

MY ACCOUNT in the CATALOG

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University of Maryland Libraries ♦ www.lib.umd.edu/guides/my_account.html



What is 'my account'?

My account is a service available to current University System of Maryland and Affiliated Institutions (USMAI) registered users, including **students, faculty, staff, alumni, Friends of the Libraries, and Special Borrowers.**

My account provides access to your personal library account, where you can:

- See which items you have checked out and when they are due.
- Renew books online and view your list of requests from other USMAI libraries.
- Save or e-mail search results from the Libraries' Catalog.

Sign in to 'my account'

- Start at the Libraries' home page: www.lib.umd.edu.
- Click on **Renew / check due dates in my account.**
- Select **University of Maryland, College Park** as your campus affiliation.
- Select your group, either **Students, Faculty and Staff** or **All Others.**
- Enter your UM directory ID and password. Click **Log in.**
- Important: Verify your contact information. To update, call Circulation at (301) 405-9046.

Check due dates and renew books online

- After logging in to **my account**, under the heading Activities, click on **Items borrowed / renewals.**
- The books that you have borrowed are sorted by due date.
- To renew a book, click in the box to the left of the title, then click "renew selected."
- To renew multiple items, click on the yellow buttons "renew all" or click the boxes to the left of the desired items and then click "renew selected."
- Review your list of borrowed items to verify the new due dates.

Monitor status of requested items

- After logging in to **my account**, under the heading Activities, click on **Requests.**
- Your material is ready to be picked up if it says "on hold until: (date)" in the status field. (Note: you will also have received an email giving you that information).
- You may cancel a request if an item is still "in process." Click on the number beside the title and delete.

Save recent search information

- Log in to **my account** before you begin to search the Catalog.
- Conduct your search. For future reference, click **recent searches** at the top of the page on the yellow toolbar.
- Select the search(es) you want to save. Click **add to saved searches.**
- To retrieve saved searches, log in to **my account** and click **saved searches** at the top right of the screen.
- Select a search strategy and click **view** to see the results.

Save catalog records

- Log in to **my account** before you begin to search the Catalog.
- Conduct your search. On the results screen, click on the underlined title for the full view of the Catalog record.
- On the **Full View of Record** screen, click on **add to my saved items.**
- To retrieve saved Catalog records, log in to **my account** and click **saved items** at the top right of the screen. At the next screen you can download/e-mail or delete items.

Enter note for record in saved items. (optional)

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Important!

- The items placed under **saved searches** and **saved items** remain in **my account** from session to session. You decide which items to save, delete, or e-mail.
- If you don't log in, items saved under **recent searches** and **saved items** are *temporary*.

Save/e-mail Catalog records in 'my account'

- Sign in to **my account** before you begin to search.
- Conduct your search.
- On the results screen, click on the underlined title of the item in order to view the **Full View of Record**.
- On the **Full View of Record** screen, click on **save/e-mail**.

To e-mail a record:

- Enter your e-mail address.
- Choose your preferred format: citation, full view, brief view, etc.
- Click **send**.

To save to disk using **Internet Explorer**:

- Leave the e-mail address blank.
- Choose your preferred format: *citation, full view, brief view*, etc. Click **send**.
- Click **confirm** to save the file to a *PC, a disk, flash drive*, etc.
- In the Internet Explorer File Download window, select **save**.
- Choose where you'd like to save the file **AND** change the file extension from .sav to .doc or .txt.
- Click **save**.

To save to disk using **Mozilla Firefox**:

- Leave the e-mail address blank.
- Choose your preferred format: *citation, full view, brief view*, etc. Click **send**.
- Click **confirm** to save the file to a *PC, a disk, a flash drive*, etc.
- **Save to Disk** should be preselected. Click **OK**.
- A download box will appear. Click on **open** next to your record. Typically, it will be first on the list.
- **Select the program** from a list, if it is not already preselected. Click **OK**.
- Choose **Microsoft Office Word** and click **OK**.
- Your record will appear as a Word document. Save your file as appropriate. Click on **File > Save As ... > Save in... > My Computer > Flash Drive (E:)**.

Note: One peculiarity of this browser is that you will need to save your record as an MS Word document **before** you can save it to your PC, disk, flash drive, etc.

End your 'my account' session!

- Remember to click on **end session** (upper right) before walking away from a public computer.
- A warning message will appear: *Ending the session will empty the basket and erase recent searches*. Click **okay**.

Have Questions?

- Ask library staff for help: www.lib.umd.edu/help.html
- Even when closed, librarians can answer your questions through the **24/7 Ask Us Now!** service.