

HOW TO SET UP YOUR OWN "MY LIBRARY" ACCOUNT

1-10-12

Open the library's home page at: www.northvalleylibrary.org

Click on "My Library Account" (right column)

Enter your barcode number (no spaces) **OR** ALT I.D. (CAPITOL letters)

Enter your pin number & then click **"LOGIN"**

From this new screen, click on **"My Library Account"** (top grey bar) to: review your account, renew materials, change your PIN number, or notify us of a change of address/phone number.

Review My Account

This brings up a summary of your record. Click on either option to bring up a detailed list of materials checked out to you (with due dates) or items on hold for you.

Renew My Materials

To renew an item select the box next to the title, then click on the light blue bar at the bottom that says "RENEW SELECTED ITEMS." It will then bring up a screen with the new due date (or if for some reason it did not renew, it will give you a reason.)

User PIN Change

To change your PIN number, enter your new PIN number in the appropriate box. Then re-enter it and click on "CHANGE PIN."

Change My Address

To change your address, fill in each box with the new information and click on "SEND."

Search for an Item and Place Your Own Hold

1. Go to Home Page, enter title name, author, etc. in "Search for" box. Click category of search below box.
2. A list of items will appear.
3. Once item is found, click on either the picture of the item or the title (blue letters) for more details.
4. Once full details appear, if you want the item, click "Place Hold"
5. If you have not already logged into your account: Fill in the "USER ID" and "PIN" boxes. If you are unsure what these numbers are, ask a librarian. (Note: If you are already logged into your "My Library" account, this step will not be necessary.)
6. On the next screen, click on "Place Hold" again, UNLESS you want to suspend your hold temporarily due to vacation, etc. If so, click on the calendar icon and select dates.
7. Next screen, review the information; if correct, click "OK."
8. Once the item arrives at the Library, you will be notified by phone or email. ***E-mail notices are sent from the following:**
sirsi@mt.gov