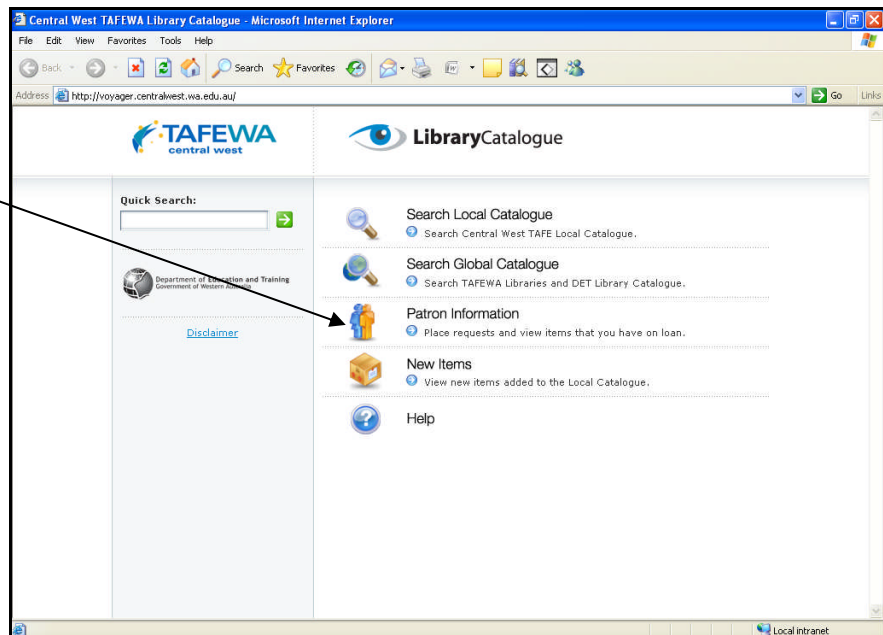


ACCESSING YOUR BORROWER RECORD VIA THE CATALOGUE

- Access your personal details
- Check what items you have on loan
- Check what items you have reserved
- Check what items are overdue
- Renew items on loan to you
- Check for fines and fees

Click **Patron Information** to select your borrowing record

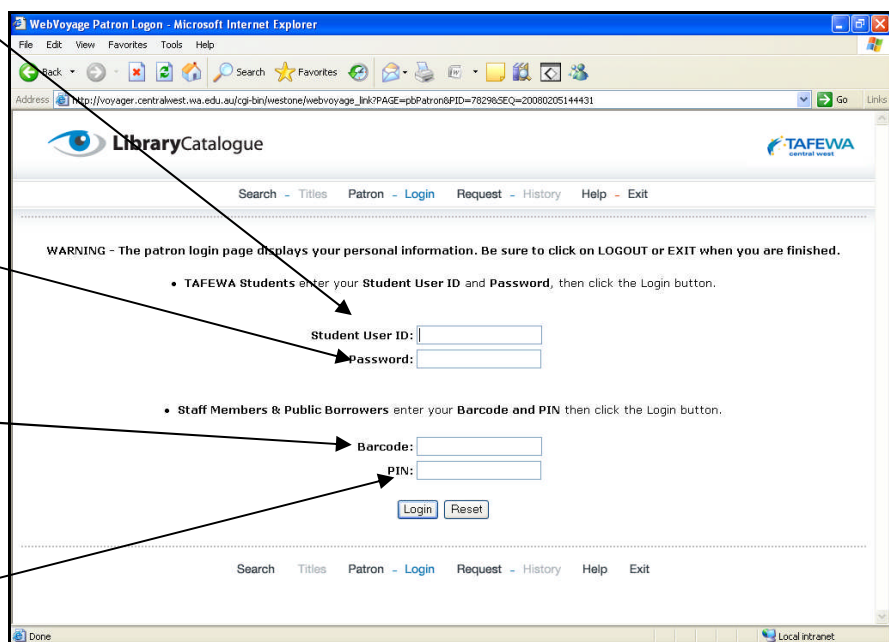


Students enter your library barcode here
E.g. 050000000

Students enter date of birth as the password i.e. 06121985
If this is not accepted enter your usual college computer login password

Staff enter your library barcode here
i.e. 2323000000000

Staff enter the last five digits of your library barcode as your PIN.
Check with LRC staff to arrange if you have not done so previously,



The following information about you is then displayed-

- **Personal Information** such as name, address, phone number
- **Book Bag** contains records you have saved during any search.
- **Patron Blocks** are system or staff generated borrowing suspensions. You will not be able to borrow until these have been cleared with staff.
- **Charged Items** lists the resources you currently have on loan and their due dates. You can also renew your items here.
- **Request Information** lists the resources you have had reserved for you and whether they are available for collection.

The screenshot shows the 'Personal Information' section of the LibraryCatalogue website. It displays the user's name, KJAH ROGERS, and their address: LRC, GERALDTON, WA 6531. The primary phone number is 08 9921 1824. There is a 'My Bookbag' button below the contact information. Below this section is the 'Patron Blocks' section, which currently shows 'No blocks'.

The screenshot shows the 'Charged Items' section of the LibraryCatalogue website. It lists several items currently on loan. The table below shows the details of these items:

| Renewal | Item | Item Type | Status |
|--------------------------|---|-----------|-----------------------|
| <input type="checkbox"/> | Introducing horticulture / Geoff Connellan ... [et al.] Location: Central West - Main collection 635 INT | | |
| <input type="checkbox"/> | Alderton, David. 1956- Ultimate encyclopedia of small pets and petcare : the essential family reference guide to caring for the most popular pet species and breeds, including small mammals, birds, reptiles, invertebrates and fish / David Alderton. Location: Central West - Main collection 636.089703 ALD | 2 Week | Charged: Due 14-02-08 |
| <input type="checkbox"/> | Cornwall, Jennifer. Sustaining a nation : celebrating 100 years of agriculture in Australia / Jennifer Cornwall, Gordon Collis, Paul Ashton. Location: Central West - Main collection 630.994 CUR | 2 Week | Charged: Due 14-02-08 |
| <input type="checkbox"/> | Unquhart, Paul. 1952- Growing bulbs : bulbs for every garden style and season / Paul Unquhart and Margaret Hanks. Location: Central West - Main collection 635.04 UBQ | 2 Week | Charged: Due 14-02-08 |

Below the table, there is a 'Renew checked items' dropdown menu and 'Renew Items' and 'Reset' buttons.

The screenshot shows two sections: 'Request Information' and 'Fines and Fees'. The 'Request Information' section states 'You have no requests pending. You have no items available.' The 'Fines and Fees' section states 'You have no fines or fees.' Both sections include the same navigation menu at the bottom: Search, Titles, Patron, Logout, Request, History, Bookbag, Help, Exit.

REMEMBER TO LOG OUT!

What is Book Bag?



This allows you to save records from your various search results to view later. You **must be logged in** to use this feature.

How Do I Use It?

- From the Search Results screen, select the check-boxes at the left of the records you want.
- Click the Save To Bookbag button in the Record Options box
- Repeat this process on each page containing records you wish to save
- When finished, you can view your bookbag by clicking the My Bookbag button on your patron information page.