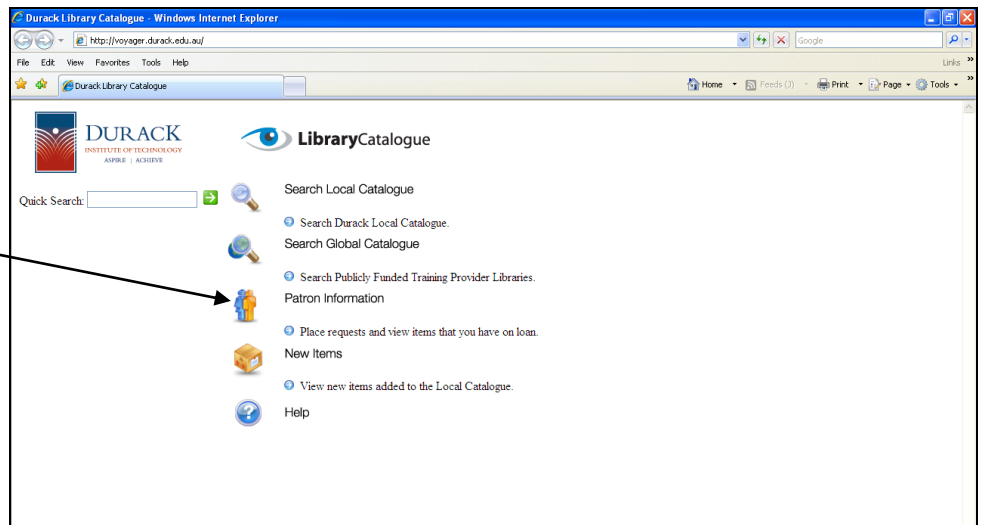




ACCESSING YOUR BORROWER RECORD VIA THE CATALOGUE

- 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

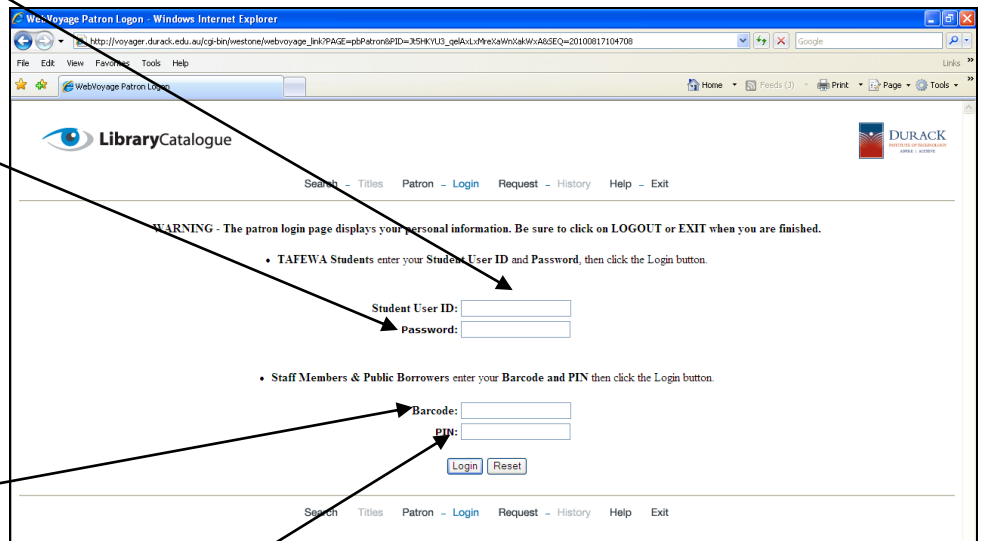


Students: enter your library barcode here
E.g. 050000000

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. 23230000000000

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.
- **Fines and Fees** lists any overdue items you may have and their replacement cost.

The screenshot shows the 'Personal Information' section of the LibraryCatalogue. It displays the user's name as KIAH ROGERS, ERG, and their address as GERALDTON, WA 6551. The primary phone number is 08 9921 1626. There is a 'My Bookbag' button. Below this, the 'Patron Blocks' section shows 'No blocks'. The 'Charged Items' section shows 'You have no charged items'. The 'Request Information' section shows 'You have no requests pending. You have no items available.'

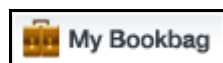
The screenshot shows a table titled 'Charged Items' for user 05 Central West College of TAFE. The table has columns for 'Renew?', 'Item', 'Item Type', and 'Status'. There are four rows of data, each with a checkbox in the 'Renew?' column and a 'Renew items' button at the bottom of the table.

Renew?	Item	Item Type	Status
<input type="checkbox"/>	Introducing horticulture / Geoff Connellan ... [et al.] Location: Central West - Main collection 635 INT	2 Week	Charged: Due 14-02-08
<input type="checkbox"/>	Alderton, David. 1955- 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 636.088703 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 Collie, Paul Ashton. Location: Central West - Main collection 635.994 CCB	2 Week	Charged: Due 14-02-08
<input type="checkbox"/>	Urquhart, Paul. 1952- Growing bulbs : bulbs for every garden style and season / Paul Urquhart and Margaret Hanks. Location: Central West - Main collection 635.94 URQ	2 Week	Charged: Due 14-02-08

The screenshot shows the 'Request Information' section with the message 'You have no requests pending. You have no items available.' Below it is the 'Fines and Fees' section with the message 'You have no fines or fees.' At the bottom, there is a navigation bar with links for Search, Titles, Patron, Logout, Request, History, Bookbag, Help, and 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.