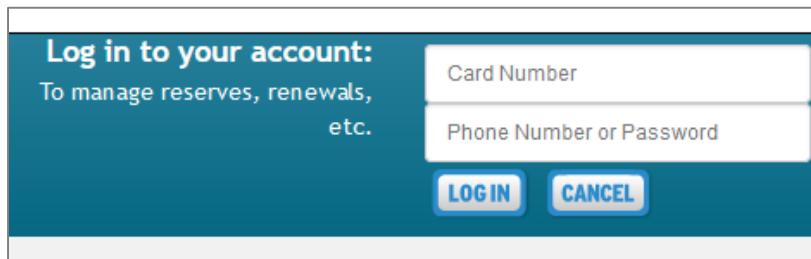


# MANAGING YOUR PATRON ACCOUNT

Go to our catalog by typing <https://oneonta.biblionix.com/catalog/> into your web browser, or visiting our website <https://oneontapubliclibrary.org> 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.



The image shows a login form with a teal header containing the text "Log in to your account: To manage reserves, renewals, etc." Below the header are two input fields: "Card Number" and "Phone Number or Password". At the bottom of the form are two buttons: "LOGIN" and "CANCEL".

Log in to your account by entering your fourteen-digit card number, which is found on the back of your library card below the barcode, and the 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

My Library Account

Account Info	Notifications	Items Out / Renewals	Reserves / Requests	Bookmarks	History
Welcome, JOHN DOE! <small>(not you? <a href="#">Click here</a>)</small>					
<b>1</b> <input type="button" value="Barcode"/> <b>Barcode:</b> <a href="#">Display your scannable barcode</a>					
<b>2</b> <input type="button" value="Secure password"/> <b>Secure password:</b> <a href="#">Set a secure password</a>					
<b>3</b> <input type="button" value="Primary Address"/> <b>Primary Address:</b> 221 SECOND STREET SOUTH ONEONTA, AL 35121					
<b>4</b> <input type="button" value="Phone"/> <b>Phone:</b> 205-274-7641 (Cell) <input type="button" value="Add phone"/>					
<b>5</b> <input type="button" value="Email"/> <b>Email:</b> <a href="mailto:oplib@otelco.net">oplib@otelco.net</a> <input type="button" value="Add email"/>					

1. Here 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. 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 confirm 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.
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! (not you? <a href="#">Click here</a> )					
1	Items overdue:	<input type="text" value="205-274-7641 (Cell)"/>			
2	3-day notice before items are due :	<input type="text" value="Text: 205-274-7641 (Cell)"/>			
3	Reserve availability:	<input type="text" value="205-274-7641 (Cell)"/>			
4	Checkout receipt:	<input type="text" value="oplib@otelco.net"/>			
5	Library Lowdown Newsletter:	<input type="text" value="oplib@otelco.net"/>			
<small>Note: Updating this will also update any outstanding reserves.</small>					

1. You may 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 may choose to receive an alert 3 days before your items are due so that you can remember to return or renew them. You can choose between a text or email message.
3. You may 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 may 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.
5. You may choose to receive our monthly newsletter, which lets you know about any upcoming events, programs, or other important information about the library.

## ITEMS OUT/RENEWALS

My Library Account

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

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

5 items currently out. [Print the list](#)

1 Title	2 Author	3 Out	4 Due	5
Bed of roses — 2	Roberts, Nora	3/29/2021	4/12/2021	<a href="#">Renew</a>
large print: The bridesmaid — 2	Lewis, Beverly (1949-)	3/29/2021	4/12/2021	<a href="#">Renew</a>
large print: The fiddler — 1	Lewis, Beverly (1949-)	3/29/2021	4/12/2021	<a href="#">Renew</a>
Savor the moment — 3	Roberts, Nora	3/29/2021	4/12/2021	<a href="#">Renew</a>
Vision in white — 1	Roberts, Nora	3/29/2021	4/12/2021	<a href="#">Renew</a>

These are the items that are currently checked out to 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? <a href="#">Click here</a> )					
5 items on reserve.					
<b>1</b> Title	<b>2</b> Author	<b>3</b> Reserved	<b>4</b> Status ↓	<b>5</b> Contact	<b>6</b> Place
The people vs. Alex Cross	Patterson, James (1947-)	3/29/2021	Ready for pickup! through 4/5/2021	205-274-7641 (Cell)	#1 1
Daylight	Baldacci, David	3/29/2021	Not ready	205-274-7641 (Cell)	#2 1
A minute to midnight	Baldacci, David	3/29/2021	Not ready	205-274-7641 (Cell)	#1 1
Long road to mercy	Baldacci, David	3/29/2021	Not ready	205-274-7641 (Cell)	#1 1
The awakening	Roberts, Nora	3/29/2021	Not ready	205-274-7641 (Cell)	#7 1
<b>9</b> • Have some favorite authors? Arrange to receive new items by selected authors automatically.					
<b>10</b> • Going out of town? You can defer your reserves until you get back.					
<b>11</b> • Is the library missing something? You can request that we purchase it or borrow it from another library (Interlibrary Loan / ILL).					

These are 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 and be moved to 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 [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 may 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 may request an item we do not currently have. Any additions to our collection are subject to approval.

## BOOKMARKS

My Library Account

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

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

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

1 Location	2 Title	3 Author	4 Bookmarked	5 In	Total	6
F LarS Millennium v.1	The girl with the dragon tattoo	Larsson, Stieg (1954-2004)	3/29/2021	1	1	<a href="#">Remove All</a>
F LarS Millennium v.2	The girl who played with fire	Larsson, Stieg (1954-2004)	3/29/2021	1	1	<a href="#">Remove</a>
LP F LarS Millennium v.3	<b>large print:</b> The girl who kicked the hornet's nest	Larsson, Stieg (1954-2004)	3/29/2021	1	1	<a href="#">Remove</a>
LP F LarS Millennium v.4	<b>large print:</b> The girl in the spider's web	Lagercrantz, David,	3/29/2021	1	1	<a href="#">Remove</a>
F LarS Millennium v.5	The girl who takes an eye for an eye	Lagercrantz, David,	3/29/2021	1	1	<a href="#">Remove</a>
F LarS Millennium v.6	The girl who lived twice	Lagercrantz, David,	3/29/2021	1	1	<a href="#">Remove</a>

This is where 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 visit it at some point in the future, sort of like a “to be read” list.

1. The call number 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 may remove all your bookmarks from the list, or remove them individually.

# 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**

<b>1</b> Title	<b>2</b> Author	<b>3</b> ISBN	<b>4</b> Out	<b>5</b> Due	<b>6</b> Returned
Tom Clancy: shadow of the dragon — 0	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
<b>Audiobook:</b> 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, Erica (1957-)	9780778320531	8/10/2015	8/24/2015	8/10/2015
<b>large print:</b> Split second — 1	Baldacci, David	9780446533126	5/4/2015	5/18/2015	5/4/2015
First impressions: an Amish Tale of pride and prejudice — 1	Price, Sarah Frances	9781621366072	5/4/2015	5/18/2015	5/4/2015
First impressions: an Amish Tale of pride and prejudice — 1	Price, Sarah Frances	9781621366072	5/4/2015	5/18/2015	5/4/2015

This is where 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 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.