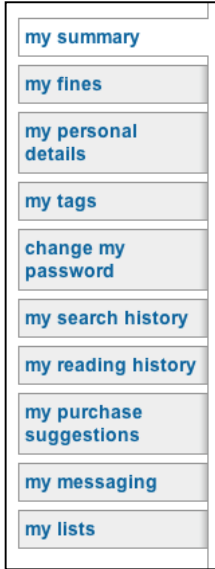


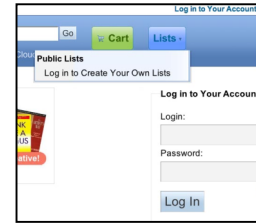
About Your Account

In order to view information about your account, you must be logged in:



When logged in, you can...

- View and renew items that you have checked out
- View and renew items that are overdue
- View status of and cancel holds you have placed
- View fines you owe
- Change your password
- View your Reading History
- Manage how you're notified of holds, due dates, checkouts and returns by the library
- Review and edit bibliographic lists



Here's what the tabs do...

My Summary

'Checked Out'

- Click on the 'my summary' tab
- Click on the tab 'Checked Out' to view the items you currently have checked out.

NOTE: This is the default view from the account homepage.

TIP: You can see and renew both overdue and non-overdue items from this page. In this case, overdue items are highlighted in pink and have a red due date.

To renew, click 'Renew' next to the item you wish to renew. If you have reached the maximum number of renewals, you will need to return the item on or before its due date.

'Overdue'

- Click on the 'my summary' tab
- Click on the tab 'Overdue' to view ONLY the items you currently have overdue.
- If you don't have anything overdue, you won't see the overdue tab.
- To renew, click 'Renew' next to the item you wish to renew. If you have reached the maximum number of renewals, you will need to return the item on or before its due date.

'Holds'

- Click on the 'my summary' tab
- Click on the 'Holds' tab
- This will list all items you have on hold and their statuses
- To cancel a hold, just click the 'Cancel' button next to the hold in question

My Fines

- Your fines account will be displayed
- Review specifics about any fines or fees you owe or have paid at the library

My Personal Details

- Click on the 'my personal details' tab
- Review your information
- To make changes, please contact the library

My Tags

- Tags are an informal way to identify items of interest – a way to create your own search terms.
- Click on the 'my tags' tab

All Tags

Show up to tags from other users.

add amish Ashley autism **Awesome** beast master Book Club Suggestion brittany foster capote Carroway cd daniels **Daughters of Blessing series** **desperate duchesses** Diana Gabaldon DVD elements of style elmo FNHA From Paris with Love Gina **Home to Blessing series** IRS Jake Jesus Kristen Hietzmann Lakeshore Chronicles large print lightning **Martin Luther King** men of iron Meredith Gentry michael Michelle Powell More Than One nancy picard playstation 2 Postcard Killers primary read next? reading now resistance **Return To Red River series** rhonda holman rick shania steampunk Tammy Hudson Teen Television **tiff** **timothy** **hutton film fest** to read toddler twain twilight WAW 2010-11 **Widows Club** wierd

My Tags

Term	Title	Date Added	Delete
Bridgerton	To Sir Phillip, with love by Quinn, Julia.	07/31/2009	<input type="button" value="Delete"/>

- From this menu you will see all of the tags you have added to items as well as the numbers of tags from other patrons

Change My Password

- Click on the 'change my password' tab

Your password must be at least 4 characters long.

Current Password:

New Password:

Re-Type New Password:

- From here you can change your login information for the Online Catalog. Passwords need to be at least 4 characters long.
- Once your password is changed, library staff cannot see or retrieve it for you, but they can reset it for you.

My Search History

To view your search history:

- Click on the 'my search history' tab



Search history		
✕ Delete your search history		
Previous sessions		
Date	Search	Results
07/18/2011 15:09:36	kw.wrld: stardust gaiman	6
07/18/2011 15:09:32	kw.wrld: stardust gaiman	6
07/13/2011 09:12:49	kw.wrld: dark lover ward	385
07/13/2011 09:12:45	kw.wrld: dark lover ward	385
07/13/2011 09:11:29	kw.wrld: black dagger brotherhood	14
07/13/2011 09:11:24	kw.wrld: black dagger brotherhood	14
07/13/2011 09:11:12	kw.wrld: jr ward	13892
07/13/2011 09:11:08	kw.wrld: jr ward	13892
07/13/2011 09:10:58	kw.wrld: certain wolfish	0
07/13/2011 09:10:57	kw.wrld: certain wolfish	0

- From here you can either Delete your search history, or review past searches completed while you were logged into your account.

