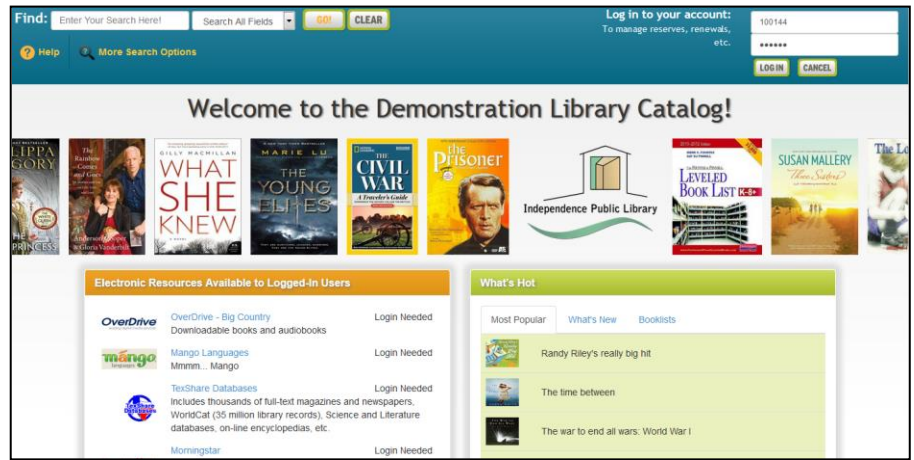


Your TCL Catalog has conveniences and powerful ways for you to access information. The on-line catalog is available for your use from any Internet capable device in the *library*, at *home*, or *anywhere*. There are two primary capabilities: Searching for a book, a DVD, or etc, and managing your library account. This document covers instructions and tips on how to get the most out of your library account. If you need help, please don't hesitate to ask a staff member for assistance.



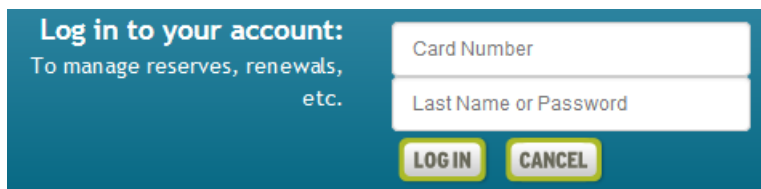
**Overview:**

The catalog maintains an account for each member. The many features and functions are available including:

- view items checked out and their status
- renew items
- reserve items
- reserve authors
- balance due (and payable on-line)
- 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)

Let's take a quick tour of your "My Account".

**Logging In:**



To log-in to your account, enter your "Card Number" and phone number or password in to the fields in the upper right corner of the catalog welcome/search page. Enter your phone number (with or without the dash). If it has the same area code as the library, you

may not need to enter it. Select the 'Log In' button.

Click "My Account" button -



## My Account

Let's look at each section of My Account.

### Account Info

Here you will find your name, address, phone numbers, email address, etc. You can set or change your secure Apollo password here. 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.

The screenshot shows the 'Account Info' tab selected. The user is identified as Joseph Walker. The interface includes fields for Barcode, Secure password, Primary Address, Mailing Address, Phone (Home, Cell, Add phone), and Email (Add email).

| Account Info  | Notifications                             | Items Out / Renewals | Reserves / Requests | Bookmarks |
|---|---|----------------------|---------------------|-----------|
| Welcome, Joseph Walker! <a href="#">(not you? Click here)</a> |   |                      |                     |           |
| Barcode:  | Display your scannable barcode            |                      |                     |           |
| Secure password:  | <a href="#">Set a secure password</a>     |                      |                     |           |
| Primary Address:  | 495 Main St.<br>Burlington, TX 12345-4422 |                      |                     |           |
| Mailing Address :   | PO Box 5555<br>Burlington, TX 12345       |                      |                     |           |
| Phone:  | 555-9159 (Home)                           |                      |                     |           |
| Phone:  | 555-9178 (Cell)                           |                      |                     |           |
| Phone:  | <a href="#">Add phone</a>                 |                      |                     |           |
| Email:  | Joseph_Walker@example.com                 |                      |                     |           |
| Email:  | <a href="#">Add email</a>                 |                      |                     |           |

### Notification Options:

The library will notify you using the contact method selected in this section. To change an option, click the drop down box. 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 message and email, otherwise you may choose the options phone call, text message, or e-mail.

