How to Access/Use your Library Account

Your Library account has details of all the books you currently have on loan, what fines you might owe, and holds that you have placed. You can also renew your books (if they have not been renewed before and they are not overdue), and put a hold on a book that is out.
You can also set up your Reading History so that each book that you borrow will be recorded so that you can go back and see what you borrowed (this is particularly useful if you are working on your dissertation and need to keep track of what you accessed).

To access your account click on MyLibrary from the main library website or from the catalogue page. You will then be asked to log in using your Student Number and Library PIN.

Your library PIN is a unique number of at least 4 digits. You will have to create a PIN the first time you try to use this service. To do this enter your student number and leave the PIN field blank. Hit Submit. You will then be asked to enter a unique PIN.

You will then see the details of your account including books out, and holds placed.
Once logged into your account you can place holds, cancel current holds, renew your books, change your PIN, or set up your Reading History.

To place a hold see *How to Put a Hold on a Book*. To cancel a current hold simply tick the box beside the hold you wish to cancel and click on *Cancel Selected*. You will see the following screen. Click on *Yes* if you want to cancel the hold and *No* if you have changed your mind.

Renewing your books
To renew one or all of your books (as long as they haven’t been renewed already or are overdue) tick the boxes beside the books and click on either *Renew all* or *Renew Marked*

You will then see the following screen. Click on *Yes* or *No*

The next screen should show that the items were renewed. If it does not look like the screen below then the items have not been renewed and you should contact the library.
Setting up your Reading History
The library does not keep records of what books you have borrowed, and once they are returned there is no way to go back and see what you have taken out unless you Opt In to your Reading History.
This is very useful as you may want to keep track of all the books that you have borrowed from the library while working on a particular project/assignment, or for your dissertation.
While logged into your account click on Reading History and then click on Opt In

All the books that you borrow from now on will be recorded so that you can refer back to them later on. Please be aware that only items you borrow from the time you opt in will be kept in your reading history, you will not be able to access records of what you borrowed before you opted in.

You can also opt out at any time by clicking the Opt Out button.