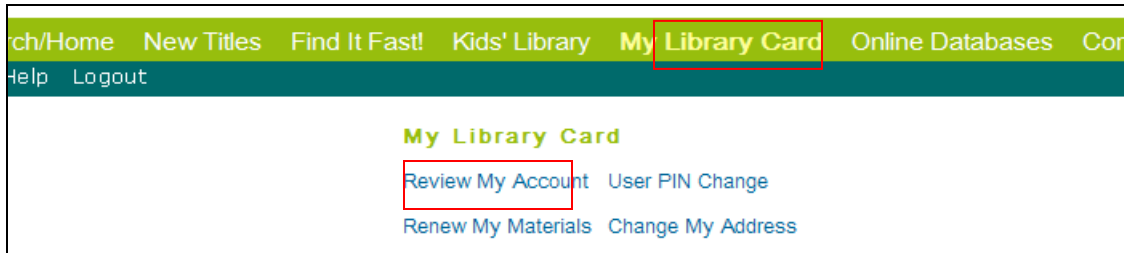


4. Viewing your library card details

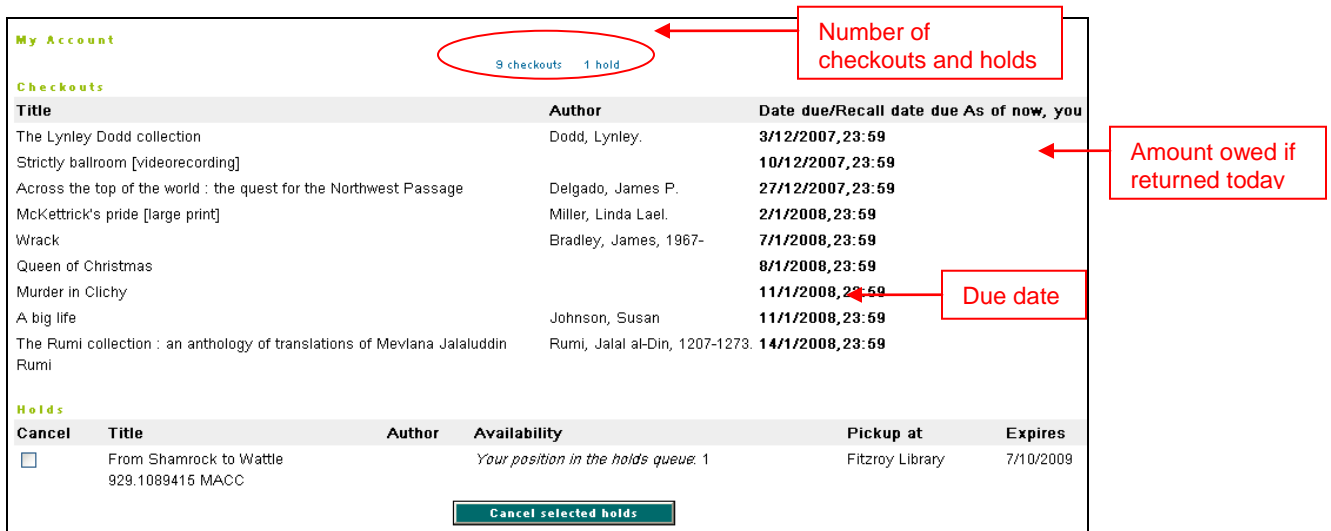


Click on the **My Library Card** link at the top of the catalogue. A menu will appear. Click on the **Review My Account** link.

Enter your **User ID** (library card number) and **PIN** and then click **Display User Information**. Contact library staff to find out your PIN if you are unsure of it.

At the top of the My Account window will be the number of checkouts, bills and holds, if any.

Below this is a detailed breakdown of the checkouts and holds.



My Account

9 checkouts 1 hold

Checkouts

Title	Author	Date due/Recall date due As of now, you
The Lynley Dodd collection	Dodd, Lynley.	3/12/2007,23:59
Strictly ballroom [videorecording]		10/12/2007,23:59
Across the top of the world : the quest for the Northwest Passage	Delgado, James P.	27/12/2007,23:59
McKetterick's pride [large print]	Miller, Linda Lael.	2/1/2008,23:59
Wrack	Bradley, James, 1967-	7/1/2008,23:59
Queen of Christmas		8/1/2008,23:59
Murder in Clichy		11/1/2008,23:59
A big life	Johnson, Susan	11/1/2008,23:59
The Rumi collection : an anthology of translations of Mevlana Jalaluddin Rumi	Rumi, Jalal al-Din, 1207-1273.	14/1/2008,23:59

Amount owed if returned today

Due date

Hold

Cancel	Title	Author	Availability	Pickup at	Expires
<input type="checkbox"/>	From Shamrock to Wattle 929.1089415 MACC		Your position in the holds queue: 1	Fitzroy Library	7/10/2009

Cancel selected holds

Checkouts

This will show the titles, authors, date due as well as the amount currently owing if the item is overdue.

Bills

Any money owing on the card for late returns or charges for activities will be displayed in the bills area.

Holds

The Holds sections will display all holds placed with your membership card. It will list the title, author, availability, pickup location and expiry date of each hold.

If you are still waiting for the title:



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- it will state your position in the queue.
- the expiry date will be approximately 12 months after placement of the hold.

The pickup branch will be the branch you selected when you placed the hold

If the title has arrived at the pickup branch: the **pickup branch** is the branch where the hold is awaiting pickup and the **expiry date** will be the date the title will be returned to its home branch if not picked up.