

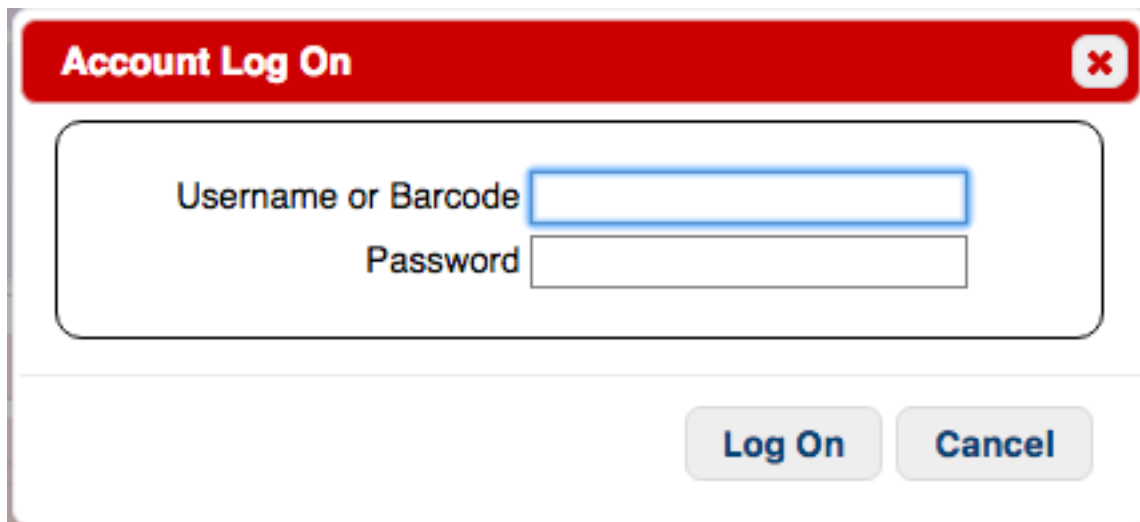
OPAC Account (My Items)

Click the Log On Button in the Account Box located in the upper right corner to log in to the OPAC.



The Account box has a dark red header with the word "Account" in white. Below the header, the text "Not Logged On" is displayed. To the right of this text is a yellow "Log On" button. Below "Not Logged On" is the text "Temporary Bookbag (0)". To the right of this text is a yellow "View" button. At the bottom center of the box is a yellow "My Items" button.

You will need your username and password. If you do not know this information, ask a library staff member for assistance.



The Account Log On dialog box has a red header with the text "Account Log On" and a red close button (X) in the top right corner. Below the header, there are two input fields. The first field is labeled "Username or Barcode" and has a blue border. The second field is labeled "Password" and has a white border. At the bottom of the dialog box, there are two buttons: "Log On" and "Cancel".

Once you are logged in, **your Name** will appear at the top of the **My Items** window. There are tabs across the top, and the reserve tab is active.

Reserves Tab: This tab will display any reserved items you are waiting on and any reserved items ready for you to pick-up.

The screenshot shows the 'My Items' window with a red header bar. Below the header, the patron's name 'PATRON: GRAY, CINDY(00000001)' is displayed. A row of tabs includes 'Reserves', 'Items Out', 'Fines', 'Interests', and 'History'. The 'Reserves' tab is selected. The main content area contains two lines of text: 'YOU HAVE NO ITEMS WAITING FOR PICK UP' and 'YOU HAVE NO ITEMS RESERVED'.

Items Out Tab: This tab will display all items on loan to you. If your library allows it, you can perform renewals using the checkbox beside the item and the Renew button.

The item card for 'Private Berlin' includes a green book icon, a checked checkbox, and the following details: Author: Patterson, James; Barcode: 00011911; Due On: 04/01/2018; Estimated Fines Owed: \$0.00; Call Number: F PAT; OVERDUE; Times Renewed: 1.

A yellow 'Renew' button is positioned next to the text 'Selected Items'.

