

MY ACCOUNT IN THE ONLINE CATALOG

FEATURES

1. View due dates of your checked out library items.
2. View library fines or suspensions attached to your library account.
3. Renew your library items.
4. Save your research searches and results.

FIRST TIME USERS

1. From the Library home page, click on the **Online Catalog** link located in the left menu [<http://www1.emmanuel.edu/library>].
2. Click on **My Account** located at the bottom of the page.
3. Enter the following information and click login
 - Your library account barcode
 - PIN: fenway1
 - Your last name

RENEWING BOOKS

1. Once logged into your account, scroll down to **Charged Items**
2. Click on the titles you wish to renew or use the drop down menu to renew all items.
3. Click **Renew Items**.
4. The **Renewal Status** for the book will list the updated due date(s).
5. If the system does not permit you to renew your items, email Jennifer Woodall, Cataloger / Distribution Librarian: woodall@emmanuel.edu

SAVING SEARCHES

1. Under **Record Options**, located at the bottom of the page, click on **Save Search Query**.
2. If you are not already logged into *My Account*, you will be prompted to login.

SAVING SEARCH RESULTS USING MY BOOKSHELF

1. Click on the check box next to any title you wish to save on *My Bookshelf*.
2. Under **Record Options**, located at the bottom of the page, click on **Save to Bookshelf**.
3. If you are not already logged into *My Account*, you will be prompted to login.
4. Access books in *My Bookshelf* using the tab at the top or bottom of the page.

PLEASE ASK A LIBRARIAN IF YOU REQUIRE FURTHER ASSISTANCE.