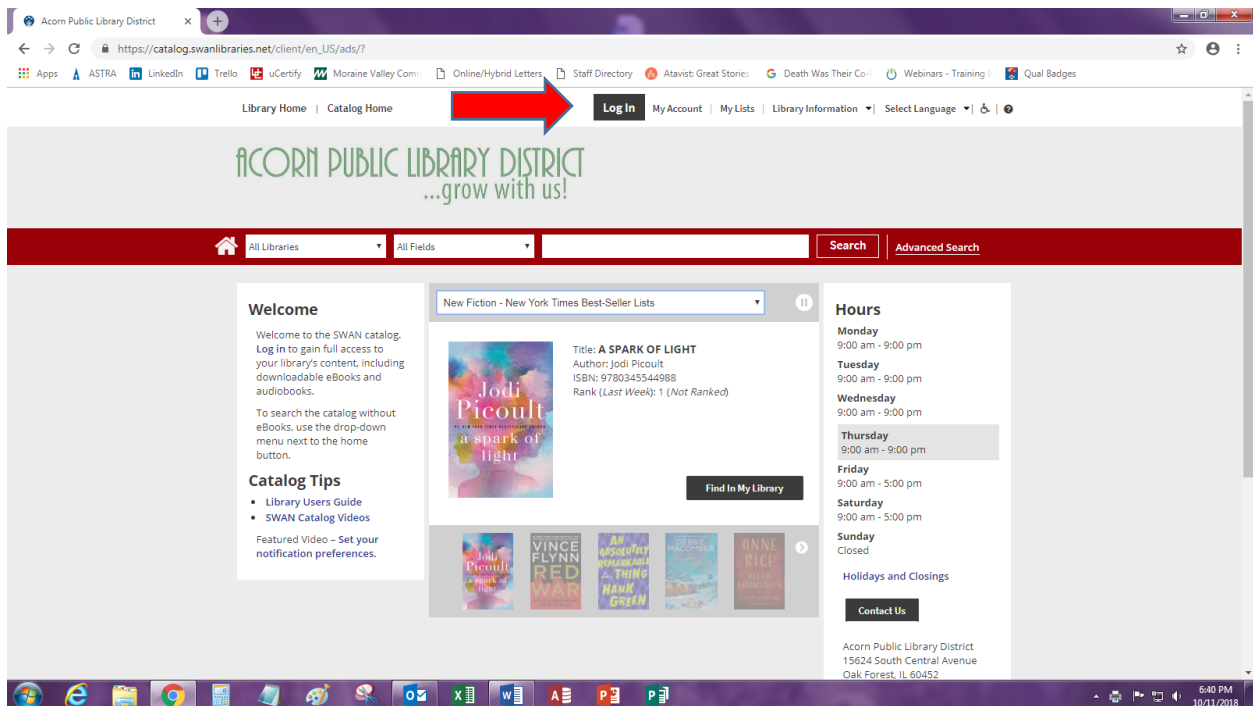


How to Access Your Patron Account Acorn Public Library Catalog Tutorial Series

In the library catalog, you can access your patron account by logging in with your library card number and pin (password). When you do that, you can complete multiple tasks. For instance, you can check the due date of an item, renew an item, and view the status of an item you requested.



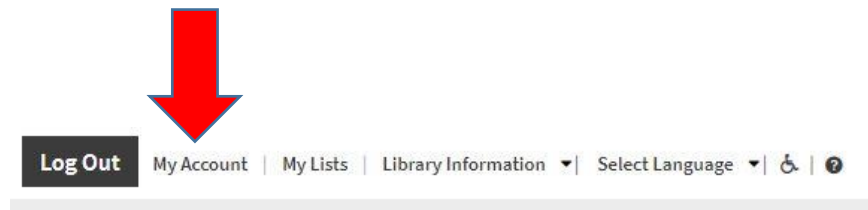
At the very top of the catalog, you will see a brown box that says “Log In.” Left click on it.



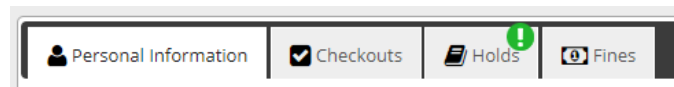
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Immediately, this box will pop up on your screen, asking you to log in. You must type in your library card number and your pin (password). You must log in to your patron account in order to request an item. When all the information is entered, left click on “Log In” at the bottom.

