

My Library Account

Using the Coast Capital Savings Library online catalogue, you can check your personal library account.

- Click on the **My Library Account** link at the top of the **Library Home Page**.

1. Click on **Review My Account** ▶

My Account

Review My Account Renew My Materials

Forgot Your PIN?

Review My Account

Type your ID for information.

User ID:

or, Student/Employee Number:

PIN:

Display User Information

Reset Query Values

At the following screen:

- Type in **all 14 digits** of your Smart Card barcode here (no spaces) **OR**
- Type in your student number
- Enter your **PIN**
- 2.** When all the necessary information is entered, click here

Under the heading of **Review My Account** you will receive information about your:

- Checkouts** - Items that you have out on loan and any that have been recalled for another patron and must be returned.
- Bills** - If you have any fines or charges for lost or damaged material.
- Holds** - If the **Kwantlen book or journal** you placed on hold is ready for pick up. (**Check** under **Requests** also)
 - To cancel a hold on the Kwantlen item you requested online.
 - Click in the box beside the hold item to mark the hold you wish to remove.
 - Click on the Cancel selected holds button.A confirmation message will appear listing the hold item you have successfully cancelled.

Account Summary Checkouts **Holds**

Outstanding Holds

Select	Title	Availability	Pickup at	Expires	Status
<input type="checkbox"/>	All				
<input type="checkbox"/>	The orange fish Details	Your position in the holds queue: 1	Langley Campus Library	Never expires	Active

Cancel selected holds

Activate or Suspend Selected Holds

Activate Selected **Suspend Selected**

Suspension start date:

Suspension end date:

Activate Selected

Activate or suspend Selected Holds

- If you have your hold suspended and now want it to be in effect, click on the item, click the **Activate Selected** radio button and then click on **Activate Selected**

Suspension start/end date

- If you have a hold and want to suspend it from becoming available during a certain time period enter the date (optional)

How does the Suspension start/end date work?

If a hold becomes available during your suspension dates, and there are others with holds for the same item, you will be bypassed and the item will go to the next person on the list. You will remain at the top of the hold queue and will get the next opportunity.

If there is no one else waiting for the item, and you have set a suspension date the item will not be pulled for you until the end date of the suspension has been reached.

Under the heading of **Review My Account** you will also receive information about your:

- **Requests**
If the **video/DVD** you requested is ready for pickup or if the **journal article or book from another institution** such as UBC or SFU is ready for pickup or if there is a message regarding the material you requested.
If you have more than one item requested, click on **View** to view the reply to your request.
- Check under **Holds** also.
- **Bookings** - Videos or DVDs you have requested for a specific date.

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