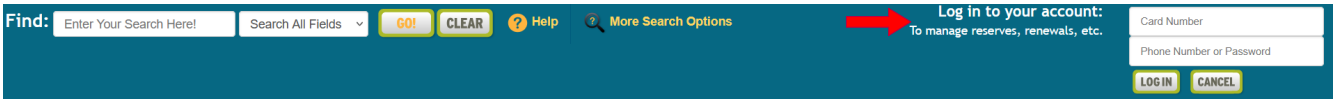
Dunbar Free Library:
Using Your Online Account

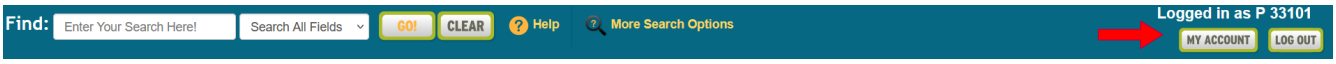
This document describes the capabilities available when you are logged into your library account.

Step 1: Log Into Your Account



To log into your account, go to the Catalog webpage and then enter your library card number and password in the fields in the upper right corner. Your initial password is your phone number, which can be entered with or without dashes. Select the Log In button. The procedure to change your password is shown further down.

Step 2: Click on the "My Account" button

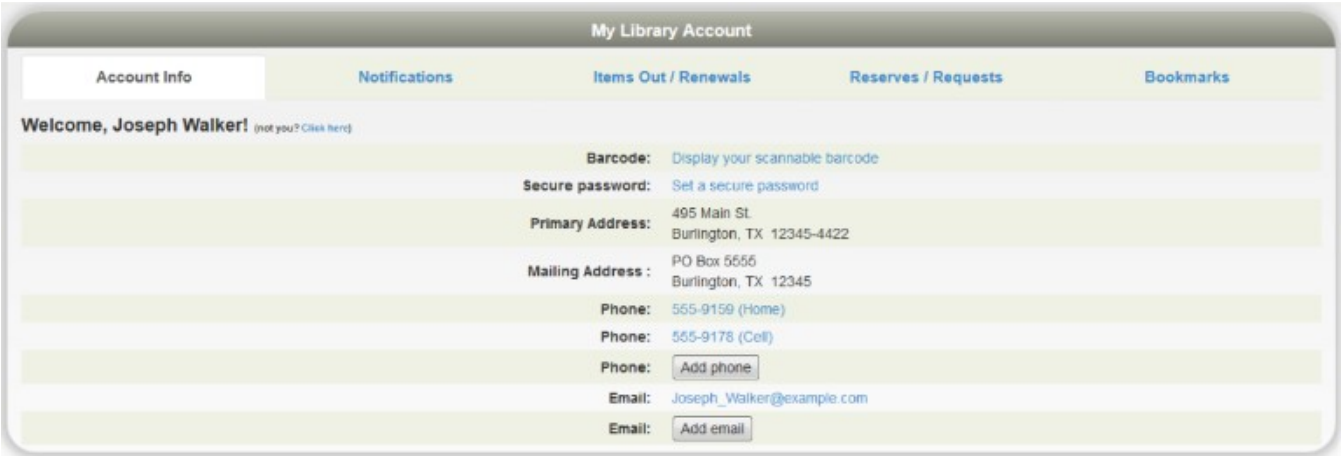


At the top right of the resulting page, click the My Account button. This brings up the "My Library Account" page, which has several tabs that are described below.

