



My Library Account:

online library activity

Viewing Your Library Account:

- Your library account can be accessed through the Salina Library Web site (www.salinalibrary.org/).
- Click on My Account to log in using your library card barcode and PIN.
- Do not forget to log out when you are finished.

Personal Information:

- The library account automatically loads the My Record tab.
- Personal information is visible in the center of the screen near the top.
- My Library is also visible on this screen. This is the library at which you are registered. For practical purposes, it is the library at which holds will default to being picked up.
- On the left side of the screen is the Log Out button.

My Account:

- On the left side of the screen is a box labeled “My Account.”
- This box contains a summary of everything related to your account transactions.
- At the top of the screen the number of holds awaiting pickup is listed.
- The current tab is highlighted.

Items Out:

- The Items Out tab contains information about all of the items currently checked out on your library card.
- Information about each item includes the format, call number, title, owning library, due date, and number of renewals left.
- Items are automatically sorted by due date.
- Clicking on the title of a column will resort the items by that column.

Renewing Items:

- Items may be renewed from the Items Out tab.
- On the right side of the screen, the number of renewals left is listed.
- To renew items either:
 - check each item to be renewed and then click on Renew Selected Items at the bottom of the screen
 - or click on Renew All Items at the bottom of the screen
- If an item is not renewable, click on the i to the left of the item for details.
 - “Renewals denied because: The item has exceeded the permitted number of renewals” means that the item has already been renewed the maximum number of times. Most items are renewable 2 times.
 - “Renewals denied because: The item has been requested by another patron” means that someone has placed the item on hold. Items are not renewable when other patrons are waiting for them.
- When an item is renewed the new due date is calculated from the date on which it is renewed.
- Renewals cannot be undone.

Hold:

- At the top of the screen the number of holds awaiting pickup is listed.
- The Holds tab contains information about all of the items you are currently waiting for on hold.
- Information about each item includes the format, title, pickup library, status, and hold position.
- Items are automatically sorted by status.
- Clicking on the title of a column will resort the items by that column.
- Hold status:
 - A variety of statuses are possible for an item which is currently on hold.
 - Held means the item is currently on the hold shelf at the pickup library waiting for you.
 - Under the status is the number of days the item will still be held for you.
 - Clicking on the **i** to the left of the item displays details including the date until which the item will be held.
 - Shipped means the item has left the library at which it was checked in or taken off the shelf and is currently on its way to the pickup library.
 - Under the status is the number of days ago the item shipped.
 - Clicking on the **i** to the left of the item displays details including the date on which the item was shipped.
 - Active means you are currently on the holds list for the item.
 - Under the status is the date on which the hold became active.
 - This date indicates the date the hold was placed or the date it was reactivated.
 - Inactive means you are not currently on the holds list for the item until a specified date in the future.
 - Under the status is the date on which the hold will become active.
 - This date is specified by you and can be changed.
- Hold position:
 - The hold position indicates your current place on the holds list as well as the size of the list.
 - This number can be deceiving, because patrons picking the item up at Salina Library will be given preference for Salina items.
- Suspend/Reactivate Holds
 - Holds which are inactive can be reactivated using the Suspend/Reactivate button at the bottom of the screen.
 - Holds which are active can be made inactive or suspended using the Suspend/Reactivate button at the bottom of the screen. This is useful when going on vacation or for scheduling holds for the future.
- Holds can be canceled using the Cancel Selected and Cancel All buttons at the bottom of the screen.

Placing Holds:

- To place a hold on an item, first locate the item in the PAC using a keyword search.
- Holds can be placed using the Place Hold button.
 - Log in using your library card barcode and PIN.
 - Choose a pickup library from the drop-down menu.
 - Choose an activation date if you do not want the item immediately.
 - Submit the request.
 - If other patrons also have holds on the item, a warning will display.
 - If this happens, click on Continue to place the hold.
 - Log out when finished.

Fines & Fees:

- The Fines & Fees tab contains information about any fines or fees present on your library record. Fines and fees include overdue fees, charges for lost items, and charges for damaged items.
- Stop in or call the library at (315) 454-4524 with any questions regarding fines or fees on your library record.
- Fines and Fees can be paid by cash or check in person at the library.

Reading History:

- The Reading History tab contains information about every item that has been checked out on your library card starting the day after you opted in.
- To opt in:
 - Go to the My Record tab.
 - Click on the arrows to the left of Contact Information and Preferences.
 - Near the bottom of the page, check the box next to “Maintain reading list” and click on the Submit Change button at the bottom of the screen.
- Information about each item includes the format, title, author, check out date, and loaning library.
- Items are automatically sorted by check out date.
- Clicking on the title of a column will resort the items by that column.
- Click on the title of an item to view the full record.
- An item may be deleted from the list by selecting it by clicking on the check box to the left of the item and clicking on the Delete selected button at the bottom of the page.

Tips:

- Be mindful of due dates.
- Renew items on or before due date.
- Monitor holds online.
- Log out when finished.
- Don't be afraid to ask for help!