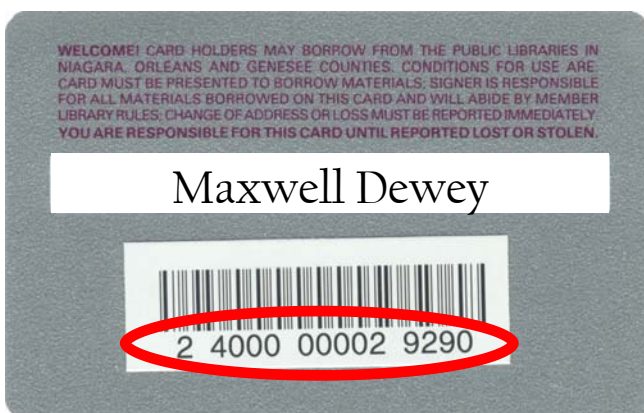


Opening “My Library Card”



Click the “My Library Card” tab at the top of the page

Enter your library card’s barcode number, found on the back of your card.



Profile



Click “Profile” from the top sub-toolbar to view your personal information.

Personal Information

Name: Dewey, Maxwell

Address: 1 Any Street
Anytown, NY 10000

Phone(s): 555-1000

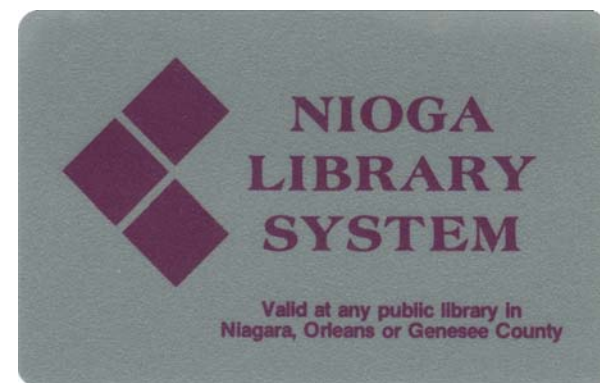
Registered at: My Home Library

Card Expires: 06/25/2005

[Request Change](#)

If you click “Request Change,” the next time you use your library card, the librarian will ask you if you want to update your information.

My Library Card



Access the catalog at
<http://www.nioga.org/nioga/pac.htm>

Overview

Items Out– See and renew currently c

Checked Out: 2
Overdue: 2
Lost: 0

Hold Requests– Items ready to be pic

Requested items ready for pick up: 0
Requested items not yet available: 2

Blocks– Fines, blocks and account mes

Number of Blocks: 3
Current Balance: \$0.00

Profile– See and change address, pho

*Click a **Heading** to see more information.*

Items Out

You can renew your titles online.

**Pillsbury appetizers : small k
kitchens /**
by Pillsbury Company.
\$41.81 2 Pill
Renew

*Click the check box
next to the book title, then
“Renew” to renew a title.*

Hold Requests

You can check the status of your requested titles.

Harry Potter and the sorcerer's stone
by Rowling, J. K.
J Fic Rowl
Date Placed: 06/26/2009 Pickup Location: LOC
of selected titles **Change Status** **Cancel Request**

You can change the status of your request or cancel it.

Change Status

Status
In Transit
Suspended
Active

If the status of an item is “Active,” you can click the “Change Status” button to “Suspend” the request. Suspend stops the request until you click “Change Status” again.

Blocks

You can view your fines, overdue items, and system messages from here.

Reason
Overdue Still Out
Fine
Address Correction Requested

You will also see the title, date due, and any incurred fines.

A note on renewals:

You can only renew a title if no one else has requested it, and you can only renew it once.