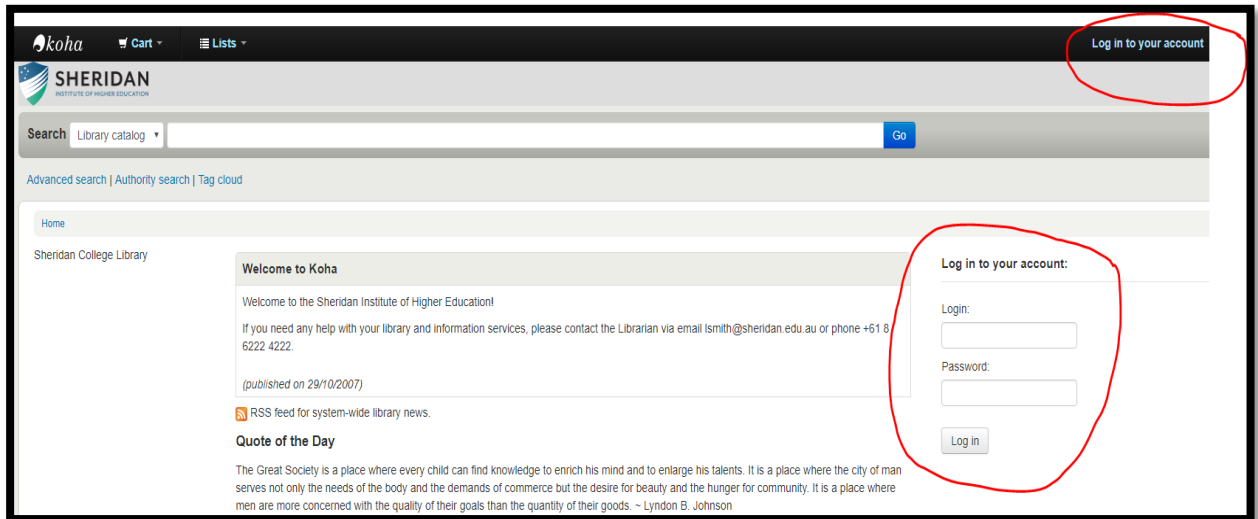


# Sheridan Library External Login

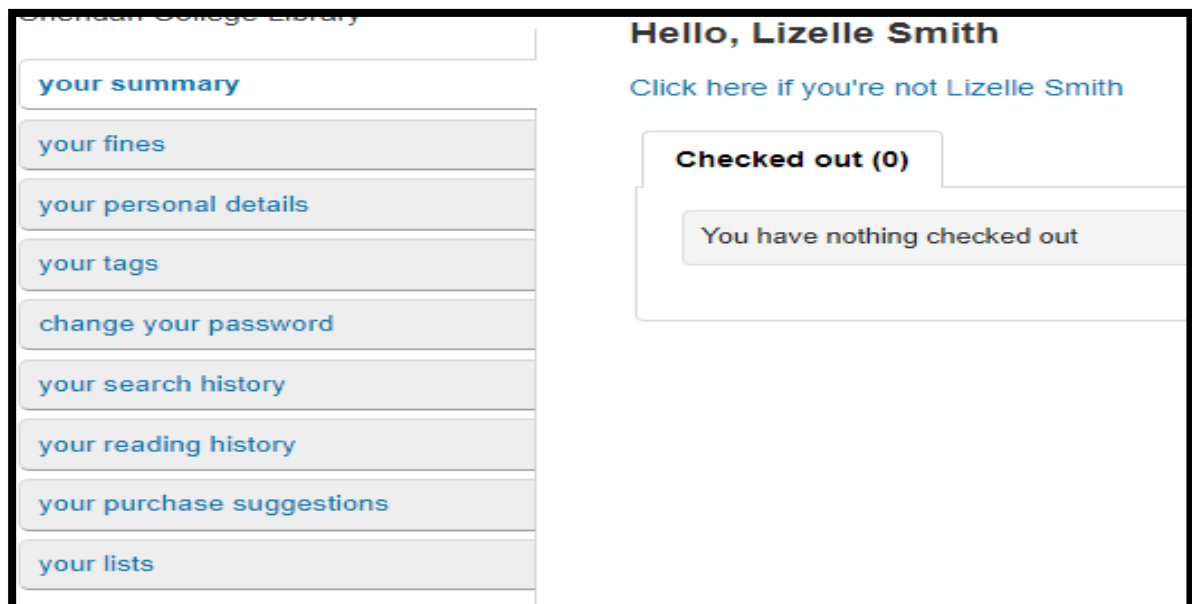
To login to your library account.

