

# How to use *My Account*

See what you have on loan, renew items and much more!

To view **My account** you need your **Library Card Number** and your **Library Password**

If you do not have a Password please ask staff to add one to your account

## Accessing My Account

Open the Libraries' website  
[library.huttcity.govt.nz](http://library.huttcity.govt.nz)

On the top right of the screen enter:

- your Library Card Number
- your Library password
- Click **Login**

Your name will be displayed

Click **My Account**

Library Card Number Password

sm011027

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Login

My SavedList | Join Online | Forgot Your Password?

Logged in as: JEFF KIRKUS (S)

My SavedLists My Account Logout

## What have I got on loan?

Opening **Current loans** displays items you have on loan and when they are due

## Can I renew items?

When viewing items on loan, you can select individual items by clicking in the box to the left of the title

You can then ask to renew items using the options at the top of the screen

If an item is renewed a new due date is displayed

If the item cannot be renewed a message is displayed

## My Account

Summary Personal Details New Alert Profile Pay Online My Savedlists

Alerts

Reservations available for pickup 2

Loans

Current loans 7

Overdue loans 0

Claims returned/never borrowed 0

Reported lost 0

Lost 0

Renew Selections Renew All

Current Loans

Your search found 7 records. Displaying records 1 to 7.

No.	△ Title ▾	△ Institution ▾	Due ▾	Status
1. <input type="checkbox"/>	Will Grayson, Will Grayson	Hutt City	20 Mar 2017	• Renewed 1 times
2. <input type="checkbox"/>	Hits! [sound recording]	Hutt City	23 Mar 2017	
3. <input type="checkbox"/>	Oxygene [compact disc]	Hutt City	23 Mar 2017	

## Can I see my reservations?

Opening **Reservations not yet available** displays items you have reserved

### My Account

Summary	Personal Details	New Alert Profile	Pay Online	My Savedlists
<b>Alerts</b>				
Reservations available for pickup				2
<b>Loans</b>				
Current loans				7
Overdue loans				0
Claims returned/never borrowed				0
Reported lost				0
Lost				0
<b>Reservations / Bookings</b>				
Reservations available for pickup				2
Reservations not yet available				22

## Can I change a reservation?

You can select individual items by clicking in the box to the left of the title

You can then delete reservations using the options at the top of the screen

After you have selected a reservation you can click **Edit reservation**

This allows you to suspend a reservation until a date you specify

Cancel Selections Cancel All Edit Reservation

**Reservations Not Yet Available**  
Your search found 24 records. Displaying records 1 to 24.

No.	Title	Institution	Placed	Expires	Rank	Status/Pickup Details
1. <input type="checkbox"/>	Library journal [magazine]. Vol. 141, no. 16, Oct 2016	Hutt City	16 Oct 2016	16 Apr 2017	3 of 10	• Pickup: War Memorial Library
2. <input type="checkbox"/>	The secret diary of Hendrik Groen, 83 1/4 years old	Hutt City	17 Nov 2016	17 Nov 2017	3 of 21	• Pickup: War Memorial Library • Suspended until: 28 Feb 2017

**Edit Reservation**

**Titles**

1. The sellout

- Pickup: War Memorial Library
- Not required after: 09/01/2018

Only fill in the fields you wish to update, other fields will be left unchanged.

Pickup Location:

Suspend until:   Clear any suspend dates

Not required after:   Clear any 'Not required after' dates

## Can I see items I borrowed in the past?

Opening **Previous loans** displays all items you have borrowed in the past

You can sort the items by title or author using the arrows

### My Account

<b>Summary</b>	Personal Details	New Alert Profile	Pay Online	My Savedlists
<b>Alerts</b>				
Reservations available for pickup				1
<b>Loans</b>				
Current loans				9
Overdue loans				0
Claims returned/never borrowed				0
Reported lost				0
Lost				0
<b>Reservations / Bookings</b>				
Reservations available for pickup				1
Reservations not yet available				29
<b>Other</b>				
Alert profiles				10
Routed copies				5
Current requests				2
Ratings and comments - Approved				42
<b>History</b>				
Previous loans				2499

#### Previous Loans

Your search found 2489 records. Displaying records 1 to 30.

⌂	⏪	⏩	1	2	3	4	5	⏴	⏵	⌂
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No.	△ Title ▾	△ Author ▾	△ Institution ▾	△ Issued	△ Returned ▾
1.	Library journal [magazine], Vol.142, no.1 Jan 2017		Hutt City	09 Mar 2017	09 Mar 2017
2.	Hits! [sound recording]	Cooke, Sam	Hutt City	02 Mar 2017	09 Mar 2017

## Can I change my address, email or library password?

Click on the **Personal details** tab at the top of the screen

Your personal details will be displayed

You can update your address, phone or email, as well as entering a new password

### My Account

<b>Summary</b>	Personal Details	New Alert Profile	Pay Online	My Savedlists
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## Finished?

You can click **Logout** on the top right of the screen

Logged in as: JEFF KIRKUS (S)

My SavedLists ▾ | My Account | Logout

If you need more information about **My Account** please ask a member of staff