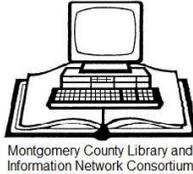


## *Your Patron Account at MCLINC*

Montgomery County Library & Information Network Consortium

301 Fayette Street, 2<sup>nd</sup> floor, Conshohocken, PA 19428 610-238-0580



The MCLINC online catalog provides library users with the option to see personal account information within the library and from home. These instructions describe the steps to access and use your account. If you experience any trouble using your account, please contact your local MCLINC library or send an email to [Webmaster@mclinc.org](mailto:Webmaster@mclinc.org).

### **Accessing Your Patron Account from a Computer**

**Connect** to the MCLINC online catalog at <http://spica.mclinc.org/polaris> or go directly to the Patron [login](#) screen. For information on how to access your account from your phone, please see the [Mobile Manual](#).

**Log In** to Your Account:

Click the **Log In** link at the top left of the page.

Enter your **Barcode** ([library card number](#)) or **Username**

### **Your Username**

*You must have a library account with a barcode and password to create a username.*

*To create or change a username:* Choose the tab marked **Patron Account**. You will see a box to enter your Username or Barcode. Below the box there is a link that says "Create Username". Click the link, enter your barcode and password. Then click **Next Step**. This will open up the **My Record** page. In the **New Username** field type in your username then re-type it in the **Verify Username** field then click **Submit**. You will receive a message Username has been successfully changed/created. The confirmation e-mail has been sent to the e-mail address(es) on file at MCLINC.

Enter your Password

## Your Password

To create a password:

Choose the tab marked **Patron Account**. At the top of the page there is a link that says "If you do not have a password, click here to create one." Click the link, enter your barcode and type your password twice. Then click **Submit**. Your password is created.

To change your password:

Click **Change Password**. Type your **Old Password** (required). Type your **New Password**, and confirm your new password by re-typing it in the field labeled **Verification**. Click **Submit**. If your new password does not work, you may need to delete stored passwords on your home computer. Be sure you know all of the passwords used for other websites, as these will also be deleted!

Click **Log In**

Once logged in, the screen should look like this:

Welcome, **Maryam Phillips** | Log Out Switch to another branch...

**MCLINC** ...the only connection you need!  
Montgomery County Library & Information Network Consortium

**Conshohocken Free Library**

Library Info Search Patron Account Help

My Record Items Out Requests Fines & Fees Reading History Saved Searches Log Out

Large Text

**Name:** Phillips, Maryam 2 New messages  
**Barcode:** \*23AZ 0 Read messages  
**Username:** maryam

Registered at: Upper Moreland Library  
Patron code: Adult (Patron 18 and over)  
Date of original registration: 8/14/2002 0 items checked out  
Expiration date: 1/1/2013 2 hold requests  
Last activity date: 10/28/2011

Messages

Contact Information and Preferences

Change Logon

My Lists

Saved Title Lists

- April 2009 (2)
- April 2010 (1)
- List Sept 1 2010 (0)
- March 2008 Test (5)
- March 2009 (1)
- October 2009 (1)
- Sept 2009 (1)
- Sept 2010 (0)

Create new saved list...

**POLARIS** LIBRARY SYSTEMS  
Children's Catalog

Copyright © 2010 Polaris Library Systems  
Version: 4.0.579

POWERED BY: **POLARIS** LIBRARY SYSTEMS

You have access to the following information found in the black bar below the MCLINC logo:

## My Record

Your borrower information is displayed, including Name, Username, the MCLINC library where you are registered, the expiration date of your borrower card, phone number, email address, number of items checked out, and number of hold requests. The main page ~~should also~~ displays any pending messages for you, and areas ~~places~~ to update your contact information and logon settings.

### To change account information:

Open **Contact Information and Preferences** to open a form. Note your changes, and click **Submit Change Request**. Updates to your phone number or email are saved immediately. Changes to all other account information are emailed to MCLINC staff. Those changes are usually updated within 2-3 business days.

### To change contact information and Preferences:

Open **Contact Information and Preferences** to open a form. Under the Preferences section, choose to maintain a permanent reading list or turn off the service. Click **Submit Change Request**.

To update email format, open **Contact Information and Preferences** to open a form. Under the Preferences section, choose the format you would like MCLINC to use when sending notices, Basic, plain text format or Full, HTML format. Select either Email, or Telephone. Click **Submit Change Request**. **Please note that MCLINC policy requires notification to be sent via email or by phone only.**

### To Change Logon Information:

Open **Change Logon** to change your username or password. Make your changes and click **Save**. The system will display a confirmation message.

