

HOW TO: Review My Account

1. Go to <http://www.ci.south-pasadena.ca.us/library> and click on the link for the **Library Catalog**.
2. In the darker blue bar click on **My Account**.
3. Click on **Review My Account**
4. Enter your 14-character **Library Card Number** and 8-digit **PIN** number (which should be your birthday entered in the MMDDYYYY format). Do not leave any spaces. If your birthdate does not work, you will need to ask Library staff for your PIN number.
5. Click on **Display My Account**.
6. In the My Account block you will see a count of the number of checkouts, holds and bills.
7. In the "Checkouts" section you will see the title and author of each item, the due date and any fines due.
8. In the "Holds" section, the "Cancel" box allows you to mark holds to be removed from your holds list. The box is followed by the title and author of the item you have on hold, and your position in the holds line. If you wish to remove a hold, mark the **Cancel** box and click on the **Cancel Selected Holds** bar.
9. In the "Bills" section you will see the name and author of each item with a bill, the reason for the bill and the amount of the bill.
10. If you have any problems, please contact the library for assistance at (626) 403-7340.

See following information for how to Renew My Materials and Place Holds.

HOW TO: Renew My Materials

Note: Renewals on the web must be done before 11:59 p.m. on the due date. Items may only be renewed once.

1. Go to <http://www.ci.south-pasadena.ca.us/library> and click on the link for the **Library Catalog**.
2. In the darker blue bar click on **My Account**.
3. Click on **Renew My Materials**.
4. Enter your 14-character **Library Card Number** and 8-digit **PIN** number (which should be your birth date entered in the MMDDYYYY format). Do not leave any spaces. If your birth date does not work, you will need to ask Library staff for your PIN number.
5. Click on **List Checked Out Items**.
6. Use the radio buttons to choose if you want to **Select Items to Renew** or **Renew All**.
 - If you are renewing only selected items, click on the **Renew Selected Items** radio button, and then click on the check box to the left of the title of the items you wish to renew.
 - If you are renewing all the materials that you have borrowed, click on the **Renew All** radio button.
7. Click on the **Renew Selected Items** bar at the bottom of the page.

The catalog will let you know if your items were renewed or not. If they were renewed, it will tell you the new due date. If they were not renewed, a message will tell you why the renewal failed.

HOW TO: Place Holds

1. Go to <http://www.ci.south-pasadena.ca.us/library> and click on the link for the **Library Catalog**.
2. Search the catalog and select the item you are interested in from your results.
3. Click on the **Details** button for that item.
4. Click on the **Place Hold** link on the left of the screen (under the Keep button).
5. Enter your 14-character **Library Card Number** and 8-digit **PIN** number (which should be your birth date entered in the MMDDYYYY format). Do not leave any spaces. If your birth date does not work, you will need to ask Library staff for your **PIN** number.
6. If the item is a multi-volume set, such as an encyclopedia, you may be able to select which volume you would like to place on hold.
7. Click on **Place Hold**.
8. The system will tell you whether or not the hold was placed. Some materials, such as reference items and items that are not currently checked out, cannot be put on hold.

You will receive a telephone call when the material is available for you to pick up.