

MANAGE YOUR PATRON ACCOUNT

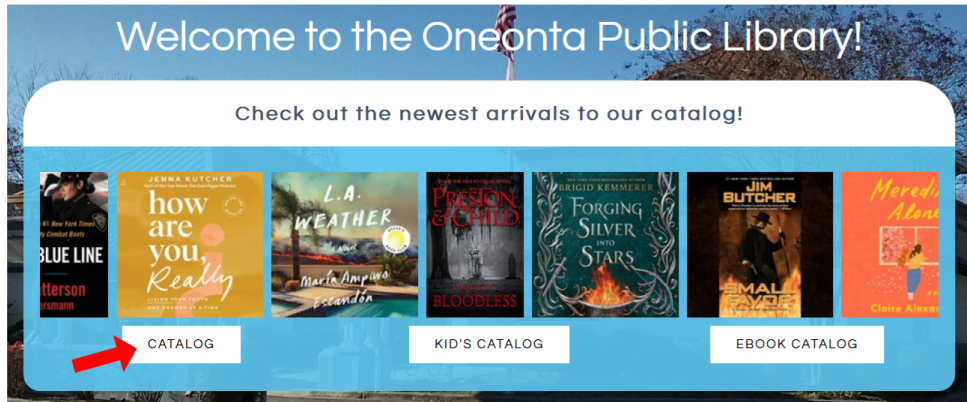
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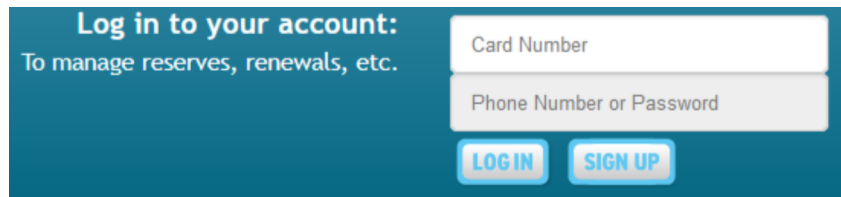
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LOGGING IN

You can manage the majority of your patron account online. Go to our catalog by clicking [here](#), or by visiting our [website](#) and clicking the **Catalog** link at the top of the page.

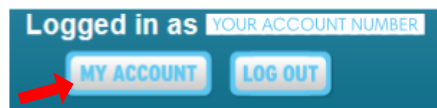


At the top right of the screen you will see the account login field.



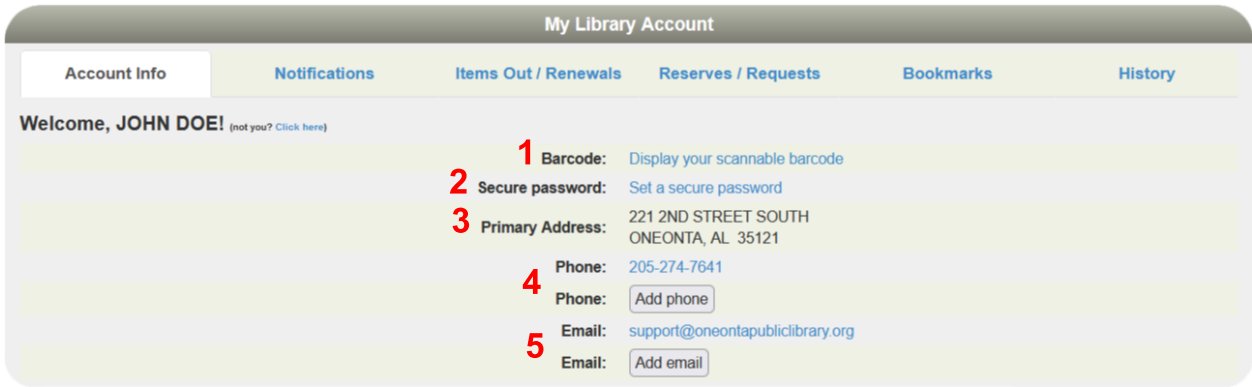
Log in to your account by entering your fourteen-digit card number (found on the back of your library card below the barcode), and the primary phone number we have on file for you (area code included, with no spaces or dashes). Please make sure we have the correct phone number on file in order to log in successfully.