## Items Out

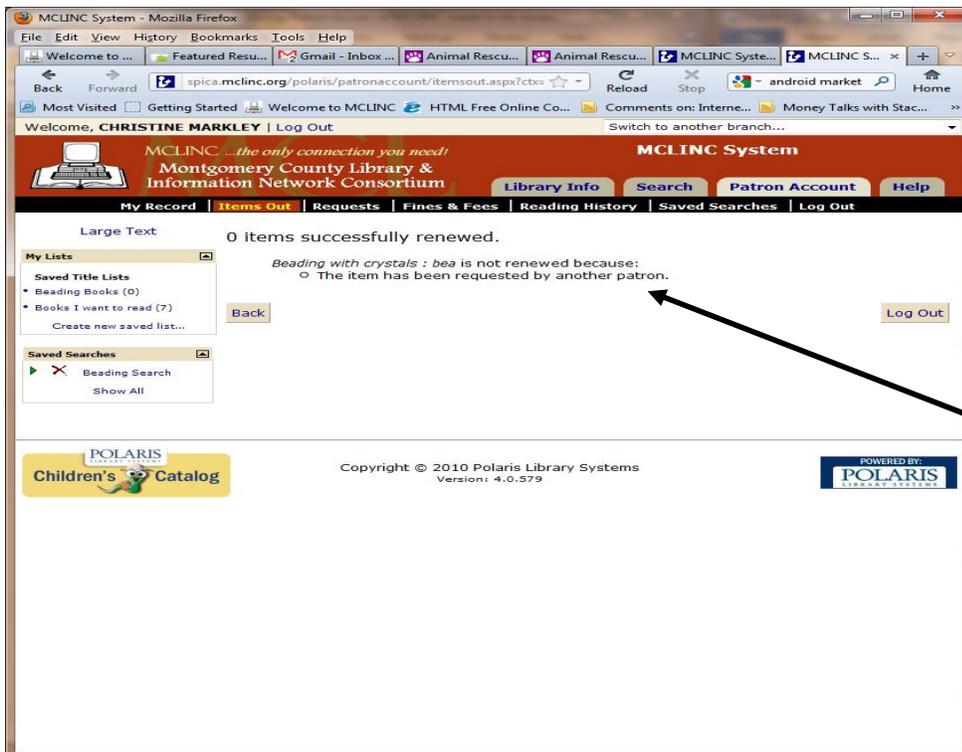
The Items Out page lists the items currently checked out on your borrower card, with call number, author, title, library, due date and number of renewals left.

### Renewing items:

Place a check in the box next to the item(s) you wish to renew. If you selected all items, click the **Renew All Items** link. If you selected one or more (but not all) items, click the **Renew Selected Items** link.

Renewal of overdue items is permitted so long as the total amount due (for all overdue items) is less than \$10.00. This policy has been adopted to allow patrons the opportunity to charge current fines to the library account, renew the late items, and settle the outstanding amount upon the next visit to the library. This policy does not apply to renewals of items that are on reserve, items that have been billed, or inter-library loans (books borrowed for you from non-MCLINC libraries). For more information, please contact your MCLINC library, or email to [Webmaster@mclinc.org](mailto:Webmaster@mclinc.org).

Overdue items that have been requested by another patron will not successfully renew.



## Requests

The Requests page lists the items currently reserved on your borrower card, and provides the title, pickup library, status of the request, and your number in the reserve queue (where 1 = next).

### Canceling requests:

Place a check in the box next to the reserve(s) you wish to cancel. If you selected all reserves, click the **Cancel All Requests** link. If you selected one or more (but not all) items, click the **Cancel Selected Requests** link. Cancelled requests will be automatically deleted from your list after one month. If you are unable to cancel a request, please contact your MCLINC library for assistance, or email to [Webmaster@mclinc.org](mailto:Webmaster@mclinc.org). Items that are held or are en route cannot be cancelled.

### Placing requests:

Access to your patron account is not necessary to place a request. Requests are placed from online catalog searches. Browse the catalog for the title you wish to reserve, then click the **Place Request** button. Enter your Barcode, enter your Password, then accept or change the **Pickup Library**. Click **Submit Request**.

## Fines & Fees

The Fines & Fees page lists outstanding charges posted to your library account.

### To View Details:

Click on the Blue button to the left of the item in the list. Details include the date, type of charge, reason, and amount due.

**NOTE:** If you feel a charge has been assessed in error, please contact your local MCLINC library or email to [Webmaster@mclinc.org](mailto:Webmaster@mclinc.org).

## Reading History

The online catalog is now capable of storing the last 2,500 titles checked out on your card for up to 5 years. To turn this option on please click **Contact Information and Preferences**. Then check the box marked **Maintain permanent reading list** and click **Submit Change Request**. If your browser is not Internet Explorer, you may not see the Privacy disclaimer, which reads as follows:

*The feature you have selected retains personal data in your patron account. Such data may be accessed by law enforcement personnel with a court order without your knowledge or consent. Do you wish to continue?*

Please note that Reading History lists are updated overnight to protect system performance during business hours. The items you borrowed today will be reflected in your History tomorrow.