If your pin (password) won’t work, you can left click on “Forgot my PIN.” When you do that, it will ask you to type in your library card number. Follow the steps to reset your pin. If you’ve tried this and still cannot log in to your patron account, you may have to call up the library for extra assistance.



Once you are logged in, go to the top and left click on “My Account.” In the above picture, the red arrow is pointing at “My Account.”



Immediately on the screen, you will see a small menu bar going across the screen. The first contains your personal (patron) information, so that’s what you’ll automatically see first. The information that you will see includes: your contact information, your email address, and the date when your library card needs to be renewed.

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Changing Your Pin (Password)



If you scroll down, you will see these menus. The first one is “Change PIN.” This will allow you to change your account’s pin (password). Left click on it. In the above picture, the red arrow is pointing at “Change PIN.”

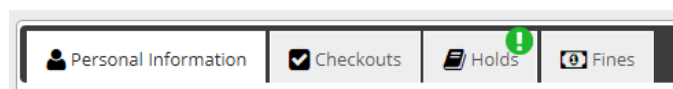
A screenshot of the 'Change PIN' form. It has a title 'Change PIN' at the top. Below the title are three input fields: '*Current PIN:', '*New PIN (numbers only):', and '*Confirm New PIN:'. To the right of the input fields is an 'Update' button.

Upon left clicking on “Change PIN,” this box will open up underneath it. You must enter your current pin first, and then your new pin twice.

Your new pin must contain numbers only—no letters or symbols!

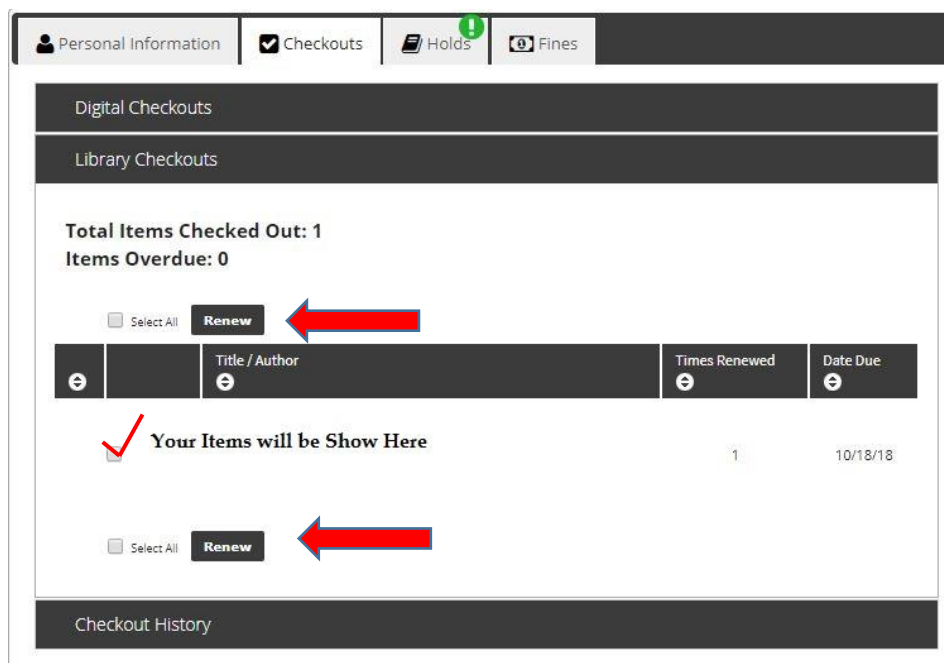
When you entered everything in, left click on “Update” at the bottom.

Viewing Your Items and Renewals



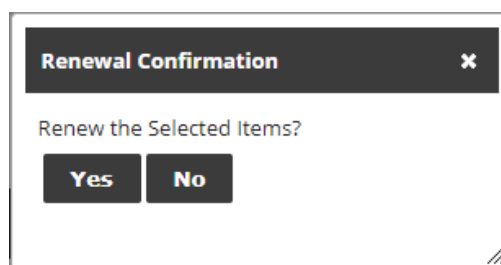
To see the items that you already have checked out, left click on the next tab, “Checkouts.”

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Your item(s) will be shown here. You will also see how many times each item has been renewed, and each item's due date will also be displayed.

To renew an item, left click on the little white box next to the item. A checkmark will appear in the box. In the above picture, a red checkmark is in the box. Then, left click on "Renew." "Renew" is displayed both above the record and below—you can left click on either of them. In the above picture, the red arrows are pointing at "Renew."