Once you have logged in, click on **MY ACCOUNT**.



There are six tabs in your **My Library Account** section, and here is what you can do in each one:

ACCOUNT INFO



1. You can pull up a digital version of the barcode that is on your library card. This is useful if you do not have your library card with you.
2. You can change the password to log in to your account. Your default password is your phone number, but you have the option to set your own password if you would rather have a different one.
3. You can see your address here. Addresses cannot be changed online, so if you have a change of address you will need to inform the library so we can change it in our system.
4. You can confirm your phone number(s) here, or add an additional one. You will need to specify that it is a cell phone if you want to be able to receive text alerts on it.
5. You can confirm your email address(es) here, or add an additional one.

NOTIFICATIONS

My Library Account

Account Info	Notifications	Items Out / Renewals	Reserves / Requests	Bookmarks	History
Welcome, JOHN DOE! <small>(not you? Click here)</small>					
	1	Items overdue:	<input type="text" value="205-274-7641"/>		
	2	3-day notice before items are due :	<input type="text" value="None"/>		
	3	Reserve availability:	<input type="text" value="205-274-7641"/>		
		Note: Updating this will also update any outstanding reserves.			
	4	Checkout receipt:	<input type="text" value="support@oneontapubliclibrary.org"/>		
	5	Library Lowdown Newsletter:	<input type="text" value="support@oneontapubliclibrary.org"/>		

- 1.** You can select how you want to be alerted when the items you have checked out are overdue. You can choose between a phone call, text, or email message.
- 2.** You can choose to receive an alert 3 days before your items are due to remind you to return or renew them. You can choose between a text or email message. You can leave **None** selected if you do not want this alert.
- 3.** You can select how you want to be notified when items you have reserved are ready for you to pick up. You can choose between a phone call, text, or email message.
- 4.** You can choose to receive a copy of your checkout receipt via email. This is useful if you lose your physical copy or simply want to keep a record of your checkouts. You can leave **None** selected if you do not want this email.
- 5.** You can choose to receive our monthly email newsletter, which lets you know about any upcoming events, holidays and other closings, or other important information about the library. You can leave **None** selected if you do not want to receive the newsletter.

ITEMS OUT / RENEWALS

My Library Account

[Account Info](#) [Notifications](#) **Items Out / Renewals** [Reserves / Requests](#) [Bookmarks](#) [History](#)

Welcome, JOHN DOE! (not you? [Click here](#))

4 items currently out. [Print the list](#)
6 [Renew All Items \(3 of 4 are renewable\)](#)

1 Title	2 Author	3 Out	4 Due	5
DVD: Blade runner	Warner Home Video	7/12/2023	7/19/2023	Not renewable.
Absolute power: a novel	Baldacci, David	7/12/2023	7/26/2023	Renew
Audiobook: Montana sky	Roberts, Nora	7/12/2023	7/26/2023	Renew
The Templar legacy — 1	Berry, Steve (1955-)	7/12/2023	7/26/2023	Renew

Here you can see the items that are currently checked out on your account.

1. The title of the item.
2. The author of the item, if applicable (movies are generally not assigned authors).
3. The date the item was checked out.
4. The date the item is due.
5. You may renew individual items for an additional two weeks, if they are eligible. Items that are on hold for someone else cannot be renewed. Movies are exempt from renewals.
6. You may renew all items at once, if they are eligible.

RESERVES / REQUESTS

My Library Account

[Account Info](#) [Notifications](#) [Items Out / Renewals](#) **Reserves / Requests** [Bookmarks](#) [History](#)

Welcome, JOHN DOE! (not you? [Click here](#))

3 items on reserve.

1 Title	2 Author	3 Reserved	4 Status ↓	5 Contact	6 Place	7 Copies	8
Avatar: the way of water	Cameron, James (1954-)	7/12/2023	Not ready	205-274-7641	#2	1	<input type="button" value="Cancel"/>
Quantumania: Ant-Man and the Wasp	Loveness, Jeff,	7/12/2023	Not ready	205-274-7641	#1	1	<input type="button" value="Cancel"/>
The secret book of Flora Lea	Henry, Patti Callahan	7/12/2023	Not ready	205-274-7641	#1	1	<input type="button" value="Cancel"/>

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

Here you can see the items you have reserved or placed a hold on.

