Using Your Library Account Online

June, 2016
# Table of Contents

Welcome

Your Online Library Account

Logging into your Library Account

Account Summary Tab

Messages Tab

Items Checked Out Tab

Holds Tab

Account Preferences Tab

My Lists Tab

Searching the Catalog

Placing a Hold

Adding an Item to a List

Conclusion
Welcome!

The purpose of this help guide is to provide you with the information you need to use your library account online.

Your Online Library Account

The Scenic Regional Library staff is always happy to assist you over the phone or in any of our branches. Additionally, you can access your library account online. You can perform the following functions in your online account.

- View the items you have checked out
- View the items you have on hold
- View the hold items that are ready for pick up
- View any fines on your account
- View a record of any payments you have made
- View any messages from the library staff
- Renew checked out items
- View your check out history
- Edit items you have on hold
- View your holds history
- Change your password and email address
- Change your hold pick up preferences
- Change your search and history preferences
- Create and edit lists of items
- Search the catalog
- Place a hold on an item
Logging into your Library Account

In order to log into your library account, follow these steps.

2. Click on “Log in to your Account.”

3. Enter your library card number and PIN or password. If you do not know your password, try using your birthday.
4. Click “Log in.”
Account Summary Tab

The Account Summary tab allows you to view the items you have checked out, on hold, and that are ready to pick up. You can also view any fines on your account and a history of any payments you've made.

To see a detailed list of the items you currently have checked out, click “View All.”

The screen shot below is an example of this page.
Account Summary Tab, continued

To see a detailed list of the items you currently have on hold, click “View All.”

The screen shot below is an example of this page.
Account Summary Tab, continued

To see a detailed list of the hold items that are ready for pick up, click “View All.”

The screen shot below is an example of this page.

At the bottom of the Account Summary tab, you will see two additional tabs; one for fines and one for payments. Should you have any fines on your account, you can click on “Fines” to see them. If you have made any fine payments in the past, you can click on “Payments” to see them.
Messages Tab

If the library staff adds a message to your account, you will be able to see it on this tab. When you have a message, you can mark it as read, mark it as unread, or delete it.

The screen shot below is an example of the messages page. You can click on the subject of any message to view it in its entirety.

Follow these steps to manage your messages.

1. Click the box located to the left of the message.
Messages Tab, continued

2. Click on “Actions for selected messages” to reveal a drop down menu.
3. Click on the action of your choice.
4. Click “Go.”
Items Checked Out Tab

The Items Checked Out tab has two tabs within it that allow you to view a detailed list of the items that you currently have checked out as well as items you have checked out in the past.

Within the Current Items Checked Out tab, you can renew the items, assuming you have renewals remaining and no one else has a hold on the item.

To renew an item, follow these steps.

1. Click the box located to the left of the item.
2. Click “Go.”

Within the Check Out History tab, you can download the list of items you have checked out in the past into a printable MS Excel file. Note that if you do not have MS Excel, it will open in a notepad program.

To download the file, simply click “Download CSV.”
Holds Tab

The Holds tab has two tabs within it that allow you to view and edit a list of items that you currently have on hold as well as a list of items that you previously had on hold.

Within the *Items on Hold* tab, you can do the following tasks:

- Suspend a hold: places a pause on filling the hold
- Activate a hold: removes a pause on a suspended hold
- Cancel a hold: deletes the hold
- Edit a hold: changes various aspects of a hold

To suspend, activate, or cancel a hold, follow these steps.

1. Click on the box located to the left of the item.
2. Click “Actions for Selected Holds” to reveal the drop down menu.
3. Click on your desired action.
4. Click “Go.”

To edit a hold, follow these steps.

1. Click “Edit” to the right of the title.
Holds Tab, continued

2. Change / enter any appropriate information.
3. Click “Submit.”
Holds Tab, continued

Within the *Holds History* tab, you can view the list of items you have previously put on hold. Please note that this tab also includes items that you currently have on hold that have yet to be filled.

The screen shot below is an example of this page.

<table>
<thead>
<tr>
<th>Previously Held Items</th>
<th>TITLE</th>
<th>AUTHOR</th>
<th>FORMAT/PICKUP LOCATION</th>
<th>ACTIVE ON</th>
<th>ACTIVATED DATE FULFILLED</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The hunger games, Catching fire</strong></td>
<td>Scenic Regional-Union</td>
<td>Active</td>
<td>In Transit 1 hold on 2 copies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The Hunger Games: Mockingjay Part 1</strong></td>
<td>Scenic Regional-Union</td>
<td>Active</td>
<td>Waiting for copy 3 hold on 3 copies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The Judge</strong></td>
<td>Scenic Regional-Union</td>
<td>Active</td>
<td>Waiting for copy 10 hold on 2 copies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Her</strong></td>
<td>Scenic Regional-Union</td>
<td>Active</td>
<td>In Transit 1 hold on 1 copy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Divergent</strong></td>
<td>Roth, Veronica</td>
<td>Active</td>
<td>Waiting for copy 8 hold on 11 copies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gone Girl [DVD]</strong></td>
<td>Scenic Regional-Union</td>
<td>Active</td>
<td>Waiting for copy 1 hold on 9 copies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Plain truth</strong></td>
<td>Picoult, Jodi</td>
<td>Active 02/12/2015</td>
<td>Waiting for copy 1 hold on 0 copies</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Account Preferences Tab