The screenshot shows the 'Notifications' tab selected. It displays dropdown menus for Items overdue, 3-day notice before items are due, Reserve availability, Checkout receipt, and Library Newsletter.

| Account Info  | Notifications  | Items Out / Renewals | Reserves / Requests | Bookmarks |
|---|--|----------------------|---------------------|-----------|
| Welcome, Joseph Walker! <a href="#">(not you? Click here)</a> |  |                      |                     |           |
| Items overdue:  | Text: 555-9178 (Cell)  |                      |                     |           |
| 3-day notice before items are due:                            | Joseph_Walker@example.com  |                      |                     |           |
| Reserve availability:   | Text: 555-9178 (Cell)<br><b>Note:</b> Updating this will also update any outstanding reserves. |                      |                     |           |
| Checkout receipt:   | Joseph_Walker@example.com  |                      |                     |           |
| Library Newsletter:   | Joseph_Walker@example.com  |                      |                     |           |

### Items Out, Renewals

This next section shows all items currently checked out to your account. You'll see the title, due date, and etc. If a renew button is shown to the right of the due date, you can just click on it to renew the item. The item might show "Not Renewable". This might be for a number of reasons: If it is on reserve by someone else, or that type of item (e.g. DVD) is not renewable, or you have fines over the limit, or your card has expired.

The screenshot shows the 'Items Out / Renewals' tab selected. It displays a summary of 4 items currently out and a table of these items with their titles, authors, due dates, and renewal status.

| Account Info   | Notifications   | Items Out / Renewals | Reserves / Requests | Bookmarks             | History |
|--|-----------------|----------------------|---------------------|-----------------------|---------|
| Welcome, Robert Walker! <a href="#">(not you? Click here)</a>  |                 |                      |                     |                       |         |
| 4 items currently out. <a href="#">Print the list.</a>         |                 |                      |                     |                       |         |
| <a href="#">Renew All Items (2 of 4 are renewable)</a>         |                 |                      |                     |                       |         |
| Title  | Author          | Out                  | Due                 |                       |         |
| sound recording: Alone: unabridged                             | Gardner, Lisa   | 5-18-2016            | 6-1-2016            | <a href="#">Renew</a> |         |
| Carnival time  | Sathre, Vivian  | 5-18-2016            | 6-1-2016            | <a href="#">Renew</a> |         |
| Colorful containers  |                 | 5-18-2016            | 6-1-2016            | Not renewable.        |         |
| Plants from pits: pots of plants for the whole family to enjoy | Farrell, Holly, | 4-12-2016            | 6-1-2016            | Not renewable.        |         |

## Reserves/Requests

My Library Account

Account Info Notifications Items Out / Renewals **Reserves / Requests** Bookmarks History

Welcome, Robert Walker! (not you? [Click here](#))

2 items on reserve.

| Title                             | Author           | Reserved  | Status                            | Contact         | Place | Copies |
|-----------------------------------|------------------|-----------|-----------------------------------|-----------------|-------|--------|
| Step by step to perfect gardening | Davidson, Max    | 5-21-2016 | Ready for pickup!<br>through 5/26 | 413-0735 (Cell) | #1    | 1      |
| The Chase                         | Evanovich, Janet | 5-9-2016  | Not ready                         | 413-0735 (Cell) | #2    | 1      |

- **Have some favorite authors?** Arrange to [receive new books](#) by selected authors automatically.
- **Going out of town?** You can [defer](#) your reserves until you get back.
- **Is the library missing something?** You can [request](#) that we purchase it or borrow it from another library (interlibrary loan / ILL).