1. The title of the item.
2. The author of the item, if applicable.
3. When the item was reserved.
4. If your item is ready to be picked up, and how long it will be available for pickup. If the item is not picked up by this date, it will go to the next person in line and you will have to reserve it again. You will be placed at the end of the line.
5. How you will be contacted when your reserve is ready to be picked up. To change the contact method, go to the previous [Notifications](#) tab.
6. Your place in line for the item, or how many people are in line ahead of you.
7. How many copies of the item we currently have in circulation.
8. You can cancel your hold if you no longer wish to be on the list for this item.
9. You can choose an author from the list and any new book we receive from that author will be automatically put on reserve for you.
10. This will skip over your place in line for any reserves you have until the date you select.
11. You can request an item we do not currently have. This does not guarantee we will get the item. Any additions to our collection are subject to availability and and director approval.

BOOKMARKS

My Library Account

[Account Info](#) [Notifications](#) [Items Out / Renewals](#) [Reserves / Requests](#) **Bookmarks** [History](#)

Welcome, JOHN DOE! (not you? [Click here](#))

4 items bookmarked. [Print your bookmarks](#)

1 Location	2 Title	3 Author	4 Bookmarked	5 In Total	6
Suspense/Thriller — F LARSSON_S MILENNIUM v.1	The girl with the dragon tattoo	Larsson, Stieg (1954-2004)	3/29/2021	1 1	Remove
Suspense/Thriller — F LARSSON_S MILENNIUM v.2	The girl who played with fire	Larsson, Stieg (1954-2004)	3/29/2021	1 1	Remove
Romance — AUDIO BROWN_S	Audiobook: Overkill: a novel	Brown, Sandra (1948-)	7/12/2023	1 1	Remove
General — LP F PATTERSON_J	large print: The horsewoman: a novel	Patterson, James (1947-)	7/12/2023	1 1	Remove

Here you can see all the items you have bookmarked. Unlike reserves, bookmarks do not automatically add you to the waiting list for an item. Bookmarking an item is simply a way to remember you want to check it out at some point in the future, like a “to be read” list.

1. The genre and information that is on the spine label of the item. This is useful if you are looking for the item on the shelf.
2. The title of the item.
3. The author of the item, if applicable.
4. When the item was bookmarked.
5. How many copies of the item are available to check out, versus how many copies of the item we have in total.
6. You can remove bookmarks from the list.

HISTORY

My Library Account

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

Welcome, **JOHN DOE!** (not you? [Click here](#))

Export complete history: Excel Spreadsheet Download 7

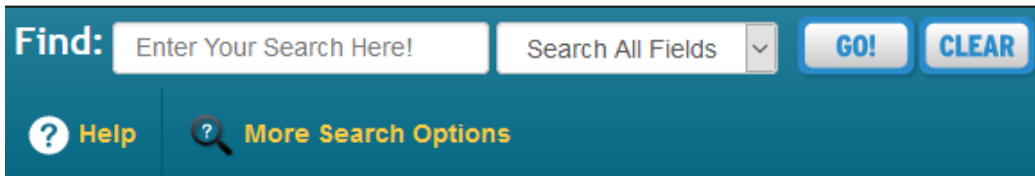
1 Title	2 Author	3 ISBN	4 Out †	5 Due	6 Returned
large print: The people vs. Alex Cross — 25	Patterson, James (1947-)	9780316508810	3/29/2021	4/12/2021	3/29/2021
large print: The bridesmaid — 2	Lewis, Beverly (1949-)	9780764210532	3/29/2021	4/12/2021	3/29/2021
large print: The fiddler — 1	Lewis, Beverly (1949-)	9780764209888	3/29/2021	4/12/2021	3/29/2021
Savor the moment — 3	Roberts, Nora	9780425233689	3/29/2021	4/12/2021	3/29/2021
Bed of roses — 2	Roberts, Nora	9780425230077	3/29/2021	4/12/2021	3/29/2021
Vision in white — 1	Roberts, Nora	9780425227510	3/29/2021	4/12/2021	3/29/2021
Shadow of the dragon — 20	Cameron, Marc	9780593188095	12/14/2020	1/4/2021	12/14/2020
Jolene — 15	Lackey, Mercedes	9780756412142	12/14/2020	1/4/2021	12/14/2020
How to raise an elephant — 21	Smith, Alexander McCall (1948-)	9781524749361	12/14/2020	1/4/2021	12/14/2020
The awakening — 1	Roberts, Nora	9781250272614	12/14/2020	1/4/2021	12/14/2020
A redbird Christmas: a novel	Flagg, Fannie	9780375433894	12/4/2020	1/4/2021	12/4/2020
Patron Limit Card			5/11/2020	5/12/2020	5/11/2020
Patron Limit Card			5/11/2020	5/12/2020	5/11/2020
Blue moon — 24	Child, Lee	9780399593543	11/1/2019	11/15/2019	11/1/2019
Audiobook: What if it's true? A storyteller's journey with Jesus	Martin, Charles (1969-)	9781978621282	2/15/2019	3/1/2019	2/15/2019
Indecent exposure — 42	Woods, Stuart	9780735217119	12/13/2017	12/27/2017	12/13/2017
DVD: Game of thrones — Season 6			10/16/2017	10/23/2017	10/17/2017
See Jane die — 1	Spindler, Eric (1957-)	9780778220524	8/10/2015	8/14/2015	8/10/2015

