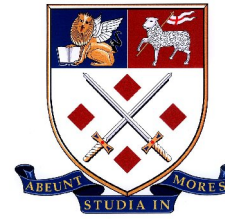


Visit the library gateway at  
<http://librarygateway.marjon.ac.uk>

Email the library on  
[libraryenquiries@marjon.ac.uk](mailto:libraryenquiries@marjon.ac.uk)

Telephone the library on  
01752 761145

This leaflet is also available in  
alternative formats and printed  
on cream paper



Marjon Library

Library helpguide #3

How to check  
your borrower  
information on the  
Library catalogue

## Logging on

- Click on the 'My Account' tab.
- Enter your 8 digit student number which is on the front of your library card underneath the barcode.
- Enter your PIN - if this is the first time you have logged on, it will be 1111. If you can't remember your PIN, please ask a member of staff.

You will then see an overview of your account:

The screenshot shows the 'Account Overview' page of the Horizon Information Portal. The page is viewed in Microsoft Internet Explorer. The browser address bar shows 'http://libserv.marjon.ac.uk/ipac20/ipac.jsp'. The page header includes 'Logout', 'My List - 0', and 'Help'. Below the header, there are navigation tabs: 'Home', 'Search', and 'My Account'. Under 'My Account', there are sub-tabs: 'Overview', 'Checked Out', 'Holds', 'Fines/Blocks', and 'Profile'. The main content area is titled 'Account Overview' and contains several sections: 'Items Out: See and renew currently checked out items' with sub-statistics (Checked Out: 5, Overdue: 0, Lost: 1); 'Hold Requests- Items ready to be picked up and waiting to become available' with sub-statistics (Requested items ready for pick up: 0, Requested items not yet available: 0); 'Blocks- Fines, blocks and account messages' with sub-statistics (Number of Blocks: 1, Current Balance: \$17.99); and 'Profile- See and change address, phone number, email address, PIN and preferences'. At the bottom, there is an email address 'libraryenquiries@marjon.ac.uk' and the text 'Horizon Information Portal 3.06.A POWERED BY DYNIX'.

## Holds

- This gives details of items which you have reserved (the system refers to them as 'holds').
- It will show if you have any holds waiting for you to collect, or whereabouts you are in the queue for a book.

## Fines/blocks

- This shows if there are any blocks on your account, eg. overdue books, outstanding fines etc.
- Blocks may prevent you from renewing/reserving materials online, and you will have to contact the library to do it for you.

## Profile

- This allows you to change your PIN to a memorable number.
- You can also inform us if your contact details need changing, or you can do this more quickly by speaking to a member of staff.

## Items out

- This shows details of items you currently have on loan, along with the date you took it out, when it is due back and how many times you can renew it.
- If you still have an item on loan, but it is overdue, you will not be able to renew it yourself; you must contact the library.
- To renew all items, tag the renew box at the top of the list of items, and then click 'Renew'.
- To renew individual items, tag the box to the left of the individual book title, and then click 'Renew'.

The screenshot shows the 'Items Out' page of the Horizon Information Portal. The browser address bar shows 'http://libserv.marjon.ac.uk/ipac20/ipac.jsp?session=1156TU8513500.87099&profile=mjl-1&menu=account&submenu=itemsout'. The page header includes 'Logout', 'My List - 0', and 'Help'. Below the header, there are navigation tabs: 'Home', 'Search', and 'My Account'. Under 'My Account', there are sub-tabs: 'Overview', 'Checked Out', 'Holds', 'Fines/Blocks', and 'Profile'. The main content area is titled 'Items Out' and contains sub-statistics (Checked Out: 5, Overdue: 0, Lost: 1). Below the statistics, there is a 'Renew' button. The main content is a table with the following columns: 'Title', 'Out', 'Due Date', 'Due Time', and 'Times Renewed'. The table contains four rows of data:

	Title	Out	Due Date	Due Time	Times Renewed
<input type="checkbox"/>	Issues in art and design teaching / by Addison, Nicholas,	22/08/2006	28/09/2006		0
<input type="checkbox"/>	Teaching and learning history / by Kinealy, Christine,	22/08/2006	28/09/2006		0
<input type="checkbox"/>	Urban social geography : an introduction by Knox, Paul & Steven Pinch	22/08/2006	22/08/2006	8:00 PM	0
<input type="checkbox"/>	Writing and producing for television and film / by De Fossard, Esta,	22/08/2006	28/09/2006		0
<input type="checkbox"/>	Writing and producing radio dramas /	22/08/2006	28/09/2006		0

- Standard loan, weekly loans and teaching practice loans can be renewed 4 times.
- Overnight loans can be renewed once over the phone.
- Short loans cannot be renewed.