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Registering

1. To register for access to My Account, simply visit the Library, call the Library on x9567, or email ref.library@ga.gov.au to receive instructions.

Signing In

1. Click on Sign In.

2. Enter your User ID (the library barcode on the back of your card, including the single letter prefix).

Enter the temporary password the Library has given you.

3. You are now signed in and taken to the home search screen. Sign In will change to Sign Out.
4. Change the temporary password you were allocated by going to **My Account > Change Password**.

**Note:** There is no minimum length to the password. Numbers and letters can be used.
Reviewing your Current Loans

1. To view items that you currently have on loan, click on My Checkouts.

2. Your current loans will be listed with the Date due. If you believe you have returned any items listed, please contact the Library.

Renewing Items on Loan

1. Items can be renewed by selecting the blank box next to the titles and then clicking on Renew.
Viewing your Previous Loans

1. To view a list of the items you have previously borrowed, click on My Checkout History.

2. A list of your previously borrowed items will be displayed.
Reserving an Item on Loan

If an item is on loan to another borrower, you can reserve it (known here as placing a Hold on it) so that you are notified when the current borrower returns it. Items not currently on loan cannot have holds placed on them -- simply come to the Library to borrow them.

1. Sign In and then run a search as normal.

2. From the list of results, click on the title of the item you would like to borrow. A new window will open displaying the details about the item.
3. Click on Hold. A new window will open.

A note regarding the hold can be added. This will only be displayed to you when you are logged in to My Account. Then click on Hold.

4. You will receive confirmation of your Hold and be advised of your position in the hold queue.

5. Clicking on Continue will take you to this screen showing the reservation on the item. You can print or email this to yourself or click on the × to exit.
Recalling an Item on Loan

If you have an urgent need for an item on loan before it is due for return, you can ask the Library to recall it for you. The Library will contact the current borrower and negotiate this on your behalf. It may involve having access to the item for only a short time before the item has to be returned to the original borrower.

Recalls can not be done via My Account.

Searching

Selected items from a set of search results can be saved individually as a List.

1. Select the items by ticking the box, and then clicking the Save icon.
2. Enter a List name and description and **Save**

![Record](image)

**List name:**
Cobar air photos

**List description:**
Air photos of Cobar from the 1970's.

The list contains 3 records.

**Save**

3. Click on **View my titles** to see your list of saved titles or click on **X** to exit.

![Record](image)

**List saved**

**View my titles**

4. Your list of titles will be displayed. Note that lists cannot be added to once they have been saved.
Help

1. Helpful tips can be found by clicking on Show tips.