The Account Preferences tab has four tabs within it and allows you to change various aspects of your account.

Within the *Personal Information* tab, you can change your account password and email address. To change any of this information, follow these steps. For privacy purposes, screen shots are not included.

1. Click on “Change” to the right of any detail.
2. Update the appropriate fields.
3. Click “Submit.”

Please note that if you need to change your name, mailing address, or phone number, you will need to visit a Scenic Regional Library branch.

Within the *Notification Preferences* tab, you can change how you wish to be notified when a hold is ready for pick up. To change your notification preferences, follow these steps.

1. Click the box to the right of the method by which you wish to be notified.
2. If you choose to be notified by phone, enter your phone number in the Default Phone Number field.
3. If you choose to be notified by text message, choose your carrier from the drop down menu in the Default Mobile Carrier field and then enter your mobile phone number in the Default Mobile Number field.
4. Click “Save.”
Account Preferences Tab, continued

Within the *Search and History Preferences* tab you can complete the following tasks.

- Specify how many search results you want displayed per page
- Specify where you want the catalog to search
- Specify your preferred pick up location for holds
- Direct the system to keep track of your check out history
- Direct the system to keep track of your hold history
- Direct the system to skip the temporary book list warning

To modify your search and history preferences, follow these steps.

1. Click on the down arrow in the “Search hits per page” field and click on the number of results you want.
Account Preferences Tab, continued

2. Click on the down arrow in the “Preferred search location” field and click on the library you want the system to search for items. Note that selecting “Scenic Regional and Washington Public” searches all of the branches in the Scenic Regional Library system as well as Washington Public Library.

3. Click on the down arrow in the “Preferred pickup location” field and click on the library branch at which you wish to pick up your holds.
Account Preferences Tab, continued

4. Click on the box next to “Keep history of checked out items” if you want the system to keep track of these for you. If not, leave the box unchecked.
5. Click on the box next to “Keep history of holds” if you want the system to keep track of these for you. If not, leave the box unchecked.
6. Click on the box next to “Skip warning when adding to temporary book list” if you don’t want the system to give you this warning. If you do, leave the box unchecked.
7. Click “Save.”
Account Preferences Tab, continued

Within the *My Lists Preferences* tab, you can set the number of lists the system displays and the number of list items the system displays per page.

To set your list preferences, follow these steps.

1. Click on the down arrow next to “Lists per page” and click on the number you want displayed.

2. Click on the down arrow next to “List items per page” and click on the number you want displayed.

3. Click “Save.”
My Lists Tab

The My Lists tab allows you to create and save lists of items that you can categorize in any way you wish. Once you have created a list, you can add items to it and edit it.

To create a new list, follow these steps.

1. Enter the name of your list in the “Enter the name of the new list” field.
2. Enter the list description in the “List description” field, if desired.
3. Click on the drop down arrow in the “Share this list” field and click “yes” or “no” to indicate if you want to share the list.
4. Click “Submit.”

To view or edit an existing list, follow these steps.

1. Click on the list title.
My Lists Tab, continued

2. Choose how you wish the list items to be sorted by clicking on the down arrow in the “Sort list items by” field, clicking on your choice, and clicking “Sort.”

3. Make edits to the list name and/or description in the appropriate field and click “Save.”
My Lists Tab, continued

4. Click the box to the left of an item title, choose an option in the drop down menu (place a hold, remove from list) and click “Go.”

Some additional options for your existing lists include the following buttons.

- Share: establishes an HTML page / link that you can share with others via email or social media
- Delete List: removes the entire list from your account
- Download CSV: downloads your list into an MS Excel file
- Make Default List: designates this list as the depository every time you click “Add to List”
Searching the Catalog

This process can be a bit intimidating because the results you get from a search can be numerous. Hopefully, the recommended process listed below will assist you in finding exactly what you want.

To perform a basic search, follow these steps.

