Using the Library's Online Catalog – Patron Account Tab

The **Patron Account** tab allows you to view your account information. Click on the tab, and enter your library barcode and your PIN. If you do not remember your PIN, you can come to the library with your card, and a staff member can give you a new one.

My Record:
- Lists your personal information (name, phone number, etc.) as well as any current blocks on your account.
- Allows you to change your account information (phone number, email, address), logon (password), and preferences (reading list, email notices).
- Note: If you wish to maintain a permanent reading history list, you will be prompted with a warning box: *"The feature you have selected is associated with personal data in your patron account. Such data may be accessed by law enforcement personnel without your consent. Do you wish to continue?"* You must agree to these terms before a reading history will be kept.

Items Out:
- Lists all of the items you currently have checked out.
- Items may be renewed if someone else does not have a hold placed on them. To renew, click on the box to the left of the item(s), and click *Renew Selected Items* (located at the bottom of the item list). You may also click on "Renew All Items" to renew all checked out materials at the same time.
- You can sort the items you have out by assigned branch, call number, due date, format, renewals left, and title by using the **Sort by:** drop-down box.

Requests:
- Provides a list of all items you have requested.
- Lists the title, pick-up library, status, and your position in the list queue.
- Allows you to cancel and suspend/reactivate requested items.

Fines & Fees:
- Lists all of the fees and charges on your account.
- To view details about an item, click on the blue information button for the item you want to view.

Saved Searches:
- Lists all of the searches you have saved to your account.
- By clicking on the search name, you can change any of the search criteria.
- You can also delete any searches by clicking the box to the left of the search, and clicking the "Delete Selected Search" button.

Log Out:
- To log out of your account, click on the "Logout" link.
- It is highly recommended that you log out each time you log in, especially on a public computer such as the library OPAC terminals. If you do not log out, others may have access to your account.