The screenshot shows the 'My Items' window with the 'Items Out' tab selected. It displays 'ITEMS CHECKED OUT' and a list of items. The first item is 'Private Berlin', which has a checkbox next to it. A blue arrow points from the text 'Check this box and use the renew button.' to the checkbox. To the right of the item list, there are buttons for 'Select', 'All', and 'Renew', followed by the text 'Selected Items'. The 'Renew' button is highlighted with a blue box.

Fines Tab: This tab will display any fines for overdue items and any lost book charges that are unpaid.

Reserves

Items Out

Fines

Account

Interests

History

CURRENT FINES/FEES

?

Amount	Reason	Item	Comment
\$1.70	Overdue	Amanda Pig and the really hot day	Overdue book. Checked in on 02/26/2018 03:17:47PM. Was due on 02/01/2018.
\$0.90	Overdue	Amanda Pig and the really hot day	Overdue book. Checked in on 03/23/2018 09:47:16AM. Was due on 03/12/2018.
			Total Amount Due: \$2.60

Interests Tab: This tab will allow you to use the Community, Bookbag, and the Watch List features.

The MY **COMMUNITY** option will only appear if your Library has enabled it.

Reserves	Items Out	Fines	Account	Interests	History
MY COMMUNITY - CLICK TO VIEW					
MY BOOKBAGS - CLICK TO VIEW					
MY WATCH LISTS - CLICK TO VIEW					

The **BOOKBAG** feature allows you to save lists of books for future use. Use the Create Button to make a new Bookbag. The **RED** links are used to activate, rename, or delete a booklist. A Bookbag must be "Active" to make changes to it.

MY BOOKBAGS - CLICK TO HIDE

Active Bookbag (current bookbag that can be modified)

You are not working on a saved bookbag currently. Any bookbag activity from search results will be saved into a temporary bookbag which can be saved at a later date.



Create **New Bookbag**

Saved Bookbags

Name	Number Of Items	Status	Action
Fall Semester Reading List	5	Public	Activate View Make Private Rename Delete
Halloween Materials	62	Public	Activate View Make Private Rename Delete
Independence Day	2	Private	Activate View Publish Rename Delete
Moon	9	Private	Activate View Publish Rename Delete
Nora Roberts	3	Private	Activate View Publish Rename Delete
Planets	24	Public	Activate View Make Private Rename Delete
Poetry	3	Public	Activate View Make Private Rename Delete

The **WATCH LIST** feature requires you to have an email account in your patron record. The feature will not work without one. If the yellow **Add** button is present, you have an email address in your account. **Click the Add Button to create a watch list for authors, subjects, and series.** When items are added to the catalog matching your list, you will be notified via email.

My Items

PATRON: GRAY, CINDY(00000001)

You Have 1 Items Checked Out
You Have 1 Items That Are Overdue

Reserves

Items Out

Fines

Interests

History

MY BOOKBAGS - CLICK TO VIEW

MY WATCH LISTS - CLICK TO HIDE

YOUR WATCH LIST TERMS

You have no watch lists defined.

Add New Watch List Term

History Tab: Click the Retrieve Button to see your check out history over the last year.

CHECK OUT HISTORY

Retrieve

Check Out History Over The Last Year

CHECK OUT HISTORY

Title	Author	Date Checked Out	Series Title
Amanda Pig and the really hot day	Van Leeuwen, Jean	02/26/2018	Puffin easy-to-read.
Draw 50 sharks, whales, and other sea creatures	Ames, Lee J	02/12/2018	
Arctic thaw : the people of the whale in a changing climate	Lourie, Peter	02/12/2018	
Animals Robert Scott saw : an adventure in Antarctica	Markle, Sandra	02/12/2018	
American Indian contributions to the world.	Keoke, Emory Dean	02/12/2018	
The journey : stories of migration	Rylant, Cynthia	02/12/2018	
Is a blue whale the biggest thing there is?	Wells, Robert E	02/12/2018	
Animal life cycles : growing and changing	Kalman, Bobbie	02/12/2018	Nature's changes
Above and below	Johnson, Tami	01/03/2018	A+ books. Where words
A isn't for fox : an isn't alphabet	Ulmer, Wendy K.	01/03/2018	
Abigail Adams	Mayer, Cassie	01/03/2018	Acorn First biographies