1. Click on the down arrow in the “Type” field and click on the type of search you want to perform.

2. Click on the down arrow in the “Format” field and click on the format of the material you want.
Searching the Catalog, continued

3. Click on the down arrow in the “Library” field and click on the library you want the system to search.

4. Type your search words into the “Search” field.
5. Click “Search.”
Searching the Catalog, continued

After clicking “Search,” you will land on a results page that will look similar to the one pictured below. The information included below the screen shot will assist you in interpreting the information on the results screen.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illustration of the item’s cover</td>
<td>Title of the item</td>
<td>Available formats for the item</td>
<td>Libraries that carry at least one format of the item</td>
<td>The section of the library where the item is shelved</td>
<td>The abbreviation by which the item is shelved</td>
<td>The current status of the item</td>
</tr>
</tbody>
</table>

If your search did not provide you with what you were looking for, you can always try casting a wider search net. For example, you could try searching “Missouri Evergreen” instead of Scenic Regional Library as this opens your search up to all the libraries in the Missouri Evergreen Consortium. Additionally, you could try searching “All Formats” of an item if the format in which you receive the item is not critical.
Placing a Hold

In order to place a hold on an item, you must first follow the “Searching the Catalog” steps to locate the item you want. If the item is not available at your preferred branch, you can follow these steps to place a hold on it.

1. Click “Place Hold.”

2. Select the format for the item, if applicable.
3. Select desired language, if applicable.

Submit  Cancel
Placing a Hold, continued

4. Click on the down arrow in the “Pickup location” field and click on the branch at which you want to pick up your item.
Placing a Hold, continued

5. Click on the box next to the method by which you want to be notified that the hold is ready for pickup.
   - Email – Ensure your email address is correct.
   - Phone – Ensure your phone number is correct.
   - Text – Ensure your mobile carrier is selected and that your mobile number is correct.

6. Click “Submit.”
Adding an Item to a List

As previously stated, you can create lists in your account to which you can add items. In order to add an item to one of your lists, you must first create the list and perform the “Searching the Catalog” steps to find the item. Once you have found the item, follow these steps to add it to a list.

1. Click on the title of the item.

2. Find the format of the item you wish to add to your list.
Adding an Item to a List, continued

3. Hover your mouse over the “Add to my list” button.
4. Click on the list title to which you wish to add the item.

![Image of library catalog interface showing a book and list options]

Bones are forever Kathy Reichs.
Reichs, Kathy.
Large Print Book
Call number: LP F REI

<table>
<thead>
<tr>
<th>Library</th>
<th>Shelving location</th>
<th>Call number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marion County Library</td>
<td>Large Print Fiction</td>
<td>LP F REI</td>
<td>Available</td>
</tr>
</tbody>
</table>

1 of 1 copy available at Missouri Evergreen.
Conclusion

Like any other new skill, using your library account online takes practice. Try not to get too frustrated or put too much pressure on yourself. You may need to try something a few times before you get the hang of it.

And remember, your library staff is always here to assist you if you get stuck. Our branches and hours are listed here for your convenience.

**Administration**
304 Hawthorne Dr.
636-583-0652
Mon-Fri: 8am-5pm
Sat/Sun: Closed

**Hermann**
601 Market St.
573-486-2024
Mon/Wed/Fri: 9am-6pm
Tues/Thurs: 9am-8pm
Sat: 9am-5pm
Facebook.com/hermannlibrary

**New Haven**
901 Maupin Ave.
573-237-2189
Sun: Closed
Mon/Wed/Fri: 9am-6pm
Tues/Thurs: 9am-8pm
Sat: 9am-5pm
facebook.com/newhavenlibrary

**Owensville**
107 N. First St.
573-437-2188
Sun: Closed
Mon/Wed/Fri: 9am-6pm
Tues/Thurs: 9am-8pm
Sat: 9am-5pm
facebook.com/owensvillebranch

**Pacific**
119 W. St. Louis St.
636-257-2712
Sun: Closed
Mon/Tues/Thurs: 9am-8pm
Wed/Fri: 9am-6pm
Sat: 9am-5pm
facebook.com/pacificbranch

**St. Clair**
515 E. Springfield Rd.
636-629-2546
Sun: Closed
Mon/Tues/Thurs: 9am-8pm
Wed/Fri: 9am-6pm
Sat: 9am-5pm
facebook.com/stclairbranch

**Sullivan**
104 W. Vine St.
573-468-4372
Mon: 9am-6pm
Tues-Fri: 9am-5pm
Sat: 9am-1pm
facebook.com/sullivanpubliclibrary

**Union**
308 Hawthorne Dr.
636-583-3224
Sun: Closed
Mon-Thurs: 9am-8pm
Fri: 9am-6pm
Sat: 9am-5pm
facebook.com/unionlibrary

**Warren County**
912 S. Hwy. 47
636-456-3321
Sun: Closed
Mon-Thurs: 9am-8pm
Fri: 9am-6pm
Sat: 9am-5pm
facebook.com/warrentonbranch