



## Getting to Know the New Catalog

### My Account Features

HOWE LIBRARY *Expand your world.*

Now Searching Town of Hanover Libraries

Keyword  All Formats

Advanced Search Choose a library to search [My Account](#)

Language: English (US)

**From the catalog homepage:  
Click on My Account**

HOWE LIBRARY

Home  
Advanced Search  
My Account  
Log in

Howe Library

Keyword  All Formats  Choose a different library...

Login

Enter your username or library barcode

Password

**Barcode from your library card  
Password: the last 4 digits  
of your phone #**

My Account

Log out

You are logged in as 21254000

**Account Summary** | Items Checked Out | Items on Hold | Fines | Account Preferences | My Bookbags

Name: Sadie Smith  
 Day Phone: 603-643-4120  
 Evening Phone:  
 Other Phone:  
 Username: 212540005  
 Password: (not shown)  
 Email Address: @yahoo.com  
 Primary Identification: null  
 Active Barcode: 212540005  
 Home Library: Howe Library  
 Account Creation Date: 2010-08-30

Addresses

Address Type	MAILING
Street	13 South St.
Street	
City	Hanover
County	Grafton
State	NH
Country	USA
Zip	03755

I'm still logged in

I'm looking at my Account Summary which contains all of the important information about me.

I can change 3 things in my record:

- My username (instead of my barcode)
- My password (instead of the last 4 digits of my phone #)
- My email address

**Note:** If you chose to change your password, you will not be able to automatically reset it should you forget your new password. You will have to call the library to have your password re-set. Library staff cannot see your password, we will reset it to the default password, i.e., the last 4 digits of your phone #.

HOWE LIBRARY

Home

Advanced Search

My Account

Log out

You are logged in as 21254000

Howe Library

Account Summary | **Items Checked Out** | Items on Hold | Fines | Account Preferences | My Bookbags

Total items out: 1 / Total items overdue: 0

Renew Selected Items

Title	Author	Due Date	Renewals Remaining	Select (All/None)
Sheep	Hobbs, Valerie.	2010-09-20	1	<input checked="" type="checkbox"/>

Items checked out shows me when my items are due & if I can renew.

I can renew my items 1 time.

HOWE LIBRARY

Go! Keyword All Formats This Library

Home  
Advanced Search  
My Account  
Log out  
You are logged in as 21264000

Howe Library

Account Summary Items Checked Out **Items on Hold** Fines Account Preferences My Bookbags

- Actions for selected holds -

Title	Author	Formats	Pickup Location	Status	Active	Activate on...	Expiration date	Select (All/None)	Edit
Charlie and Tess JPH 31254001688627	Hall, Martin	text	Howe Library	Waiting for copy	Yes		8/30/11	<input type="checkbox"/>	<b>Edit</b>

I'm still logged in

I can see that I am waiting for 1 item.  
I can edit my hold...

Home  
Advanced Search  
My Account  
Log out  
You are logged in as 21264000

Town of Hanover Libraries

Create / Edit a Hold

Recipient: Smith, Sadie

Title: Charlie and Tess

Author: Hall, Martin

Format: text

Physical Description: print 1 v. (unpaged) : col. ill. ; 21 x 26 cm.

Call Number: JPH

Copy Barcode: 31254001688627

Hold Type: Copy Hold

Contact telephone number:

Enable phone notifications for this hold?

Contact email address:

Enable email notifications for this hold?

