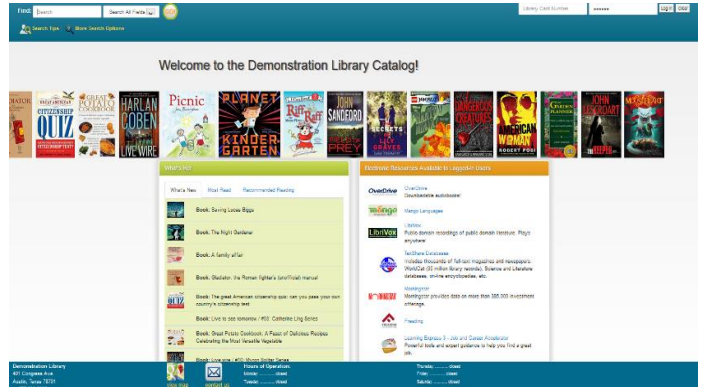


Apollo by Biblionix

Your Online Account

Your Bad Axe Area District Library Catalog is available for your use in the *library*, at *home*, or *anywhere*. There are two primary capabilities: Searching for an item and managing your library account. This document covers instructions and tips on how to get the most out of your online library account. If you need help, please don't hesitate to ask a staff member for assistance.



Overview:

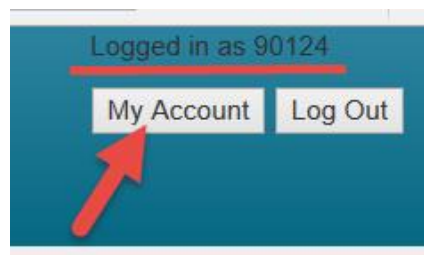
The catalog maintains an account for each card holder. Features include:

- view items checked out and their status
- renew items
- reserve items
- designate how you wish to be contacted

Logging In:

To log-in to your account, enter your Library Card Number and phone number into the fields in the upper right corner of the catalog welcome/search page. Select the 'Log In' button.

Click the "My Account" button.



My Account Info

My Library Account

Account Info Notifications Items Out/Renewals Reserves/Requests Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

In 2014, you have saved \$91.00 by borrowing from the library rather than buying!

Secure password: [Update your password](#)

Primary Address: 7894 Front Street
Austin, TX 78701

Phone: 512-678-8321 (Cell)

Phone:

Email: DrMarthaJones@example.com

Email:

Here you will find your name, address, phone numbers, email address, etc. If you have moved recently, please drop by the library to make the address change.

Notification Options:

My Library Account

Account Info **Notifications** Items Out/Renewals Reserves/Requests Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

Items overdue:

3 day notice before items are due:

Reserve availability:
Note: Updating this will also update any outstanding reserves.

Library Newsletter:

The library will notify you of various situations using the contact method selected in this section. To change an option, click the drop down box.

Items Out, Renew

My Library Account

Account Info Notifications **Items Out/Renewals** Reserves/Requests Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

1 item currently out.

Title	Author	Out	Due	
Claudia and the phantom phone calls	Martin, Ann M (1955-)	7-18-2014	8-1-2014	<input type="button" value="Renew"/>

This next section shows all items currently checked out to your account. You'll see the title, due date, and etc. If a renew button is shown to the right of the due date, you can just click on it to renew the item. If the item cannot be renewed, it will show as "Not Renewable".

Reserves

My Library Account

Account Info Notifications Items Out/Renewals **Reserves/Requests** Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

2 items on reserve.

Title	Author	Reserved	Status	Contact	Place	Copies
Takedown Twenty	Evanovich, Janet	12-10-2013	Ready for pickup!	Text: 512-678-8321 (Cell)	#1	1
Notorious nineteen: a Stephanie Plum novel	Evanovich, Janet	7-14-2014	Not ready	Text: 512-678-8321 (Cell)	#2	1

- **Have some favorite authors?** Arrange to [receive new books](#) by selected authors automatically.
- **Going out of town?** You can [defer](#) your reserves until you get back.
- **Is the library missing something?** You can [request](#) that we purchase it or borrow it from another library (Interlibrary Loan / ILL).

This section lists any reserves you have placed and your place on the reserve waiting list. It also shows how you elected to be notified. You can cancel the reservation on items that are not ready.

Bookmarks

My Library Account

Account Info Notifications Items Out/Renewals Reserves/Requests **Bookmarks**

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

1 item bookmarked.

Location	Title	Author	Bookmarked	In	Total
F PAT	The magician's assistant	Patchett, Ann	1	1	1

The bookmark section is for your convenience. The library does nothing with your list. This feature could be very useful when doing research and a bibliographic reference will be needed. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. When you are logged-in to the Public Catalog, and view individual records, you can simply click the, "*Bookmark This Item*" button. To remove a bookmark, click the "*Remove*" button found at the end of a book marked title in your account.

We hope you enjoy your online account!