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.

**Have a Favorite Author? Or two?** – Click the “[receive new books](#)” link and a list of popular authors will appear. Select your favorite(s) from the list and a reserve will automatically be placed for you when any new titles arrive at the library.

**Going Out Of Town?** – You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up during any of these times, you simply move one place down in line. To indicate when you're unavailable, click “[defer](#)” and you'll see a calendar pop-up. Click any date to mark it is an 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.

**Is The Library Missing Something?** Place a request for an item here and this will inform the library staff of your request.

## Bookmarks

My Library Account

Account Info Notifications Items Out / Renewals Reserves / Requests **Bookmarks** History

Welcome, Robert Walker! (not you? [Click here](#))

2 items bookmarked.

| Location           | Title  | Author                  | Bookmarked | In | Total |
|--------------------|--|-------------------------|------------|----|-------|
|                    | OverDrive Periodicals: Fine Gardening                  | Taunton Trade Co        | 12-23-2015 | 0  | 0     |
| 645 GAR<br>635 GAR | Texas gardening the natural way: the complete handbook | Garrett, Howard (1947-) | 5-18-2016  | 2  | 2     |

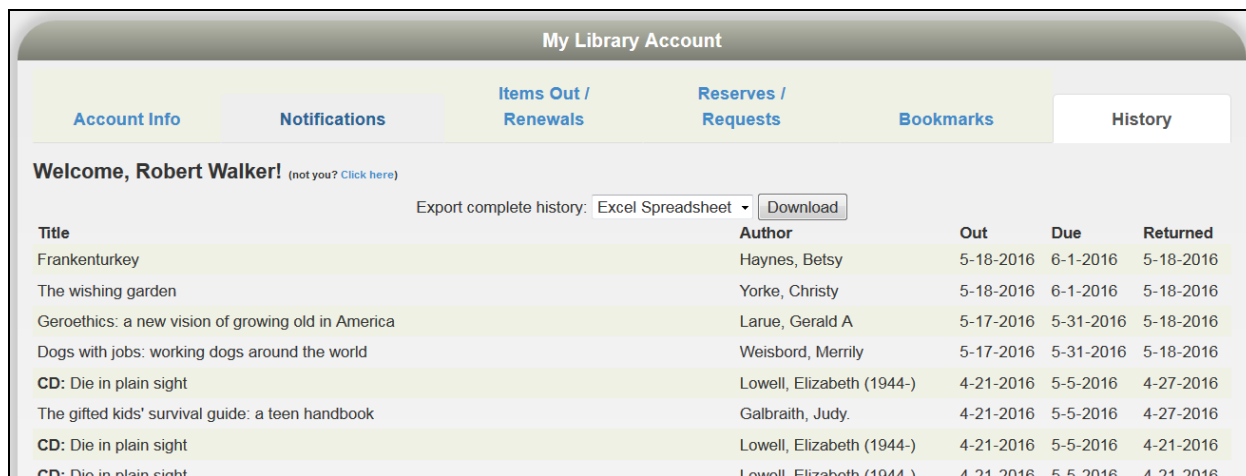
The bookmark section is for your convenience. The library does nothing with your list. This feature could be very useful when doing research and a bibliographic reference will be needed. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. When you are logged-in to the Public Catalog, and view individual records, you can simply click the, “*Bookmark This Item*” button. To remove a bookmark, click the “*Remove*” button found at the end of a book marked title in your account.

## My Account

### History

Depending on your library's configuration choices as well as your own, you can see what you have checked out in the past (this listing does not currently include e-items). Check with your library if you want to change your option for this.

You can search this list by using Ctrl-F in your browser (or similar 'search' option on a phone or tablet). Also, you can export the whole list as an Excel spreadsheet.



