

3. What is on my card?

Once you have logged on to **My Account** you will be able to see what items you have checked out and when they are due back. You'll be able to renew your items, as long as they are not overdue and nobody else has requested them; change your PIN; check to see whether your holds have arrived and send us details of any changes you have made to your address.

1. Click on the **catalogue** link on the front page of the Casey Cardinia Library website.
2. Type in your **user ID** in the box – your user ID is your library card number with an A at the beginning eg: A1234567
if your card number ends in an A, replace the A with a – ie. A123456A becomes A123456-

Type in your **PIN** in the box – unless you have already changed it out PIN is by default the last four numbers of your library card number eg: 4567
if your PIN ends in an A, replace the A with a – ie. 456A becomes 456-

2. Enter your **user ID** (library card number plus a capital A at the beginning) and **PIN** (password) in the boxes at the top right of the screen and then click the **login** box. This will reload the iBistro catalogue and log you in to your membership record.
3. Click on the **My Account** button. A menu will appear.
4. Click on [Review My Account](#).

My Account					
		13 checkouts		4 holds	
Checkouts					
Title	Author	Date due/Recall date due	As of now, you owe		
VCE physics unit 3, 2007	Boydell, Sydney.	28/3/2007,23:59			
Don't make me think! : a common sense approach to web usability	Krug, Steve.	28/3/2007,23:59			
VCE mathematical methods 2007	Duncan, Neil, 1948-	28/3/2007,23:59			
By the sword : gladiators, musketeers, samurai warriors, swashbucklers, and Olympians	Cohen, Richard, 1947-	28/3/2007,23:59			
Insight Outcomes: English Year 12 with CD-ROM	Huggard, Ross.	3/4/2007,23:59			
Songs from the south : Paul Kelly's greatest hits	Kelly, Paul.	11/4/2007,23:59			
Sams teach yourself Mac OS X Tiger all in one	Ness, Robyn.	11/4/2007,23:59			
How to do everything with Mac OS X Tiger	McElhearn, Kirk.	11/4/2007,23:59			
Chisel	Cold Chisel (Musical group)	11/4/2007,23:59			
Sixty six to Timbuktu	Plant, Robert.	11/4/2007,23:59			
Ghost nation	Hunters and Collectors (Musical group)	11/4/2007,23:59			
WordPress 2	Langer, Maria.	12/4/2007,23:59			
Advanced aikido	Dang, Phong Thong, 1940-	13/4/2007,23:59			
Holds					
Cancel	Title	Author	Availability	Pickup at	Expires
<input type="checkbox"/>	Singled out CD ROCK	Diesel, Johnny.	Your position in the holds queue: 1	Narre Warren	Never expires
<input type="checkbox"/>	Far from home LP WOO	Wood, Valerie.	Your position in the holds queue: 1	Narre Warren	Never expires
<input type="checkbox"/>	The hungry tide LP WOO	Wood, Valerie.	Your position in the holds queue: 1	Narre Warren	Never expires
<input type="checkbox"/>	The doorstep girls LP WOO	Wood, Valerie.	Your position in the holds queue: 1	Narre Warren	Never expires
Cancel selected holds					

At the top of the **My Account** screen will be the number of checkouts (the items you have on loan at the moment) and holds (reservations you have placed on items). Below this is a detailed listing of your checkouts and holds.

Checkouts

Shows the titles and authors of the items you have on loan as well as the dates they are due back. If the items are overdue you will also be able to see the estimated amount currently owing. *NOTE: The final amount of the fine is not calculated until the item is returned.*

Holds

Shows the author and title of any items you have requested. **Availability** shows you your position in the queue for that item. *NOTE: This position is not always accurate due to the complexities of being in a consortia system with 8 other library services.* **Pickup** shows which branch you will collect the item from.

If you have changed your mind about your holds you can cancel them here by ticking the box next to the title and then clicking on **Cancel selected holds** button.

Bills

Any money owing on your card will be displayed in this area.