

Library Catalogue

My Account

In order for you to access your account online you need to click on the gold **My Account** button on the blue toolbar across the catalogue screen. You need to log into your account in order to reserve books online, check inter-library loans, see if you have any outstanding charges and save lists.

Log into My Library Account

Type in your ID number (student or staff number) in the **ID Number** field and then enter your **PIN** and click on **Login**.

Log in to My Library Account

Your ID Number is the staff or student number on your University Smart Card.

ID Number

Your PIN will initially be set to the day and year of your birthday e.g. 1st April 1976 is 0176.

PIN

Forgotten your PIN? [Reset your PIN.](#)

NB. Your PIN will be initially set to the day and year of your birthday e.g. 1st April 1976 is 0176.

You can reset it to a 4 digit number of your choice by clicking on the **Reset your PIN** link.

Once you have successfully logged into your account you will be able to see details of loans, charges and reservations on your account and save lists.

Title / Author	Due Date	Fine	Renew Count	Actions
Memors of Hadrian : and, Reflections on the composition of Memors of Hadrian Youneser, Alarguente	29th October	£0.00	1	Renew
Espaná viva : a Spanish course for beginners on BBC radio and television Libby, Denise	29th October	£0.00	1	Renew

The **Loans** section will list the books you currently have on loan. It lists the due

date for the return of the loan and the amount of times the item has been renewed.

Click on the **Charges** tab for a list of any fines due.

Click on the **Reservations** tab for details of your reservations.

The Bookings tab is not in use.

The **Inter-Library Loans** tab displays any ILLs you have on your account. See the [Inter Library Loans](#) crib sheet for more detail.

You can change your PIN on the **Settings** tab, if you wish.

The **Loan History** section lists items you have taken out previously. These can be sorted by author, title or date borrowed.

To renew an item you have on loan.

NB. For University staff and students, the Library's automatic renewal service will renew an item up to 20 times, as long as it is not reserved. Other users will need to renew items themselves.

Click on the **Renew** button next to the item you wish to renew for individual renewals, or the **Renew All** button if your items are all due on the same date.

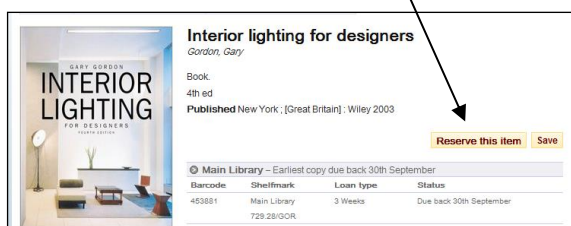
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You can tell an item has been renewed in two ways: - the **Due Date** of the item will have changed and the **Renewal Count** will have increased.

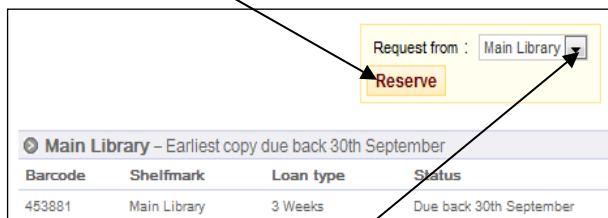
To reserve an item

If the catalogue shows that all the items of a title you require are on loan, you **must** make a reservation. If you do not do this, items will automatically renew for the users who already have them out on loan.

Click on the **Reserve this item** button.



You will then be directed to log in to your account. Once logged in, click on the **Reserve** button to request the item.



Use the dropdown arrow to select the library you want to collect from - either the Main Library or Queen's. You will then be informed whether your request was successful or not.

Cancelling a reservation

Your reservation(s) will be listed in the **Reservations** Section. Click on the **Cancel** button and you will be informed whether your request has been successful or not.

Saving lists

You can create lists of books for different topics by clicking on the **Save** button on the item detail or results page.



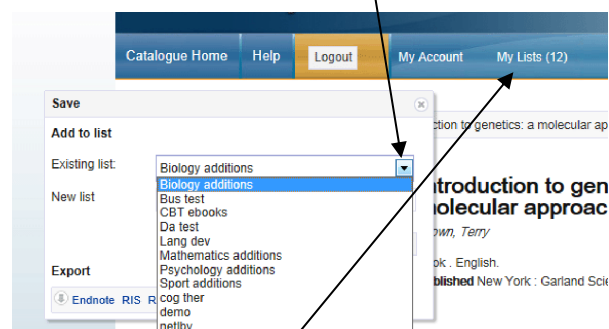
In the Save dialog box, give your list a name and then click on the **Save** button. A message will appear on screen telling you the item has been saved.

NB If you are not logged in to your library account, this list will be lost when you close your browser session.

The next time you save an item, the Save dialog box will give you the option of saving the item you want in the list you have created or in a new list.

You can create a number of different lists, so you could create lists of items you have read, or want to read, for different assignments.

Once you have created several lists, you will need to use the dropdown arrow in the Save dialog box and click on the list you require to save an item in.



Click on the **My Lists** button on the blue toolbar across the screen to view your saved lists. The number in brackets on the button indicates the number of lists you have saved.

When you no longer require a list, you can use the **Delete list** button at the bottom of the list.