

Email Notification from Lincolnwood Public Library

Would you like to be notified of newly arrived holds by email rather than by phone? Then sign up for email notification today!



How to register:

- Go to www.lincolnwoodlibrary.org
- Click on "Our Catalog," then "My Account."
- Click on "Register for email notification."
- Enter your library card number, password*, and email address.
- Click "submit" to complete your registration.

* Note that the default password is "patron" until you change it. Changing your password provides optimal privacy.

How it works:

Email notifications for arrived holds are sent as soon as the materials are received at the library.

We will hold the material for seven days. If you have not picked up the item by the sixth day, we will call to remind you. Items not picked up after seven days will be returned.

If you change your email address:

If your email address changes, please update your record as soon as possible by repeating the registration process.

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Lincolnwood Public Library
4000 W. Pratt Ave. • 847-677-5277
www.lincolnwoodlibrary.org

Privacy and Confidentiality

Your email address is kept confidential. If you have a shared email address, please



be advised that messages are viewable by all individuals who have access to the email account.



The Lincolnwood Public Library considers all patron information to be private and confidential. We do not release or sell any patron information, including names, addresses, phone numbers, or email addresses without a legal court order.

Bounced emails and spam blockers:

If your email notification is returned (bounced back) to the library, email notification will be turned off for your library account. The library will resume notifying you by phone.

Spam filtering software may block notifications from the library, or send them to your "junk mail" folder. To ensure that hold notices are received by email, please configure any spam filtering software to accept messages from:

Lincolnwood.Public.Library@luna.ccs.nslsilus.org

Questions?

If you have questions about the email notification service, please contact the Circulation desk or call 847-677-5377 x226. Please do not reply to email notification messages from the library.

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