How to Use Library Elf

What Is Library Elf?
Library Elf is a third party personal email reminder service.

How Can Library Elf Benefit Me?
Library Elf helps you keep track of what’s due, overdue and ready for pickup. This way you can:
• keep track of multiple library cards with one Elf account
• have reminders sent when you want and how often you want

How Do I Join?
Go to our website - www.cairnslibrary.com.au/library. Under the I Want To... section on the left side of the screen, click on Library Elf. This will open up the Library Elf page. You will then be able to create your account. You will need to provide your Cairns Libraries membership card number (the number on the back of your card, ensure you use a capital X) along with your account PIN (default set to your date of birth). We recommend that you read the Library Elf’s privacy policy and Frequently Asked Questions (FAQs).

How Do I Get Reminders From Library Elf?
Once you are signed up for an account, you can choose to receive email reminders and/or SMS feeds for all of the cards you attach to your account. Email reminders are sent in HTML format only.

Can I Renew My Items Using Library Elf?
Yes! You can set Library Elf to auto-renew any outstanding items on your card. You will need to go into your Library Elf Account Settings to turn auto-renew on. Note: Items which have already been renewed twice or have been reserved by another customer will not be renewed.

Are There Any Costs Associated With Joining Library Elf?
No. It is free.

Please note: If you change your email details, library pin or receive a new library card you will need to remember to update your ‘elf’ account.

Need further information?
Contact your local Cairns Libraries branch, or Contact Us on www.cairns.qld.gov.au/library