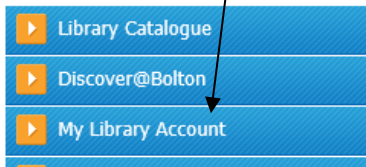


Library Catalogue My Account

Accessing your account enables you to reserve books, check inter-library loans, view any outstanding charges and save lists.

Click on **My Account**, either from the **Quick Links** on the Library homepage or on the top right of the catalogue screen (note this function isn't available on the Catalogue only terminals in the Library)

Quick Links



Enter your ID number (student or staff number) and **PIN**, which is set to the day and year of your birthday e.g. 1st April 1976 is 0176.

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.](#)

Use **Reset your PIN** if you wish to change it.

Your Account

Title	Author	Due Date	Fine	Renew Count	Actions
Memoirs of Hadrian	and. Reflections on the composition of Memoirs of Hadrian	29th October	£0.00	1	Renew
Spanish course for beginners	Spanish course for beginners on BBC radio and television	29th October	£0.00	1	Renew

Loans shows the items you currently have on loan, with due dates and the number of times an item has been renewed. You can renew on this tab if necessary – see below.

Charges shows details of any outstanding fines.

Reservations shows details of any pending reservations.

Bookings tab is not in use.

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

Settings - you can change your PIN here.

Loan History lists items you have borrowed previously. These can be sorted by author, title or date borrowed.

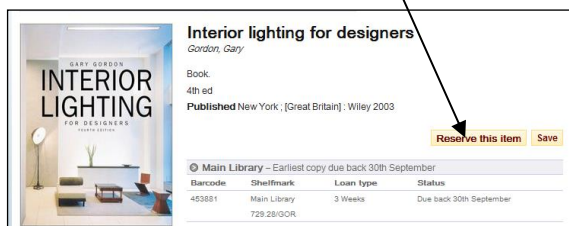
Renewals

The Library's has an automatic renewal service. An item will renew automatically up to 20 times, as long as it is not reserved. **Note:** this is for UoB staff and current students only. External users will need to renew using the **Renew** button next to the items. Once renewed, a new due date will show and the renewal count will have increased.

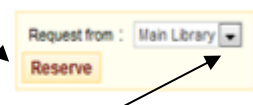
Reservations

If all the items of a title you require are on loan, you can make a reservation - don't assume the items will be returned on the due date!

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



Log in to your account. Once logged in, click on the **Reserve** button to request the item.



The default is to collect from the **Main Library desk**, but you can change it to Queen's if you prefer.

You will then be informed whether your request was successful or not. You will receive an email telling you when the item is available for collection.

Canceling a reservation - click **Cancel** next to the item in the **Reservation tab** on your account.

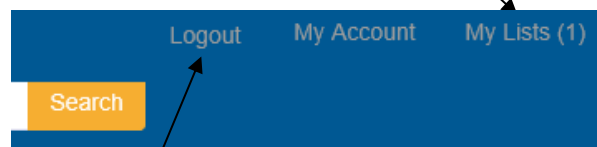
Saving lists

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



However, please ensure that you are logged in to your library account, or the list will be lost when you close your browser session.

Click on the **My Lists** button on the blue toolbar on the top right of the screen to view your existing saved lists.



Logout

If you are using a public Catalogue only terminal make sure you click **Logout** on the top right of the screen.