1. Select the top right login option as shown in below screenshot.
2. Or, select the login box on the right hand side. You will need to login with your username and password.

Please note prior to logging into your account, you will need to become a member of the Sheridan Library. Please email the librarian for any assistance via [lsmith@sheridan.edu.au](mailto:lsmith@sheridan.edu.au)



3. When logged into the Sheridan Library, your name will display as shown below.



4. There are a few options to select when you are logged into your account:

- Your summary – will show the items you have on loan, including title of item, due date, barcode, and call number.

Checked out (1)						
1 Item(s) checked out						
	Title	Due	Barcode	Call no.	Fines	
	The Indian Ocean / Pearson, M. N.	10/02/2022	00344	909.09824	No	

- Your fines – Sheridan Library does not charge overdue fines. However, please make sure that you return your items on time so that other students and staff can borrow the items too.
- Your personal details – will display personal/user information, such as address details, contact details, and alternative contact details.
- Your tags – tags or keywords can be added to items in your library catalogue record.
- Change your password – you can change your password here.
- Your search history – displays your previous searches carried out.
- Your reading history – displays the items you have borrowed in the past.
- Your purchase suggestions – you can make a suggestion to purchase a specific item you require.
- Your lists – you can create topic lists from the catalogue which can be downloaded, emailed or printed out.

5. Renewing items on loan:

- If you require an item for a longer period of time, you can renew it, considering no one else has placed a hold on the specific item.
  - To renew an item, click on the 'Renew' box of the item and select 'Renew all'.

Renew	Fines
<input checked="" type="checkbox"/> Renew (1 of 1 renewals remaining)	No

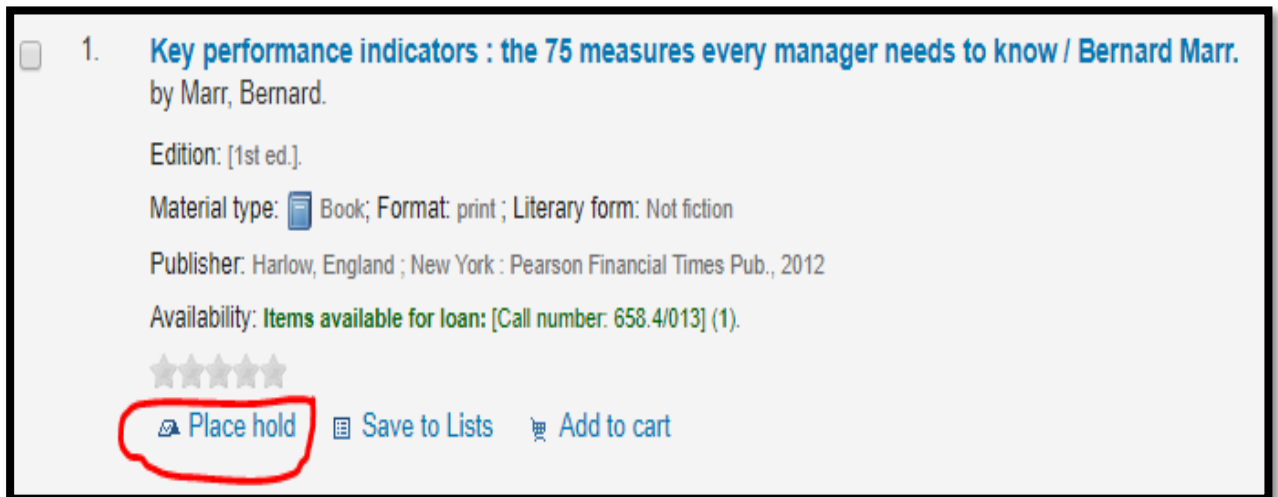
Click on the 'Renew selected' button to action the renewal.

Renew selected

Renew all

6. Placing a hold on item:

- After finding an item you would like to borrow (when searching externally), you can place a hold by selecting the 'Place hold' option.
- A pop-up screen will appear to confirm your hold.
- You will be notified via email when you can pick-up your item.
- You can also cancel placed holds.



7. Ending a library catalogue session:

- Select the log out option (top right in bold red font) to log out of the library catalogue session.