A box will pop up and ask if you want to renew the selected item(s). Left click on "Yes."

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If an item can be renewed, a confirmation message will appear under the item's record. You will also see that the item's due date has been extended.

If an item cannot be renewed, a message telling you so will appear under the item's record. The item's due date will not be extended.

Viewing Your Requested Items



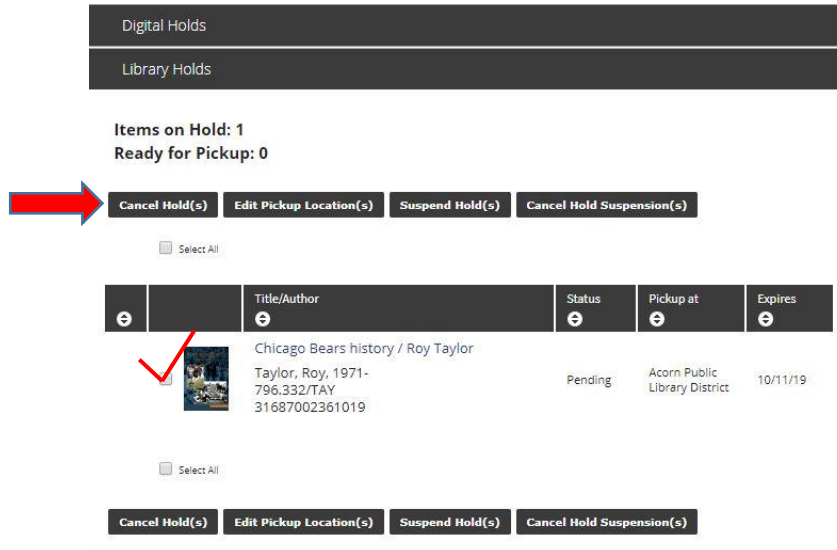
To view an item (or items) that you have requested, left click on “Holds” at the top of your account.

The screenshot shows the 'Library Holds' section. At the top, it says 'Items on Hold: 1' and 'Ready for Pickup: 0'. Below this are four buttons: 'Cancel Hold(s)', 'Edit Pickup Location(s)', 'Suspend Hold(s)', and 'Cancel Hold Suspension(s)'. There is a 'Select All' link. A table follows with columns for 'Title/Author', 'Status', 'Pickup at', and 'Expires'. One row is visible for 'Chicago Bears history / Roy Taylor' with a status of 'Pending', pickup location of 'Acorn Public Library District', and an expiration date of '10/11/19'. There are 'Select All' links above and below the table, and the same four buttons at the bottom.

You will see the item's record (basic information), as well as its status and pick up location. As you can see from this one, the item is not ready for pick up yet because its status is still “Pending.” When it has arrived, it will tell you so (and you should be notified by the library

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about its arrival). In addition, you can also see that the item's pick up location is Acorn Public Library.




Digital Holds

Library Holds

Items on Hold: 1
Ready for Pickup: 0

Cancel Hold(s) **Edit Pickup Location(s)** **Suspend Hold(s)** **Cancel Hold Suspension(s)**

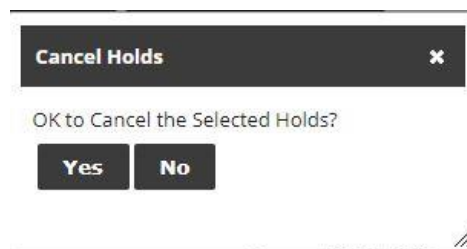
Select All

	Title/Author	Status	Pickup at	Expires
<input checked="" type="checkbox"/>	 Chicago Bears history / Roy Taylor Taylor, Roy, 1971- 796.332/TAY 31687002361019	Pending	Acorn Public Library District	10/11/19

Select All

Cancel Hold(s) **Edit Pickup Location(s)** **Suspend Hold(s)** **Cancel Hold Suspension(s)**

If it turns out that you no longer want or need the requested item, left click on the white box that is to the left of the item. When you do so, a checkmark will appear in it. Then, left click on “Cancel Hold(s).” In the above picture, the red arrow is pointing at “Cancel Hold(s).”



Immediately after, a box will pop up, asking you if it's OK to cancel your request. Left click on “Yes.”

The item will then be immediately removed.

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Acorn Public Library
Catalog Tutorial Series**

A Reminder to Log Out

Log Out

My Account

| My Lists

| Library Information ▼

| Select Language ▼



When you are all through with your patron account, be sure to log out of it. Go up to the top of your screen and left click on “Log Out.”