My Library Account

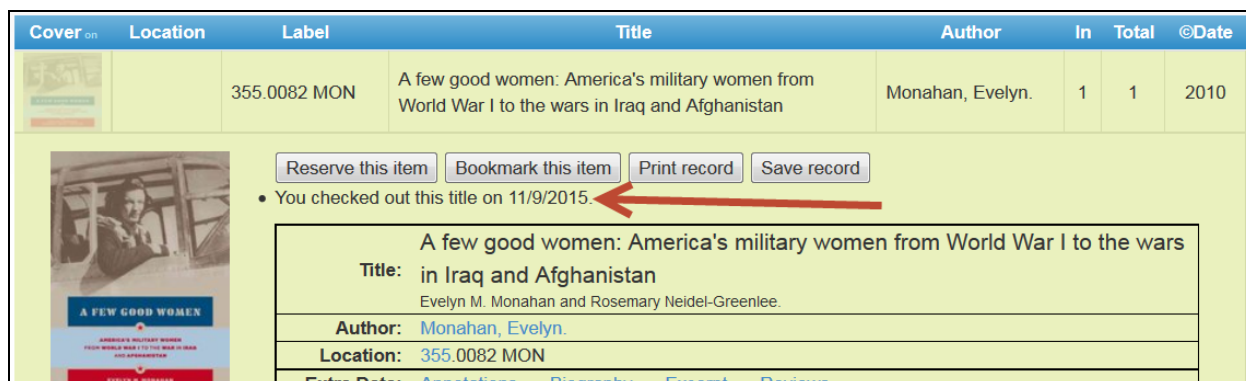
Account Info Notifications Items Out / Renewals Reserves / Requests Bookmarks History

Welcome, Robert Walker! (not you? [Click here](#))

Export complete history: Excel Spreadsheet

| Title  | Author                    | Out       | Due       | Returned  |
|--|---------------------------|-----------|-----------|-----------|
| Frankenturkey                                      | Haynes, Betsy             | 5-18-2016 | 6-1-2016  | 5-18-2016 |
| The wishing garden                                 | Yorke, Christy            | 5-18-2016 | 6-1-2016  | 5-18-2016 |
| Geroethics: a new vision of growing old in America | Larue, Gerald A           | 5-17-2016 | 5-31-2016 | 5-18-2016 |
| Dogs with jobs: working dogs around the world      | Weisbord, Merrily         | 5-17-2016 | 5-31-2016 | 5-18-2016 |
| CD: Die in plain sight                             | Lowell, Elizabeth (1944-) | 4-21-2016 | 5-5-2016  | 4-27-2016 |
| The gifted kids' survival guide: a teen handbook   | Galbraith, Judy.          | 4-21-2016 | 5-5-2016  | 4-27-2016 |
| CD: Die in plain sight                             | Lowell, Elizabeth (1944-) | 4-21-2016 | 5-5-2016  | 4-21-2016 |
| CD: Die in plain sight                             | Lowell, Elizabeth (1944-) | 4-21-2016 | 5-5-2016  | 4-21-2016 |

Note that if you are logged-in and searching for an item, Apollo will tell you if you have checked it out. You do not have to refer to the list above. Here's an example:



| Cover on  | Location | Label        | Title   | Author           | In | Total | ©Date |
|---|----------|--------------|---|------------------|----|-------|-------|
|  |          | 355.0082 MON | A few good women: America's military women from World War I to the wars in Iraq and Afghanistan | Monahan, Evelyn. | 1  | 1     | 2010  |

- You checked out this title on 11/9/2015.

**Title:** A few good women: America's military women from World War I to the wars in Iraq and Afghanistan  
Evelyn M. Monahan and Rosemary Neidel-Greenlee.

**Author:** Monahan, Evelyn.

**Location:** 355.0082 MON

**Extra Data:** [Annotations](#) [Biography](#) [Excerpt](#) [Reviews](#)

**We hope you enjoy these capabilities. Let us know what you think.**