Pickup location: Howe Library  
Town of Hanover Libraries  
**Etna Library**  
Howe Library

Expiration date:

Suspend this hold (Help)

Update Hold Cancel

I can change the pickup location from Howe to Etna

author: george, elizabeth    Go!    Keyword    All Formats    Choose a library to search

Home  
Advanced Search  
My Account  
Log out  
You are logged in as 21264000

Town of Hanover Libraries

Account Summary    Items Checked Out    **Items on Hold**    Fines    Account Preferences    My Bookbags

Title	Author	Formats	Pickup Location	Status	Active	Activate on...	Expiration
Charlie and Tess J P H 31254001688627	Hall, Martin		Howe Library	Waiting for copy	Yes		8/30/11
This body of death	George, Elizabeth		Howe Library	Waiting for copy	Yes		8/30/11

**From the Items on Hold screen I can also cancel a hold, suspend holds while I'm away & reactivate them when I return.**

**NOTE: If you chose to suspend a hold while you travel, you will have to set a date to reactivate it or remember to do it when you return.**

Howe Library

Account Summary    Items Checked Out    Items on Hold    Fines    **Account Preferences**    My Bookbags

**Preferences**

Search hits per page: 10

Default Font Size: Regular Font

Default Search Location:  Always search my home library by default. Town of Hanover Libraries

Default Search Range: Everywhere

Save Preference Changes

**Account Preferences allows me to set a default font whenever I'm logged in. I can change my default search range: I've set mine to Everywhere which means both Howe & Etna Libraries.**

author: george, elizabeth  Keyword All Formats Choose a library to search

Home  
Advanced Search  
My Account  
Log out  
You are logged in as 2126400

Town of Hanover Libraries

Account Summary Items Checked Out Items on Hold Fines Account Preferences **My Bookbags**

**My Bookbags**

Name	# Items	Shared	Share / Hide	Delete this bookbag?
Must reads	4 Items	No	Share this Bookbag	Delete
Mysteries with dogs	3 Items	No	Share this Bookbag	Delete

Create a new Bookbag

Enter the name of the new Bookbag:

Share this Bookbag (Help) Yes  No

I'm still logged in

**My Bookbags is very useful for many reasons. I can keep:**

- a wishlist
- A list what I've checked out
- topical bibliography
- titles I want to share with friends or other library users

subject: sheep dogs  Keyword All Formats This Library

Home  
Advanced Search  
My Account  
Log out  
You are logged in as 2126400

Howe Library

Result 2 of 5 Start << >> End

Record Summary  **More Actions...**

Title	Only one wool /
Author	Herriot, James.
ISBN	0312585837
Edition	
Publication Date	c1985
Publisher	St. Martin's Press
Physical Description	print [32] p. : col. ill. ; 28 cm.
Format	text
Alt Author	Barrett, Peter, 1935-
Abstract	Gyp, a cheerful but always silent sheep dog, startles everyone v
Subjects	Sheep dogs -- England -- Yorkshire -- Biography. Sheep dogs. Dogs.

More Actions...  
Add to bookbag  
Must reads  
Create a new bookbag

**I can put a title in my bookbag while searching the catalog. After selecting a title from my search results, I click on More Actions and select the bookbag I want. Or create a new one on the spot!**

subject: dogs mystery fiction    Go!    Keyword    All Formats    This Library

Howe Library

Account Summary	Items Checked Out	Items on Hold	Fines	Account Preferences	<b>My Bookbags</b>
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My Bookbags

Name	# Items	Shared	Share / Hide	Delete this bookbag?
Must reads	4 Items	No	<a href="#">Share this Bookbag</a>	<a href="#">Delete</a>
<u>Mysteries with dogs</u>	3 Items	No	<a href="#">Share this Bookbag</a>	<a href="#">Delete</a>

Create a new Bookbag

Enter the name of the new Bookbag:

Share this Bookbag (Help) Yes  No

Mysteries with dogs

Title	Authors	Remove this item?
<a href="#">Animal appetite : a dog lover's mystery</a>	Conant, Susan J.	<a href="#">remove</a>
<a href="#">A bloodhound to die for</a>	Lanier, Virginia	<a href="#">remove</a>
<a href="#">Black ribbon : a dog lover's mystery</a>	Conant, Susan J.	<a href="#">remove</a>

I'm still logged in

When I click on the Name of my bookbag, I can see all the titles I've selected. I can remove any I decide I don't want.