To remove selected items from a reading history list, click the **red X** next to the item.

To discontinue your reading history, log onto your account, then click **Contact Information and Preferences**, and uncheck **Maintain permanent reading list** and click **Submit Change Request**. If your browser is not Internet Explorer, you may not see the Warning, which reads as follows:

*Stopping reading history will also delete any existing history. Press OK to continue.*

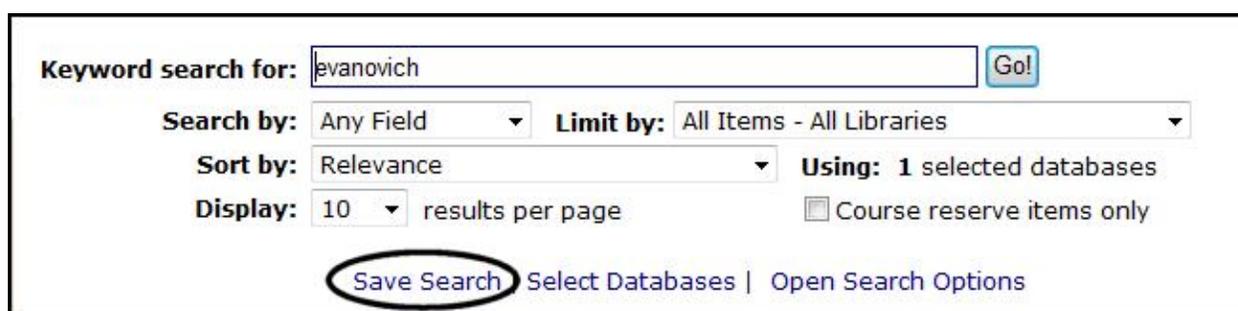
## Saved Searches

The online catalog can automatically run searches for you and email the results on a monthly basis. Use this feature to be notified of new items matching your search that have been added to the MCLINC catalog.

*Follow these steps to set up and save a search*

Set up and run a keyword, phrase, exact phrase, advanced, or Boolean search. The search results are displayed. This set of results, even if it contains no titles, is the base set for the first automatic search, which looks for titles that are new since this search was run. Each subsequent automatic search looks for titles new since the last time the search was run.

Click **Save Search** in the search bar



The screenshot shows a search interface with the following elements:

- Keyword search for:** A text input field containing "evanovich" and a "Go!" button.
- Search by:** A dropdown menu set to "Any Field".
- Limit by:** A dropdown menu set to "All Items - All Libraries".
- Sort by:** A dropdown menu set to "Relevance".
- Using:** A label indicating "1 selected databases".
- Display:** A dropdown menu set to "10" and the text "results per page".
- Course reserve items only**
- Save Search** (circled in red), [Select Databases](#), and [Open Search Options](#) buttons.

If your barcode number (library account number) or user name and password are requested, type the barcode and password in the appropriate boxes, and click **Log In** to submit the information.

You are logged in to your patron account, and the Save Search form is displayed on the page.

Fill out the fields on the Save Search form as follows:

Search name - Type a name to identify the search in your list of saved searches.

Note - Type a brief phrase to help you remember details about the search (optional).

Email results to - Type any e-mail address to receive the results.

Email format - HTML or plain text. Select the format you prefer for e-mail. Your selection applies to all your saved searches.

Email if no results - Check the box if you want to receive an e-mail when an automatic search returns no new results.

Search frequency - Specifies how often the saved search is automatically run (**Weekly**, **Monthly**, or **Suspend**). The library schedules the automatic run. Select **Suspend** if you want to save the search to use later, but do not want regular results at this time. You can edit the setting to a different frequency later, or run the search manually when you choose.

Number of times to run - Type the number of times that the saved search should be run automatically. The library sets a maximum number for this setting.

It is possible to run a saved search manually. In the dashboard, **click the triangle** by the search you want to run.

Welcome, **Maryam Phillips** | Log Out Switch to another branch...

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**Name:** Phillips, Maryam  
**Barcode:** \*23AZ  
**Username:** maryam  
Registered at: Upper Moreland Library  
Patron code: Adult (Patron 18 and over)  
Date of original registration: 8/14/2002  
Expiration date: 1/1/2013

2 New messages  
0 Read messages

0 items checked out  
2 hold requests

Search Name	Criteria	Frequency	Last Run	Results	Notify	Email
<input type="checkbox"/> Sue Grafton Novels	FIND KW={(freetext} sue grafton {/freetext} AND TOM=*	Monthly	10/31/2011	271	Yes	mphilips@mclinc.org

Create new saved list... Delete Selected Search Delete All Searches Log Out

**Saved Searches**

- Sue Grafton Novels  
Show All

## Log Out

You may log out by clicking the navigation button (under the banner) or from the bottom of nearly every page.

***Protect your privacy! Remember to log out!***

*Revised December 2011*