My Reading History

To view your reading history:

- Click the 'my reading history' tab

Show All Items		Showing Last 50 Items		Order by date	
Title	Item Type	Call No.	Date		
 Bossypants Fey, Tina,	AUDIOBOOK	CDBOOK B FEY, TINA	(Checked out)		
 Bone crossed / Briggs, Patricia.	BOOK	F BRIGGS, PATRICIA	07/19/2011		

- This will show you everything you have checked out from NExpress
- You can see the Last 50 items checked out or All Items checked out

My Purchase Suggestions

Are there titles you wish the library would buy?

Make purchase suggestions and track their status here. This will list all of your title suggestions and their order status

- Click the 'my purchase suggestions' tab

My Purchase Suggestions				
	Summary	Note	Managed by	Status
<input type="checkbox"/>	Accidental Library Manager Rachel Singer Gordon, - Information Today			Ordered by the library
<input type="checkbox"/>	Cathedral and the Bazaar Eric S. Raymond, - 2001, - O'Reilly			Accepted by the library (Needed for a class)
<input type="checkbox"/>	Eat, Pray, Love Elizabeth Gilbert, - 2006, - Viking			Available in the library
<input type="checkbox"/>	Eat, Pray, Love Elizabeth Gilbert, - 2006, - Viking			Ordered by the library
<input type="checkbox"/>	The Success of Open Source Steven Weber, - 2004, - Harvard University Press	ISBN-10: 0674012925		Suggestion declined

[Delete Checked Items](#)
[Add a purchase suggestion](#)

- From here you can view the status of each suggestion
- If you'd like to delete a suggestion, check the box and click the 'Delete Checked Items' button
- You can also add a new suggestion right from this page by clicking 'New purchase suggestion'

My Lists

As a patron, you can keep your own private lists or create public lists to share with all visitors to the catalog. This tab allows you to maintain your lists

Lists				
Your Lists		Public Lists		
List Name	Contents	Sort by	Type	
Favorites	2 item(s)		Private	Edit Delete
private test	1 item(s)		Private	Edit Delete
New List				

How to Manage Your Lists

You must be logged in order to create a list through the NExpress catalog.

- If you are not already, log in to your account
- Ask your local library staff for help setting up a password, if you do not already have one
- Visit your account (click your name in the top right)
- Click on 'My Lists'

List Name	Contents	Sort by	Type	
Favorites	2 item(s)		Private	Edit Delete
private test	1 item(s)		Private	Edit Delete

[New List](#)

- Click 'New List'

Create a New List

List Name:

Sort this list by:

Category:

- Enter the information for your list and click 'Save'
- To add items to your list, search the OPAC

From the results page, you can add items to a list in one of two ways...

1. From the details screen

- Click on the TITLE or BOOK IMAGE of the item in the results list that you would like to add to a list
- Click 'Save to Your Lists' from the details page if the item

The park bench /
by [Takeshita, Fumiko.](#)
Benchi ga hitotsu.

[Normal View](#) [MARC View](#) [ISBD View](#)

[Print](#)
[Save to Your Lists](#)
[Add to Your Cart](#)

- You can choose to add the item to an existing list or to a new list from the pop up window

Add to a list:

- The park bench / Takeshita, Fumiko,

Select a List

Add to list: Favorites

[Save](#) [Cancel](#)

...Or...

Add to a New List:

List Name:

Category: Private

[Save](#) [Cancel](#)

- Click 'Save' under the section you used.

TIP: This is best for adding items one at a time.

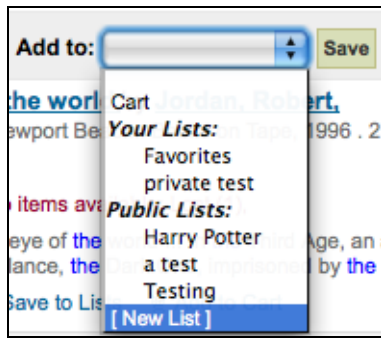
2. From the results screen

- From the results screen, check the box next to each item you'd like to add to a 'List'

The screenshot shows a library search results page. At the top, there are links for 'Select All', 'Clear All', and an 'Add to:' dropdown menu with a 'Save' button. The dropdown menu is open, showing a list of options: 'Cart', 'Your Lists: Favorites, private test', and 'Public Lists: Harry Potter, a test, Testing, [New List]'. Below the dropdown, three search results are visible, each with a checked checkbox in the left margin:

- 1. The eye of the world** by [author]. Publication: Newport Be... 1996. 21 sound cassettes (C...
Date: 1996
Availability: No items available
Match: ... The eye of the... an age of prophecy wh...
hang in the balance, the... by the Creator, is stirring in...
Actions: [Save to Lists](#) [Add to Cart](#)
- 2. The park bench / by Takeshita, Fumiko.**
Publication: Brooklyn, N.Y. : Kane/Miller Book Publishers, 1988 . 33 p. : , "of: Benchi ga hitotsu; with original Japanese text. 25 x 27 cm.
Date: 1988
Availability: No items available
Match: ... All through the sunny day the white bench in the park provides p...
come by, from the old man taking a walk to the children playing in the park...
Actions: [Save to Lists](#) [Add to Cart](#)
- 3. Harry Potter and the deathly hallows / by Rowling, J. K.**
Publication: New York, NY : Arthur A. Levine Books, 2007 . 759 p. ; , Sequ...
Half-Blood Prince. 24 cm.
Date: 2007
Availability: No items available: In transit (1).

- You can easily select all books on a results page by clicking 'Select All' at the top of the results list
 - TIP:** This will only select all items on the page, you cannot select items from multiple pages to add to the list
 - TIP:** To add results from multiple pages, select all from the first page and add them to the list, then browse to the second page and repeat
- Choose the list you'd like to add your items to from the 'Add to:' pull down at the top of the screen.
 - If the list you want doesn't exist, you can create a new list by choosing '[New List]' from the pull down



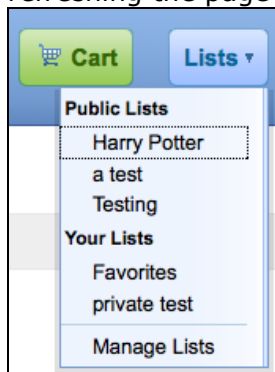
- After saving you will be prompted to enter a list name and type

Add to a New List:

List Name:

Category:

- **TIP:** When creating a new list this way, it may not appear on the Lists pull down without refreshing the page

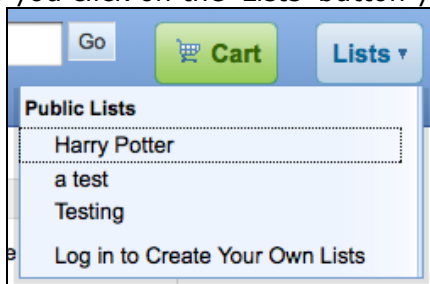


- Click 'Save'

Viewing Lists

You must be logged into your account in order to view your private lists, but all public and open lists will appear to all visitors.

- If you aren't already, log in to your account using the login box
- OR, if you click on the 'Lists' button you will be prompted to log in to view Lists



- Once you are logged in the 'Lists' button will include your private lists

- To view a list, click the list title
- If you clicked on the 'Heart Health' list, you'd then get a list of all items in that list

[Lists](#) → *Heart Health*

[Select All](#) [Clear All](#) | [Edit List](#) [Delete List](#)

	Title	Author	Copyright
<input type="checkbox"/>	The art of women's health		
<input type="checkbox"/>	Beyond cholesterol :	Kwiterovich, Peter.	1990
<input type="checkbox"/>	Healthy heart cookbook /		2002
<input type="checkbox"/>	The healthy heart miracle :	Mirkin, Gabe.	2004
<input type="checkbox"/>	Workplace health and safety sourcebook :		2000

[Remove Selected Items](#)

- To look at the details of an item--or place a hold on it-- just click on the title of the item
- Koha takes you directly to the details page of that item in your library's catalog

Managing Lists

When you click on a list you have created, you have the option to manage that list in several ways

[Lists](#) → *Heart Health*

[Select All](#) [Clear All](#) | [Edit List](#) [Delete List](#)

	Title	Author	Copyright
<input type="checkbox"/>	The art of women's health		
<input type="checkbox"/>	Beyond cholesterol :	Kwiterovich, Peter.	1990
<input type="checkbox"/>	Healthy heart cookbook /		2002
<input type="checkbox"/>	The healthy heart miracle :	Mirkin, Gabe.	2004
<input type="checkbox"/>	Workplace health and safety sourcebook :		2000

[Remove Selected Items](#)

- You can:
 - 'Select All' items and then 'Remove Selected Items'
 - Select items individually by checking the box next to the item and then 'Remove Selected Items'
 - 'Clear all' to clear all items you have selected
 - 'Edit List' to change the name of your List or change the sort order for your list
 - 'Delete List' to delete the entire List

TIP: If you click 'Clear All' when no items are selected, it won't do anything because no items are selected to clear

TIP: To quickly return to view all lists, click on "Lists" next to the title of the current list you are viewing (in this case '-> Heart Health')

I added items to a shelf from the results page and the boxes beside the items are still checked! Why?