Here you can see all the previous items you have checked out and how long ago they were checked out. This is useful when keeping track of what you have and have not read, or when making sure you are getting the correct next volume in a series.

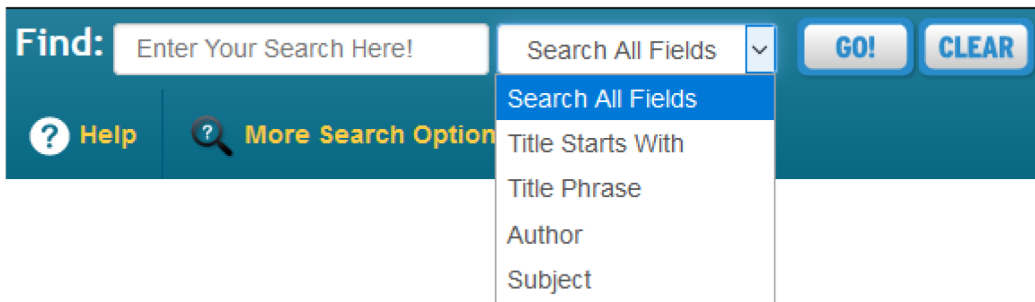
1. The title of the item.
2. The author of the item, if applicable.
3. The ISBN number is a unique number assigned to every book from the publisher, used for easy identification.
4. When the item was checked out.
5. When the item was due.
6. When the item was returned.
7. You can open this list in Microsoft Excel as a spreadsheet, which is useful for saving a copy of your history to your computer or printing out the list to take with you.

RESERVING AN ITEM

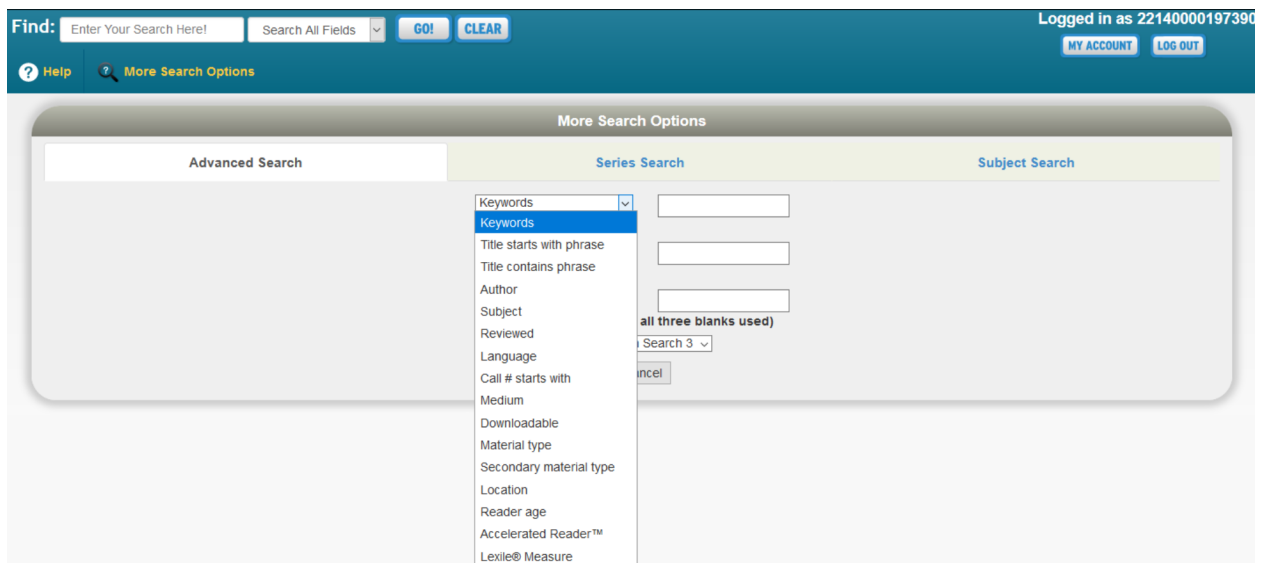
Once you are logged in, locate the search bar at the top left of the screen.




