

Account Management

Logging In To Your Account

1. In the upper right corner of the home screen click log on.
2. A pop up will appear. If it is your first time logging in your username is your library card barcode and your password is the last four digits of your library card barcode.
3. You are now logged in to your account.

Managing Your Account

1. From your my items click on the tab that says account.
2. Make any changes you need to make and click save.
3. A pop up will appear asking you to re-enter the password you used in to log in to your account. Enter the password and click.
4. A message will appear telling you if your save was successful. Click the x.

My Items

PATRON: KLCO, MARA

Reserves | Items Out | Fines | **Account** | Interests | History

CHANGE YOUR ACCOUNT INFORMATION

Address: 3546 S Straits Hwy
Indian River, MI 49749 **To change your address please contact the library**

Contact Preference: Not Specified Email Home Phone Mobile Phone Work Phone

Email Address:

Remind Me By Email When My Items Are Due Back **Click the checkbox and select how many days in advance you would like to receive an email reminder**

Days Before Item Is Due:

Home Phone:

Mobile Phone:

Work Phone:

Create A New OPAC Password

New Password:

Verify New Password:

MOBILE PHONE TEXT MESSAGING

The address used to receive text messages can be calculated from your mobile phone number (entered above) and carrier. If you already know your text message address, you can enter it directly without specifying any other information.

Mobile Phone Carrier:

Text Message Address: **Text Message Address autofill in once you enter your mobile carrier**

Are you charged for text messages? As with any text message sent to your mobile phone, your carrier may charge you a fee when you receive these notifications.

Text Me When My Items Are Due Back **You must enter a mobile phone number in the box above to fill in this section. You are responsible for any fees that may result through your carrier for receiving texts.**

Text Me When My Items Have Been Overdue For 7 Days

Text Me About New Items On My Watch Lists

Text Me When A Reserve Is Ready For Pickup

Account History

Viewing and renewing what you currently have checked out

1. Click the items out tab. Your screen should look like this. This gives you an overview of all the items you have out. It lists the due date and will say overdue in red letters if the item is overdue. If an item is overdue it will also tell you the estimated fine owed.

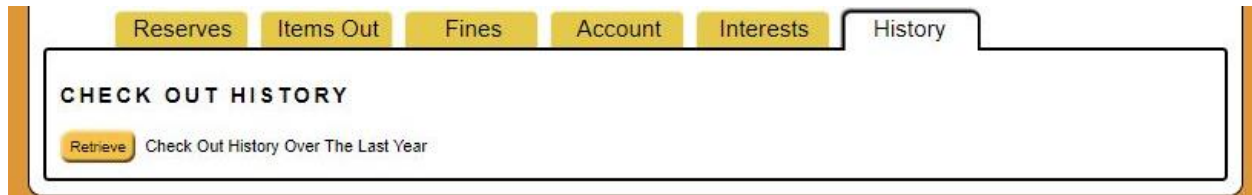
The screenshot shows the 'My Items' page for a patron named BOOKCLUB, IR. The page indicates that the user has 5 items checked out and 1 item that is overdue. The 'Items Out' tab is selected, showing a list of items. The items are:

- Toys meet snow**: being the wintertime adventures of a curious stuffed buffalo, a sensitive plush stingray, and a book-loving rubber ball / Emily Jenkins ; illustrated by Paul O. Zelinsky. Author: Jenkins, Emily. Barcode: 38610100239427. Due On: 11/01/2018. Estimated Fines Owed: \$1.80. Call Number: JE JENKINS, EMILY. **OVERDUE**. Times Renewed: 0.
- The little snowplow** / Lora Koehler ; illustrated by Jake Parker. Author: Koehler, Lora. Barcode: 38610100246356. Due On: 12/01/2018. Estimated Fines Owed: \$0.00. Call Number: JE KOEHLER. Times Renewed: 0.
- Snow day** / Brandon T. Snider ; illustrated by Ed Miller ; based on the motion picture screenplay written by Brian Lynch. Author: Snider, Brandon T. Barcode: 38610100230384. Due On: 12/21/2018. Estimated Fines Owed: \$0.00. Call Number: JE SNIDER, BRANDON T. Times Renewed: 0.
- Harry and the snow king** / Ian Whybrow ; illustrated by Adrian Reynolds. Author: Whybrow, Ian. Barcode: 3861000033043V. Due On: 12/21/2018. Estimated Fines Owed: \$0.00. Call Number: JE Whybr. Times Renewed: 0.
- The snow globe family** / Jane O'Connor ; illustrated by S.D. Schindler. Author: O'Connor, Jane. Barcode: 38610100172578. Due On: 12/21/2018. Estimated Fines Owed: \$0.00. Call Number: JE O'CONNOR, J. Times Renewed: 0.

