

Your [Library Name] Catalog has conveniences and powerful ways for you to access information. The on-line catalog is available for your use from any Internet capable device in the *library, at home, or anywhere*. There are two primary capabilities: Searching for a book, a DVD, or etc, and managing your library account. This document covers instructions and tips on how to get the most out of your library account. If you need help, please don't hesitate to ask a staff member for assistance.



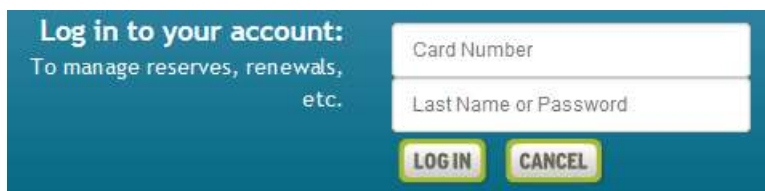
Overview:

The catalog maintains an account for each **member**. The many features and functions are available including:

- view items checked out and their status
- renew items
- reserve items
- [reserve authors](#)
- balance due (and payable on-line)
- delay your reserves so you won't miss your turn
- designate how you wish to be contacted
- [see your history of checked out items \(optional\)](#)

Let's take a quick tour of your "My Account".

Logging In:



To log-in to your account, enter your "Card Number" and [phone number or password](#) in to the fields in the upper right corner of the catalog welcome/search page. [Enter your phone number](#) (with or without the dash). If it has the same area code as the library, you may not need to enter it. Select the 'Log In' button.

Click "My Account" button -



Let's look at each section of My Account.

My Account

Account Info

Here you will find your name, address, phone numbers, email address, etc. You can set or change your secure Apollo password here. [Changes can be made here for personal information seen in blue.](#) Just click on what you want to change and a box will appear. Make your changes and click save. If you have moved recently, please drop by the library to make the address change.



Notification Options:

The library will notify you of various situations using the contact method selected in this section. To change an option, click the drop down box. The choices are derived from your "Account Info" in the first tab. The feature "3 day Notice Before Items Are Due" is only available through text message and email, otherwise you may choose the options phone call, text message, or e-mail.



Items Out, Renewals

This next section shows all items currently checked out to your account. You'll see the title, due date, and etc. If a renew button is shown to the right of the due date, you can just click on it to renew the item. The item might show "Not Renewable". This might be for a number of reasons: If it is on reserve by someone else, or that type of item (e.g. DVD) is not renewable, or you have fines over the limit, or your card has expired.



My Account

Reserves/Requests

The screenshot shows the 'My Library Account' interface with the 'Reserves / Requests' tab selected. It displays a welcome message for Robert Walker and a table of 2 items on reserve. Below the table are three bullet points providing tips on how to manage reserves.

Title	Author	Reserved	Status	Contact	Place	Copies
Step by step to perfect gardening	Davidson, Max	5-21-2016	Ready for pickup! through 5/26	413-0735 (Cell)	#1	1
The Chase	Evanovich, Janet	5-9-2016	Not ready	413-0735 (Cell)	#2	1

- Have some favorite authors? Arrange to [receive new books](#) by selected authors automatically.
- Going out of town? You can [defer](#) your reserves until you get back.
- Is the library missing something? You can [request](#) that we purchase it or borrow it from another library (Interlibrary Loan / ILL).

This section lists any reserves you have placed and it typically notes your place on the reserve waiting list. It also shows how you elected to be notified. The “Copies” column indicates how many copies the library has of that title. Note that you can cancel the reservation on items that are not ready.

[Have Some Favorite Authors? – Click the “receive new books” link and a list of popular authors will appear. Select your favorite\(s\) from the list and a reserve will automatically be placed for you when any new titles arrive at the library.](#)

[Going Out Of Town? – You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up during any of these times, you simply move one place down in line. You’ll get that favorite item you’ve been waiting for without going to the end of the line. To indicate when you’re unavailable, click “defer” and you’ll see a calendar pop-up. Click any date to mark it is an unavailable. It will turn blue. Click again to mark it is as available. It will return to white. You can move to different months as necessary with the arrows in the top left and right. You can also click/hold across days or weeks to mark a date range.](#)

[Is The Library Missing Something?](#) Place a request for an item here and this will inform the library staff of your request.

Bookmarks

The screenshot shows the 'My Library Account' interface with the 'Bookmarks' tab selected. It displays a welcome message for Robert Walker and a table of 2 items bookmarked. Each item has a 'Remove' button next to it.

Location	Title	Author	Bookmarked	In	Total	
	OverDrive Periodicals: Fine Gardening	Taunton Trade Co	12-23-2015	0	0	Remove
645 GAR 635 GAR	Texas gardening the natural way: the complete handbook	Garrett, Howard (1947-)	5-18-2016	2	2	Remove


The bookmark section is for your convenience. The library does nothing with your list. This feature could be very useful when doing research and a bibliographic reference will be needed. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. When you are logged-in to the Public Catalog, and view individual records, you can simply click the, “*Bookmark This Item*” button. To remove a bookmark, click the “*Remove*” button found at the end of a book marked title in your account.

My Account

History

Depending on your library's configuration choices as well as your own, you can see what you have checked out in the past (this listing does not currently include e-items). Check with your library if you want to change your option for this.

You can search this list by using Ctrl-F in your browser (or similar 'search' option on a phone or tablet). Also you can export the whole list as an Excel spreadsheet.



Title	Author	Out	Due	Returned
Frankenturkey	Haynes, Betsy	5-18-2016	6-1-2016	5-18-2016
The wishing garden	Yorke, Christy	5-18-2016	6-1-2016	5-18-2016
Geriatrics: a new vision of growing old in America	Larue, Gerald A.	5-17-2016	5-31-2016	5-18-2016
Dogs with jobs: working dogs around the world	Wesbord, Mernly	5-17-2016	5-31-2016	5-18-2016
CD: Die in plain sight	Lowell, Elizabeth (1944-)	4-21-2016	5-5-2016	4-27-2016
The gifted kids' survival guide: a teen handbook	Galbraith, Judy	4-21-2016	5-5-2016	4-27-2016
CD: Die in plain sight	Lowell, Elizabeth (1944-)	4-21-2016	5-5-2016	4-21-2016
CD: Die in plain sight	Lowell, Elizabeth (1944-)	4-21-2016	5-5-2016	4-21-2016

Note that if you are logged-in and searching for an item, Apollo will tell you if you have checked it out. You do not have to refer to the list above. Here's an example:



Cover	Location	Label	Title	Author	In	Total	@Date
	355.0082 MON		A few good women: America's military women from World War I to the wars in Iraq and Afghanistan	Monahan, Evelyn	1	1	2010

Reserve this item | Bookmark this item | Print record | Save record

- You checked out this title on 11/9/2015.

Title:	A few good women: America's military women from World War I to the wars in Iraq and Afghanistan
	Evelyn M. Monahan and Rosemary Neidel-Greenlee
Author:	Monahan, Evelyn
Location:	355.0082 MON
Extra Data:	Annotations Biography Expert Reviews

We hope you enjoy these capabilities. Let us know what you think.