

Lovejoy Library

LIBRARY AND INFORMATION SERVICES - SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
Edwardsville, IL 62026-1063 URL: <http://www.siu.edu/lovejoylibrary> Phone: 618-650-2603 Fax: 618-650-2717

Accessing My Account in the Online Catalog

What is My Account?

The **My Account** component of the online catalog contains information about your library record and activity. My Account allows you to:

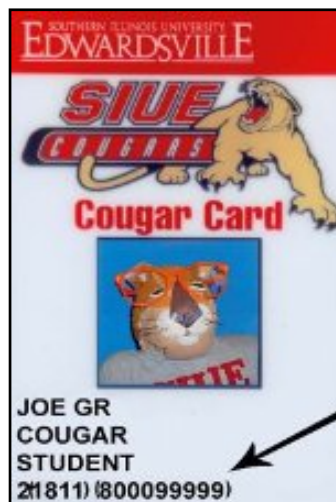
- View personal information: name, address, phone number
- View list of books or other sources checked out
- View list of outstanding interlibrary loan, hold, and recall requests
- View fines/fees assessed
- Renew items from SIUE and other libraries in the statewide CARLI consortium. Be aware when you borrow from other libraries, you are subject to their library policies.
- Edit catalog preferences including search and display options

How Do I Login?

- Select the **Renew Books/My Account** tab from the toolbar to access the login page.



- Enter your **14 digit ID number** without dashes (If you have a library courtesy card enter the barcode number). This number can be found on your Cougar Card ID and begins with 21811 + your personal ID number.



- Enter your **Last Name**.
- If using I-Share, select your home library (where you are registered if you are not an SIUE patron). Click **Login**.
- Select **Logout** once you have completed viewing transaction records.

Library Borrower ID:

Last Name:

What are the sections of My Account?

Personal Information

Personal data is included here. If your name, address, or telephone number is incorrect, you should notify the staff at the Library's Circulation Desk at 618-650-2712.

Items Checked Out

Lists all items you have checked out with due dates, item information and statuses. In many cases you can renew a checked out item from this page by selecting the item(s) and clicking **Renew**. You may also **Cancel Requests**. You can also renew items or cancel requests by calling the Circulation Desk at (618) 650-2712.

Request Information

If your library privileges allow you to request items from other libraries, information about the status of your requests will appear here. If you have difficulty requesting items, contact the staff at the Library's Information Desk (618-650-2615) or Circulation Desk (618-650-2712).

Fines and Fees

Contains outstanding charges you have acquired, with the total amount due. Also included is the **Fine Date** that the charge was assessed or paid, an Item title, the type of charge or payment (**Fee/Posting Type**), how much charged (**Fee**), payments made (**Posting**), and balance (**Balance**).

What should I do if I am having problems with My Account?

1. Be sure your ID number has been accurately recorded. Don't forget the 21811 portion.
2. Do not include dashes in the ID number.
3. Be sure you are registered this semester and have had your ID activated.
4. Contact the staff at the Information (618) 650-2615 or Circulation Desk (618) 650-2712 if the problem persists.

For additional assistance contact Lydia Jackson, Instruction Librarian (ljacks@siue.edu or 618-650-2604) or Beth Russell, Instruction Specialist (erussel@siue.edu or 618-650-5529)