s cannot be renewed

\*\* Rotating Large Print Books cannot be renewed

\*\* If you have fines, the book is overdue or your card has expired you cannot renew online