You can look for an item using a few basic search criteria here.



Or you can click on **More Search Options** to do a more advanced search.

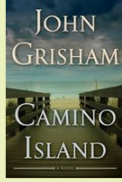


Once you have found an item you want to reserve, click on it to open a more detailed view. Click on **Reserve this item** to place a hold.


	44	F GrJ Camino v.1	Camino Island — 1	Grisham, John	1	1	2017
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This item is currently on the shelf.

[Reserve this item](#)
[Bookmark this item](#)
[Print record](#)
[Save record](#)
[Permalink](#)


	<p>Title: Camino Island — 1 John Grisham.</p> <p>Series Title: Camino Island (#1)</p> <p>Author: Grisham, John</p> <p>Location: F GrJ Camino v.1</p> <p>Accelerated Reader™: Points: 14 Reading level: 6.1 Quiz: 195241</p> <p>Lexile® measure: 860L</p>
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If the item is green, it is on the shelf and available to be checked out. If the item is pink, it is currently checked out to someone else and you will be placed on the wait list for it.

	44	LP F GrJ Camino v.1	large print: Camino Island — 1	Grisham, John	0	1	2017
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This item is currently checked out. Our best guess is that it will be back around 4/1/2021. Feel free to place a reserve so that we know that you would like this item.

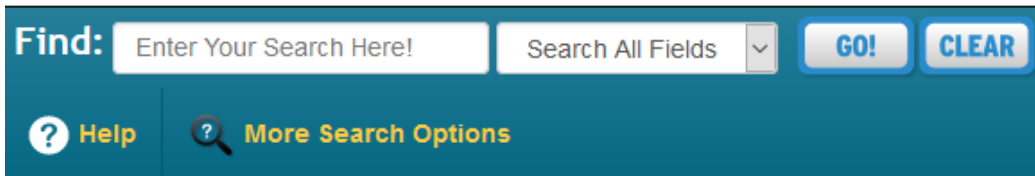
[Reserve this item](#)
[Bookmark this item](#)
[Print record](#)
[Save record](#)
[Permalink](#)

	<p>Title: Camino Island — 1 John Grisham.</p> <p>Medium: large print</p> <p>Series Title: Camino Island (#1)</p> <p>Author: Grisham, John</p> <p>Location: LP F GrJ Camino v.1</p> <p>Accelerated Reader™: Points: 14 Reading level: 6.1 Quiz: 195241</p> <p>Lexile® measure: 860L</p>
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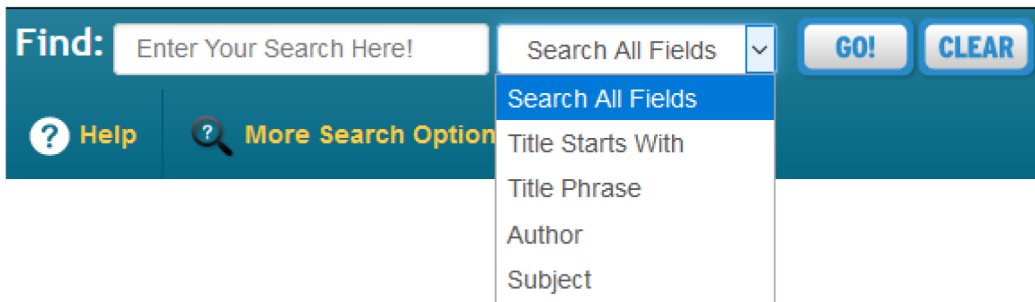
You will be contacted once this item is ready for you to pick up. To change how you are contacted about reserves, click on **My Account** in the upper right corner of the screen, then on the **Notifications** tab. To view your reserves or see your place in line, go to the **Reserves / Requests** tab.

