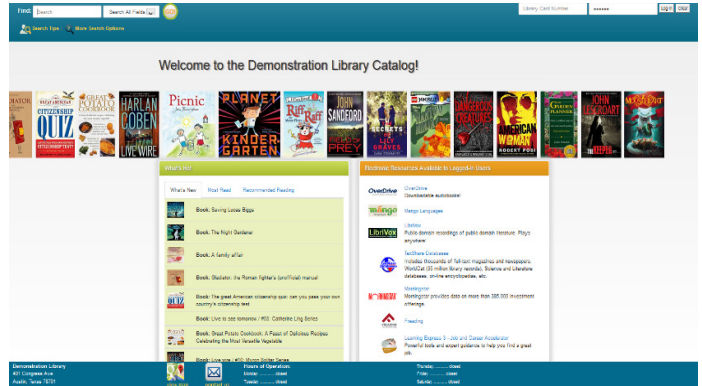


Your Shiawassee District Library Catalog has convenient and powerful ways for you to access information. The on-line catalog is available for your use from any Internet capable computer in the *library, at home, or anywhere*. There are two primary capabilities: Searching for a book, a DVD, etc, and managing your library account. This document covers instructions and tips on how to get the most out of your library account. If you need help, please don't hesitate to ask a staff member for assistance.

Overview:

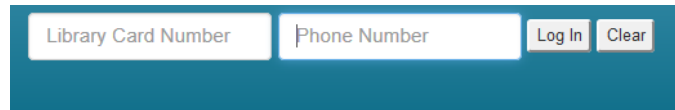
The catalog maintains an account for each member. The many features and functions are available including:

- view items checked out and their status
- renew items
- reserve items
- reserve authors
- balance due (and payable on-line)
- designate a vacation delay so you won't miss your turn
- designate how you wish to be contacted



Let's take a quick tour of your "My Account".

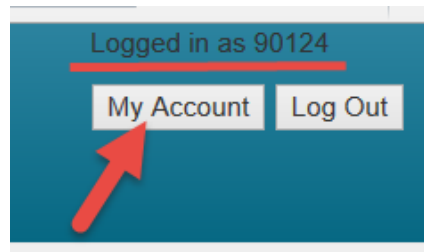
Logging In:



To log-in to your account, enter your "Library Card Number" and phone number or password in the fields in the upper right corner of the catalog welcome/search page. Enter your phone number

(with or without the dash). If it has the same area code as the library, you may not need to enter it. Select the 'Log In' button.

Click "My Account" button: There will be tabs allowing you access to the different sections of your account information.



Let's look at each section.

My Account Info

My Library Account

Account Info Notifications Items Out/Renewals Reserves/Requests Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

In 2014, you have saved \$91.00 by borrowing from the library rather than buying!

Secure password: [Update your password](#)

Primary Address: 7894 Front Street
Austin, TX 78701

Phone: [512-678-8321 \(Cell\)](#)

Phone:

Email: DrMarthaJones@example.com

Email:

Here you will find your name, address, phone numbers, email address, etc. You can set or change your secure Apollo password here. Changes can be made here for personal information seen in blue. Just click on what you want to change and a box will appear. Make your changes and click save. If you have moved recently, please bring proof of your new address to your local branch.

Notification Options:

My Library Account

Account Info **Notifications** Items Out/Renewals Reserves/Requests Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

Items overdue:

3 day notice before items are due:

Reserve availability:
Note: Updating this will also update any outstanding reserves.

Library Newsletter:

The library will notify you of various situations using the contact method selected in this section. To change an option, click the drop down box. The options are derived from your "Account Info" in the first tab. The feature "3 day Notice Before Items Are Due" is only available through text message and email, otherwise you may choose the options phone call, text message, or e-mail.

Items Out, Renew

My Library Account

Account Info Notifications **Items Out/Renewals** Reserves/Requests Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

1 item currently out.

Title	Author	Out	Due	
Claudia and the phantom phone calls	Martin, Ann M (1955-)	7-18-2014	8-1-2014	<input type="button" value="Renew"/>

This next section shows all items currently checked out to your account. You'll see the title, due date, and etc. If a renew button is shown to the right of the due date, you can just click on it to renew the item. The item might show "Not Renewable". This may be for a number of reasons—if it is on reserve by someone else, it is not renewable because you have already used all the allowed renewals, you have fines over the limit, or your card has expired.

Reserves

My Library Account

Account Info Notifications Items Out/Renewals **Reserves/Requests** Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

2 items on reserve.

Title	Author	Reserved	Status	Contact	Place	Copies
Takedown Twenty	Evanovich, Janet	12-10-2013	Ready for pickup!	Text: 512-678-8321 (Cell)	#1	1
Notorious nineteen: a Stephanie Plum novel	Evanovich, Janet	7-14-2014	Not ready	Text: 512-678-8321 (Cell)	#2	1

Cancel

- **Have some favorite authors?** Arrange to [receive new books](#) by selected authors automatically.
- **Going out of town?** You can [defer](#) your reserves until you get back.
- **Is the library missing something?** You can [request](#) that we purchase it or borrow it from another library (Interlibrary Loan / ILL).

This section lists any reserves you have placed and it typically notes your place on the reserve waiting list. It also shows how you elected to be notified. The “Copies” column indicates how many copies the library has of that title. Note that you can cancel the reservation on items that are not ready.

Have Some Favorite Authors? – Click the “[receive new books](#)” link and a list of popular authors will appear. Select your favorite(s) from the list and a reserve will automatically be placed for you when any new titles arrive at the library.

Going Out Of Town? – You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up, you simply move one place down in line. You’ll get that item you’ve been waiting for without going to the end of the line. To indicate when you’re unavailable, click “[defer](#)” and you’ll see a calendar pop-up. Click any date to mark it is an unavailable. It will turn blue. Click again to mark it is as available. It will return to white. You can move to different months as necessary with the arrows in the top left and right. You can also click/hold across days or weeks to mark a date range.

Is The Library Missing Something? Place a request for an item here and this will inform the library staff of your request.

Bookmarks

My Library Account

Account Info Notifications Items Out/Renewals Reserves/Requests **Bookmarks**

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

1 item bookmarked.

Location	Title	Author	Bookmarked	In	Total
F PAT	The magician's assistant	Patchett, Ann		1	1

Remove

The bookmark section is for your convenience. The library does nothing with your list. This feature could be very useful when doing research and a bibliographic reference will be needed. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. When you are logged-in to the Public Catalog, and view individual records, you can simply click the, “*Bookmark This Item*” button. To remove a bookmark, click the “*Remove*” button found at the end of a book marked title in your account.

We hope you enjoy these capabilities. Let us know what you think.