

# Managing Your Library Borrowing Account Online

## What can I do online?

Using the account management features of the Lewis Library Catalog, you can do any of the following online:

- View a list of the items currently checked out to you and their due dates
- Renew eligible items
- Check the status of hold requests (UNTHSC students, faculty, & staff only)
- See a summary of unpaid fines and bills
- Access and edit your list of saved searches, which can include e-mail alerts
- View and edit a historical list of the items you have checked out, if you have enabled the optional “My Reading History” feature
- Change your PIN, your “My Reading History” setting, or your e-mail alert settings

## Accessing Your Account Information

The Library Catalog is accessible from the Library’s main website (<http://library.hsc.unt.edu>). You can access your account information at any time using the “Account Login” link in the upper right corner.



## Logging In and Setting Your PIN

- On the login page, enter your last name and your UNTHSC ID number or, for guest patrons, your Lewis Library card number. Both numbers are eight digits.
- Also enter your Personal Identification Number (PIN). The first time you log in, leave the PIN box empty and click the “Submit” button. You then will be prompted to create a PIN, which must be **at least 5 characters** and can include **letters or numbers**. It is **not case-sensitive**. Should you forget your PIN, contact the Library Service Desk (817-735-2465; [libcirc@unthsc.edu](mailto:libcirc@unthsc.edu)) to have it reset.

## How to Renew Online

- Once logged in, click on the link “# items currently checked out” to view a list of them. If you wish, click the button for “Sort by Due Date.”
- Click “Renew All,” or check individual items and then click “Renew Selected.” If your materials are eligible for renewal, the Status column will update to read “Renewed, now due mm/dd/yy.”

## Hold Requests (UNTHSC students, faculty & staff only)

- If you have placed a request for a new item or a checked-out item, you will see a link to “# requests (holds).” Click on it to view more information.
- The Request List will show the items and their current status. You may either “Cancel All” requests at once, or check individual items and click “Cancel Selected.”

## Fines & Bills

- If you have any unpaid fines and fees, you will see a link to “\$x.xx in unpaid fines and bills” on the account summary page. Click on it to view more information.
- The next screen will show a list of the charges and the items for which they were incurred. At this time, there is no capability to pay fines and fees online. Please pay in person at the Service Desk, call 817-735-2465 to pay by credit card, or mail a check or money order to the attention of the Circulation Department.

## My Reading History

This function is **optional**; by default, it is turned off. To activate it, click the link on the account summary page, then the link for “Opt In.” Starting at the time when you opt in, a list of the items you check out will be stored on the Library’s server. However, it is not generally accessible to the Library staff. As long as the feature remains activated, you will be able to retrieve your reading history, delete items from the list, export the list, or opt out of the reading history feature. To opt out, you must first delete any items remaining on your list.

## Saved Searches

From the account summary page, click on the “Saved Searches” button to view a list of search parameters that you have saved previously. (NOTE: When searching the Library Catalog, you will see the “Save This Search” button only after you have logged in.) From the list, there are three options:

- Click the “Search” link to run the search again.
- Check in the “Mark for Email” column. The system will then run the search automatically once a week and send you an e-mail message if there are new items that meet your search criteria.
- Check in the “Mark to Remove” column and then the “Update List” button to remove a search from the list. To delete all of your saved searches at once, click the “Clear Saved Searches” button.

## Change Your PIN

Once a PIN is established for your account, you can change it at any time by clicking the “Change Your PIN” button on the account summary page. Enter the existing PIN in the first box, then type the new one in the second and third boxes. (NOTE: Your PIN is **not** viewable by Library staff members. They can only delete it and allow you to create a new one. Once your PIN has been deleted at your request, follow the instructions above for “Setting Your PIN.”)