After adding items to a list, you have to manually click 'Clear All' at the top of the results page in order to remove checks from the boxes of the items you've selected

See example below...



How do I view just MY Lists?

Login to your account and visit your account page. Click the My Lists tab on the left to see just your lists

Cart Feature

The 'Cart' is a shopping cart for users' selections. Users can select and temporarily (for their session) save a list of items they find in the library catalog, then email or print the list to make searching the shelves easier

IMPORTANT: Unlike 'Lists', the 'Cart' is NOT a permanent list of items. It is session-based and the cart can be emptied (or 'cleared') by the user at any time

IMPORTANT: There is NO need to be logged in to use the 'Cart' feature

TIP: The 'Cart' can be an invaluable tool for educators, students and staff. From the 'Cart' you can...

- Email cart items to yourself or others (for instance, a group of students or colleagues)
- OR... print out titles and call numbers for easy shelf browsing

How do Add Items to a Cart?

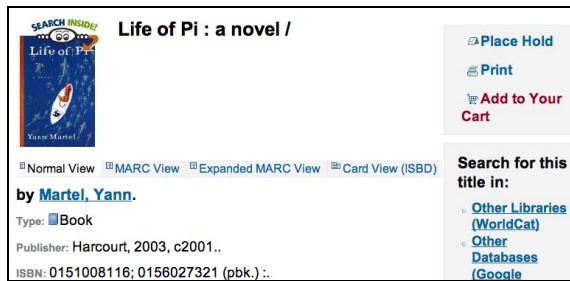
Enter a search term (using either the simple or advanced search)

From the results page, you can add items to a cart in one of two ways:

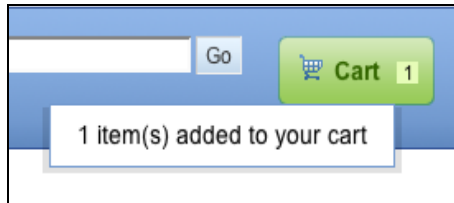
Add items to the 'Cart' from the details screen

Best for adding **one** item at a time.

- Click on the TITLE or BOOK IMAGE of the item in the results list that you would like to add to the 'Cart'
- Click 'Add to Cart' from the details page if the item



- A pop-up message will let you know that the item has been added to the cart. The number displayed in the box inside the 'Cart' button updates to show the total number of items now in the cart after your addition.



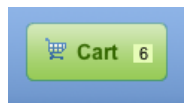
Add items to the 'Cart' from the results screen

TIP: Best for adding **several** items at a time to the 'Cart'.

- From the results screen, check the box next to each item you'd like to add to the 'Cart'
- Click 'Add to:' (probably at the top of your search results page) and select 'Cart' from the drop-down menu



- A pop-up message will let you know that the item has been added to the cart. The number displayed in the box inside the 'Cart' button updates to show the total number of items now in the cart after your addition.



Working with Items in the 'Cart'

Click on the 'Cart' button to open the Cart

Your Cart

[More Details](#) [Send](#) [Download](#) [Print](#) [Empty and Close](#) [Hide Window](#)

[Select All](#) [Clear All](#) | Selected items : [Remove](#) | [Add to a list](#) | [Place hold](#) | [Tag](#)

	Title	Author	Year	Location
<input type="checkbox"/>	Dog training /	Fogle, Bruce.	1997	Baldwin City Public Library, CHILDRENS (J 636.708 FOG)
<input type="checkbox"/>	Teach yourself visually dog training /	Hodgson, Sarah.	2006	Williamsburg Community Library, ADULT (636.7 HODGSON)
<input type="checkbox"/>	The complete handbook of dog training /	Knott, Thomas A.	1994	Leavenworth Public Library, ADULT (636.7 KNO)

From here, you can email the cart to yourself or a friend, print the list of books in the cart, put items in the cart on Hold, Tag the items or download the cart. You can also add the books in the cart to a more permanent List.

When complete, you can "Empty and Close" the cart.