Step 3: Click on any of the tabs

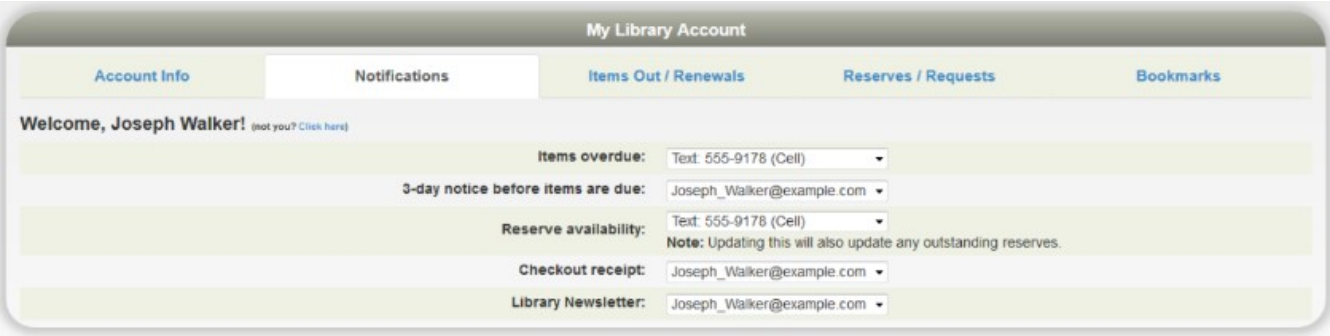
The information in each tab is described below.

Account Info



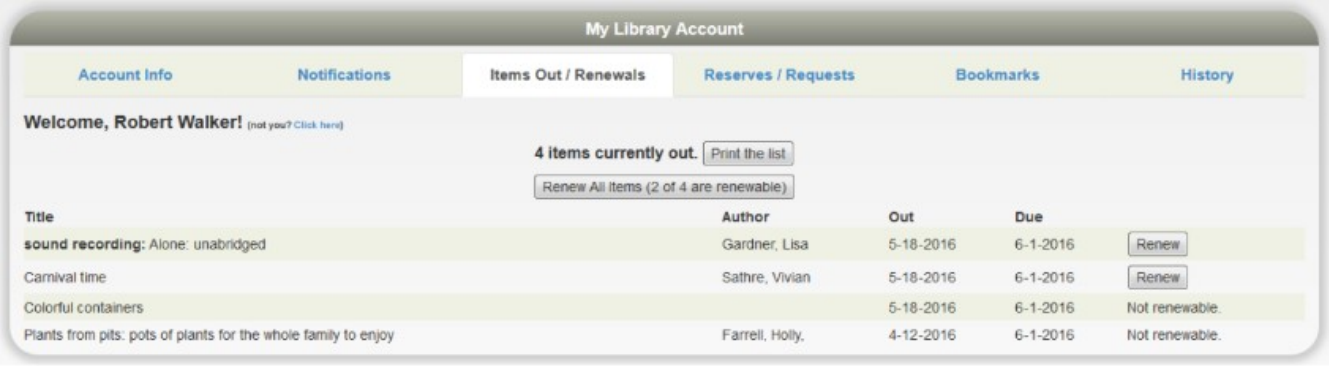
This tab shows your basic account info: name, address, phone numbers and email address. You can also set or change your password here. To change any of the information, click on the information in blue, update the field and click Save. To update your address, contact the library.

Notifications



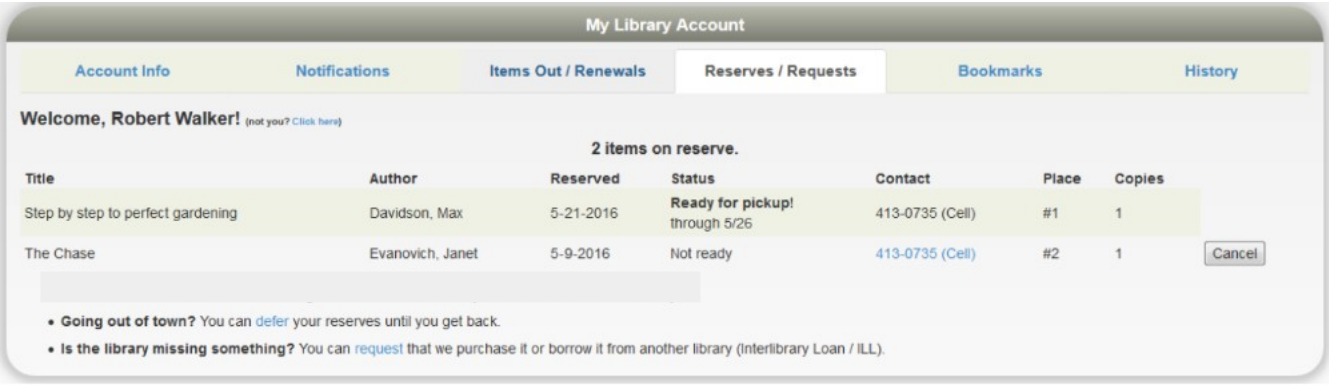
This tab shows how the library will contact you. The displayed options are derived from your Account Info in the first tab. The “3-day notice before items are due” function is available using email or text, while the contact for “Reserve availability” can also be done via a phone call. To change an option, click the drop down box.