BOOKMARKING AN ITEM

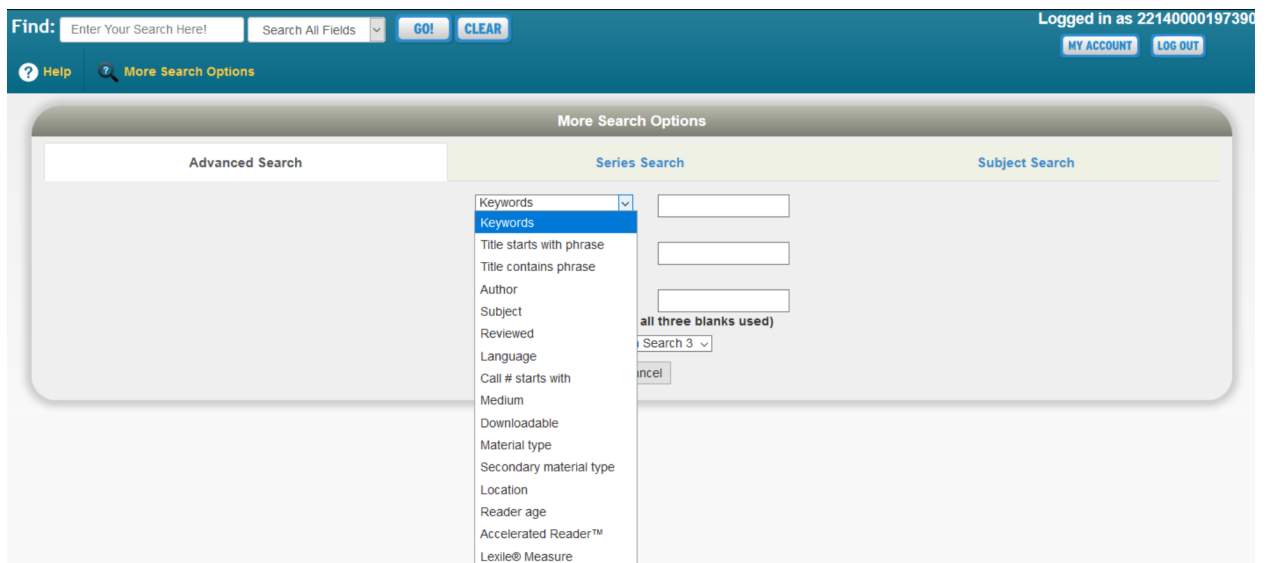
Once you are logged in, locate the search bar at the top left of the screen.




You can look for an item using a few basic search criteria here.

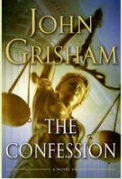


Or you can click on **More Search Options** to do a more advanced search.



Once you have found an item you want to reserve, click on it to open a more detailed view. Click on **Bookmark this item** to place a hold.

	44	F GrJ	The confession: a novel	Grisham, John	1	1	2010
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This item is currently on the shelf.

[Permalink](#)

Title:	The confession: a novel John Grisham
Author:	Grisham, John
Location:	F GrJ
Accelerated Reader™:	Points: 21 Reading level: 6.1 Quiz: 141099
Extra Data:	
Reviews:	<input type="button" value="Review this title!"/>

Unlike reserves, bookmarks do not automatically add you to the waiting list for an item. Bookmarking an item is simply a way to remember you want to check it out at some point in the future, like a “to be read” list. To see and manage your bookmarks, click on **My Account** in the upper right corner of the screen, then on the **Bookmarks** tab.