

# Meet Apollo by Biblionix Your Online Library Account

Your North Conway Public Library Catalog has conveniences and powerful ways for you to access information. The online catalog is available for your use from any Internet capable device in the *library*, at *home*, or *anywhere*.

There are two primary capabilities: Searching for a book, a DVD, or Book on CD, and managing your library account.

This document covers instructions and tips on how to get the most out of your library account. If you need help, please don't hesitate to ask a staff member for assistance.

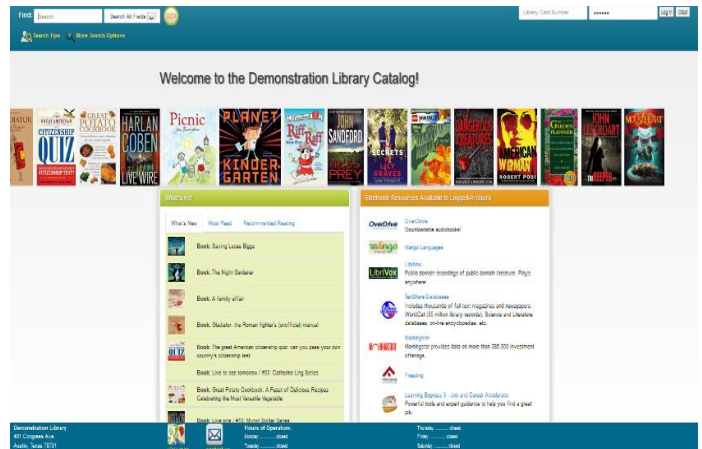
### Overview:

The catalog maintains an account for each patron. Many features and functions are available including:

- view items checked out and their status
- renew items
- reserve items
- designate how you wish to be contacted
- balance due (and payable online!)
- designate a vacation delay so you won't miss your turn for a reserved item

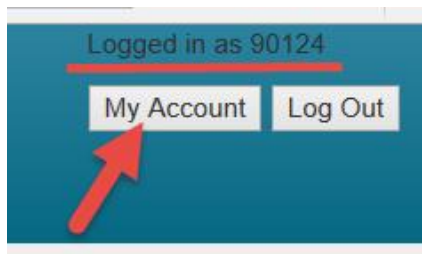
### Let's take a quick tour of your "My Account".

#### Logging In:



To log in to your account, enter your "Library Card Number" and phone number or password in the fields in the upper right corner of the catalog welcome/ search page. Enter your phone number (with or without the dash). If it has a 603 area code, you don't need to enter it. Select the 'Log In' button.

Click "My Account" button -



...and your Account Info will show up.

There will be tabs allowing you access to the different sections of your account information.

Let's look at each section:

### My Account Info

The screenshot shows the 'My Library Account' page with the 'Account Info' tab selected. It displays a welcome message for Martha Jones-Milligan, a savings notice for 2014, and fields for updating personal information. Fields for 'Secure password', 'Primary Address', 'Phone', and 'Email' are shown in blue, indicating they can be edited. There are 'Add phone' and 'Add email' buttons.

Here you will find your name, address, phone numbers, email address, etc. You can set or change your secure Apollo password here. Changes can be made for your personal information seen in blue. Just click on what you want to change and a box will appear. Make your changes and click save. If you have moved recently, please drop by the library to make the address change.

### Notification Options:

The screenshot shows the 'My Library Account' page with the 'Notifications' tab selected. It displays options for 'Items overdue' (set to DrMarthaJones@example.com), '3 day notice before items are due' (set to None), 'Reserve availability' (set to Text: 512-678-8321 (Cell)), and 'Library Newsletter' (set to None). A red arrow points to the 'Notifications' tab.

The library will notify you of various situations using the contact method selected in this section. To change an option, click the drop down box. The options are derived from your "Account Info" in the first tab. The feature "3 day Notice Before Items Are Due" is only available through text message and email, otherwise you may choose the options phone call, text message, or e-mail.

### Items Out, Renew:

This next section shows all items currently checked out to your account. You'll see the title, the due date, and more. If a renew button is shown to the right of the due date, you can just click on it to renew the item. The item might show "Not Renewable". This might be for a number of reasons: If it is on reserve by someone else, or if you have fines over the limit, or if your card has expired.

The screenshot shows the 'My Library Account' page with the 'Items Out/ Renewals' tab selected. It displays a '1 item currently out.' section with a 'Renew All Items' button. Below is a table of items checked out, with a 'Renew' button circled in red for the item 'Claudia and the phantom phone calls'.

Title	Author	Out	Due	
Claudia and the phantom phone calls	Martin, Ann M (1955-)	7-18-2014	8-1-2014	Renew

## Reserves:

**My Library Account**

Account Info   Notifications   Items Out/Renewals   **Reserves/Requests**   Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

2 items on reserve.

Title	Author	Reserved	Status	Contact	Place	Copies
Takedown Twenty	Evanovich, Janet	12-10-2013	Ready for pickup!	Text: 512-678-8321 (Cell)	#1	1
Notorious nineteen: a Stephanie Plum novel	Evanovich, Janet	7-14-2014	Not ready	Text: 512-678-8321 (Cell)	#2	1

Cancel

- **Have some favorite authors?** Arrange to [receive new books](#) by selected authors automatically.
- **Going out of town?** You can [defer](#) your reserves until you get back.
- **Is the library missing something?** You can [request](#) that we purchase it or borrow it from another library (Interlibrary Loan / ILL).

This section lists any reserves you have placed and it typically notes your place on the reserve waiting list. It also shows how you elected to be notified. The “Copies” column indicates how many copies the library has of that title. Note that you can cancel the reservation on items that are not ready.

Going Out Of Town? – You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up, you simply move one place down in line. You’ll get that favorite item you’ve been waiting for without going to the end of the line. To indicate when you’re unavailable, click “[defer](#)” and you’ll see a calendar pop up. Click on any date to mark it as unavailable. It will turn blue. Click again to mark it as available. It will return to white. You can move to different months as necessary with the arrows in the top left and right. You can also click/hold across days or weeks to mark a date range.

Is the Library Missing Something? Place a request for an item here and this will inform the library staff of your request.

## Bookmarks:

**My Library Account**

Account Info   Notifications   Items Out/Renewals   Reserves/Requests   **Bookmarks**

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

1 item bookmarked.

Location	Title	Author	Bookmarked	In	Total
F PAT	The magician's assistant	Patchett, Ann		1	1

Remove

The bookmark section is for *your* convenience. The library does *nothing* with your list. You may wish to use bookmarks as a reminder of items you want to read in the future or have read in the past. This feature could also be very useful when doing research and a bibliographic reference list will be needed. When you are logged in to the Public Catalog and view individual records, you can simply click the, “[Bookmark This Item](#)” button. To remove a bookmark, click the “[Remove](#)” button found at the end of a bookmarked title in your account.

**We hope you enjoy these capabilities. Let us know what you think.**  
[info@northconwaylibrary.com](mailto:info@northconwaylibrary.com)