

Overview:

The catalog maintains an account for each member.

The many features and functions are available including:

- viewing items that are checked out and their status
- renew items
- reserve items
- reserve specific authors
- balance due
- delay your reserves so you won't miss your turn
- designate how you wish to be contacted
- see your history of checked out items (optional)

Notification Options:

The library will notify you of various situations using the contact method selected in this section. The choices are derived from your "Account Info" in the first tab. The feature "3 day Notice Before Items Are Due" is only available through text messages and email. Otherwise, you may choose the options phone call, text message, or e-mail. To change an option, click the drop-down box.



The screenshot shows a web interface for a library account. At the top, there are tabs for 'Account Info', 'Notifications', 'Items Out / Renewals', 'Reserves / Requests', and 'Bookmarks'. The 'Notifications' tab is selected. Below the tabs, there is a welcome message: 'Welcome, Joseph Walker!'. Underneath, there are several notification settings, each with a dropdown menu for selecting a contact method:

- Items overdue: Text 555-9178 (Cell)
- 3-day notice before items are due: Joseph_Walker@example.com
- Reserve availability: Text 555-9178 (Cell)
- Checkout receipt: Joseph_Walker@example.com
- Library newsletter: Joseph_Walker@example.com

Gabbie allows you to text directly with the library. You can renew your materials with a simple text, check to see what you have out or speak directly with a librarian. If you wish to talk with us, text 231-216-8942 during library hours.

**BIG RAPIDS
COMMUNITY
LIBRARY**

www.bigrapidslibrary.org

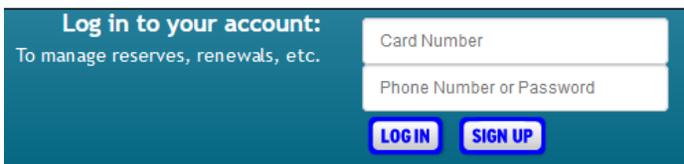
Managing your Library Account



Login:

To login to your account, enter your full card number and ten-digit phone number in the fields in the upper right corner of the catalog:

www.bigrapids.biblionix.com/catalog



The screenshot shows a login form with a dark teal header. The header text reads "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 "SIGN UP".

Then click the my account button.

Account Info:

Here you will find your name, address, phone numbers, email address, etc. Changes can be made here for personal information seen in blue. Just click on what you want to change and a box will appear.

Make your changes and click save. If you have moved recently, please drop by the library to make the address change.

MeLCat:

Items reserved through MeL will not show up in this account. You must log-in to your MeLCat account to access the materials you have checked out through MeL at www.mel.org



Items Out, Renewals:

This next section shows all items currently checked out to your account. You'll see the title, due date, author, etc. If the renew button is shown to the due date's right, you can click it to renew the item. The item might show "Not Renewable." This may be for several reasons:

- It is on reserve by someone else
- That type of item (e.g., DVD) is not renewable
- You have fines over the limit
- Your card has expired.

Reserves/Requests:

This section lists any reserves you have placed, and it typically notes your place on the reserve waiting list. It also shows how you elected to be notified. The "Copies" column indicates how many copies the library has of that title. Note that you can cancel the reservation on items that are not ready. Is The Library Missing Something? Place a request for an item, and this will inform the library staff of your request.

Going Out Of Town?

You can avoid losing your place in any reserve line by indicating when you will not be available. To indicate when you're unavailable, click "defer," and you'll see a calendar pop-up. Click any date to mark it as unavailable. It will turn blue. Click again to mark it as available. It will return to white. You can move to different months as necessary with the arrows in the top left and right. You can also click/hold across days or weeks to mark a date range.