

04 December 2024

Print from your own device at our libraries

Print documents from your smartphone, tablet or computer at any of our libraries.

You can print from your device while at our libraries or remotely – for example, when you are at home.

When printing remotely you will need to collect your documents within 24 hours so check the [opening hours of the library](#) you would like to visit.

How to print

Log into our printer server Netloan and follow the instructions to upload and print your files. You will need your:

- membership number on your library card
- 4 digit PIN – if unknown, you can [reset your PIN on the LibrariesWest website](#)
- files on your device

[Log into Netloan to print from your device](#)

Collect your printed documents

Your documents will not be printed until you visit one of our libraries. Release and pay for your printouts by card using a self-service kiosk or pay by cash to a member of staff.

Your uploaded files will be automatically deleted from our printer server if not collected within 24 hours.

Usual [library printing charges](#) apply for this service.

Your privacy

We will only access the system to view or reprint files when necessary.