2. To renew items
 - a. Click on the check box next to the item you would like to renew. You can select multiple boxes
 - b. Click renew on the right hand side of your screen.
 - c. The page will reload and it will now show the new due date for the item. It will also assess any fines if the item was overdue

Viewing what you have check out in the past

1. Click on the History tab. Your screen should now look like this.

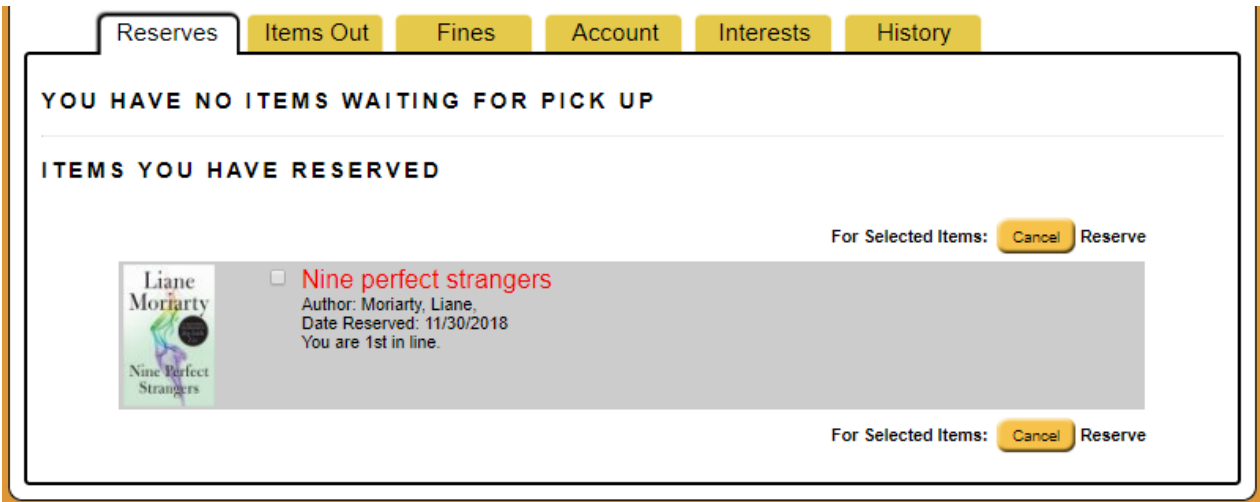


2. Click retrieve. Your check out history including what you currently have checked will appear. *Note: In the transition some check out history was unable to transfer.



Viewing and canceling items you have on reserve

1. Click on the reserves tab. Your page should now look like this. You can view the item by clicking on the title. Check your place in line and cancel your reservation from this page.



2. To cancel your reservation click the check box next to the item title. Click the cancel button. The item should be from your reserves list.

To view fines and fees

1. Click the fines tab. Your screen should now look like this. This shows any fines you may have, what they are from and any comments related to the fine. Fines and fees can be paid with cash or check at the library.

Reserves Items Out **Fines** Account Interests History

CURRENT FINES/FEEES

Amount	Reason	Item	Comment
\$1.80	Overdue	Toys meet snow : being the wintertime adventures of a curious stuffed buffalo, a sensitive plush stingray, and a book-loving rubber ball / Emily Jenkins ; illustrated by Paul O. Zelinsky.	Overdue. Checked in on 11/30/2018 02:42:31PM. Was due on 11/01/2018.

Total Amount Due: \$1.80

To view and change your interests

1. Click the interests tab. Your screen should look like this.

Reserves Items Out Fines Account **Interests** History

MY BOOKBAGS - CLICK TO VIEW

Reserves Items Out Fines Account Interests **History**

MY BOOKBAGS - CLICK TO HIDE

Active Bookbag (current bookbag that can be modified) ?

Dog books 5 items in this bookbag [View](#) | [Rename](#) | [Deactivate](#) | [Delete](#)

[Create](#) New Bookbag

Saved Bookbags

Name	Number Of Items	Action
Dog books	5	Active View Rename Delete

MY WATCH LISTS - CLICK TO HIDE

YOUR WATCH LIST TERMS

Type	Term	Action
Author	patterson, james	Edit Delete

[Add](#) New Watch List Term

2. Click on click to view to see your bookbags and watch lists. Your screen should now look like this. Bookbags are groups of books you have selected from the catalog for some reason. This is a great way to record your want to read list or to keep track of sources for research. Watch

lists let you know when new books on a topic, author or series comes in so you can be first in line to get a copy.

3. Creating Bookbags

- a. Click on the create button next to new bookbags.
- b. Type in a title for your new bookbag and click save. In the account box in the right hand corner of the screen the name of your new bookbag should be visible.
- c. To switch bookbags click activate in the same line as the book bag you would like to add to.
- d. Search for items you would like to add to your bookbag
- e. Click the green box with the plus sign that corresponds to the item you would like to add to add it to your book bag.
- f. Once you have a few items you can view your book bag by clicking the view button in the account box.

4. Creating watch lists

- g. Click the add button next to New Watch List Term
- h. Select if you want to create a watch list by Author, Series or Subject from the drop down menu.
- i. Type in the term you would like to create a watch list for in the box next to it.
- j. Click add. Your Watch list term will be listed below and a green message will tell you it was successful. You will now receive notices when new items with this search term are cataloged.

5. Deleting bookbags and watchlists

- a. If you no longer want a bookbag or a watch list just click delete in the line of what you would like to delete.