Items Out/Renewals



This tab shows all items currently checked out to your account. If a renew button is shown to the right of the due date, you can click on it to renew the item. The item might show as “Not Renewable” if the item is on reserve by another patron, it is not renewable or your card has expired.

Reserves/Requests

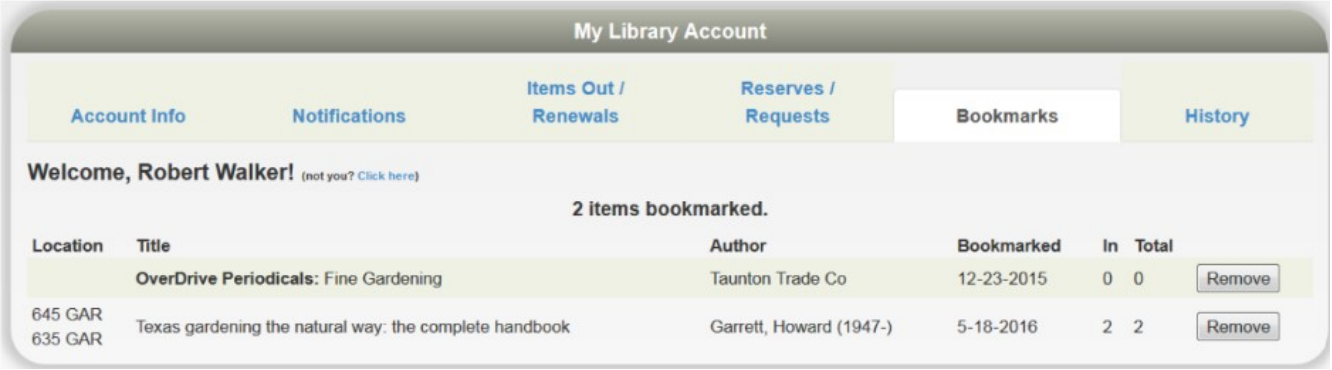


This tab shows any reserves you have placed, notes your place on the waiting list and shows how you elected to be notified. The “Copies” column indicates how many copies the library has of that title. You can cancel the reservation on any item that is not “Ready for Pickup!”

There are also some additional actions available at the bottom of the screen:

- *Going Out Of Town?* To avoid losing your place in line for any item that you have reserved, indicate when you will not be available. If your turn comes up while you are unavailable, you will be moved one place down in line. Simply click defer to view a calendar pop-up. Click any date to indicate that you are not unavailable, and click again to change back. You can also click/hold across days or weeks to mark a date range.
- *Is The Library Missing Something?* You can request an item here. The library staff will review the request and decide whether to purchase the item or request it via Inter-Library Loan.

Bookmarks



The bookmark tab is for your convenience. These can be used 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 catalog and view individual records, you can click the Bookmark This Item button to add it to this list. To remove a bookmark, click the Remove button.

History



This tab displays what you have checked out in the past (the list does not include electronic downloads or streaming). You can search this list by using page search techniques which are available on most browsers. You can also export the list as an Excel spreadsheet.

If you have questions or comments please ask one of our librarians, call us at (603) 863-2172 or send an email to info@dunbarlibrary.org.

Ver. 09/2026C