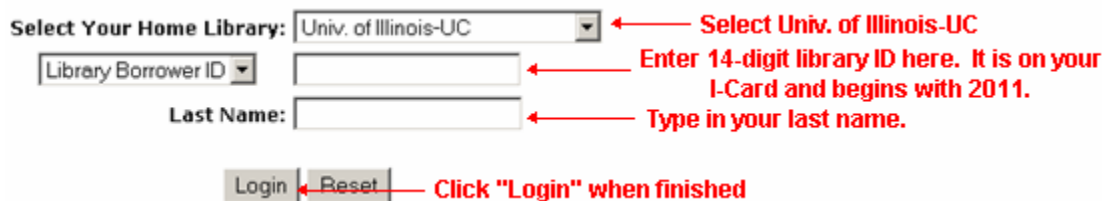


## *General Description*

My Library Account enables you to do several things: renew materials you have checked out, view the status of your requests, check whether you have any fines/fees, and save your search commands by selecting remembered titles or remembered searches.

## *Accessing My Library Account*

- 1) Access the Library Gateway: <http://www.library.uiuc.edu>
- 2) Select *My Library Account*.
- 3) Complete the login form as follows:



Select Your Home Library: Univ. of Illinois-UC  
Library Borrower ID:   
Last Name:   
Login

← Select Univ. of Illinois-UC  
← Enter 14-digit library ID here. It is on your I-Card and begins with 2011.  
← Type in your last name.  
← Click "Login" when finished

- 4) Review borrower information.
- 5) When finished, click logout to prevent unauthorized access to your account.

## *Borrower Information*

When reviewing your borrower information in My Library Account, you have a variety of options.

### **Determine Due Dates**

Materials that you have checked out are arranged in order by when they are due. You will be able to renew overdue items from the UIUC library and from many other libraries. However, if an item reaches the renewal limit (which varies from institution to institution), if the item has the status of lost, or if the item has been recalled, you will not be able to renew it and should return it to the library.

### **Renew Items**

You may renew items from UIUC and other libraries through My Library Account. To renew an item:

- 1) Check the box to the left of the item title(s).
- 2) Click Renew Selected Items.
- 3) Review item status messages for notices that items could not be renewed and/or to see the new due dates.

### **Status of Requested Items**

After placing a request in the Online Library Catalog, the status of the request can be seen in My Library Account. If an item is ready for you to pick up, the pick-up location will be listed. If you want to cancel a request before it is processed, you can do so by checking the box to the left of the title and then clicking Cancel Selected Requests. If your request cannot be filled, you will receive notification via email.

### **Fines and Fees**

If you have any fines, the amount will be recorded here until a bill is issued. All UIUC fees are collected by the University. You will be billed with your University e-bill. Fees and fines from other libraries will be collected by those libraries. If you have questions regarding a bill, contact the Library Billing Office (217-333-8288).

### **Search Preferences**

Search Preferences allows you to choose a default search screen for searching the Online Library Catalog: Quick Search, Guided Keyword Search, or Course Reserve. To use your Search Preferences, you must login to the Online Library Catalog before beginning to search.

### **My Bookbag**

My Bookbag saves titles for future review. The system will track the records that you have selected and allow you to e-mail, print, or download them. Titles can be removed from the list individually by clicking on item remove boxes or as a group by clicking on Remove All Titles.

### **My Searches**

My Searches saves a search strategy that can be re-executed. This search can be re-executed weekly, bi-weekly, or monthly to determine if any new library acquisitions have been made in your field of interest.

### ***Catalog Assistance***

Questions? Please visit "Ask A Librarian" at <http://www.library.uiuc.edu/askus/> to find out how to contact us in person, via phone (217-333-2290), e-mail ([reflib@uiuc.edu](mailto:reflib@uiuc.edu)), or chat. If you need assistance with My Library Account, please contact the Library Telephone Center at 217-333-8400.