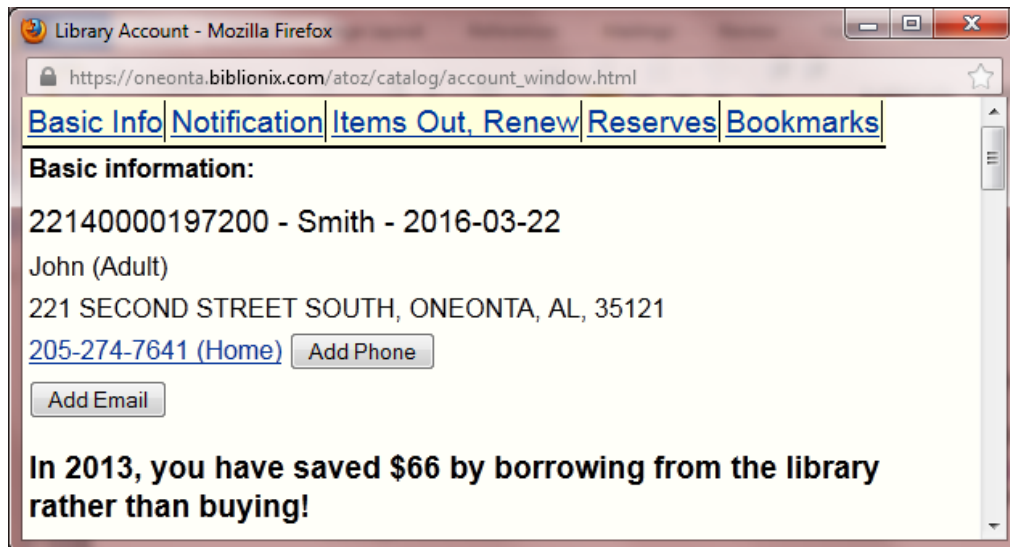


MANAGING YOUR PATRON ACCOUNT

Your patron account is your access to the many services our library offers.

You can change your options by clicking on the **"My Account"** button to go to your library account information. This screen will show everything about your account. On your account screen you can review *Basic Info, Notification, Items Out, Renew, Reserves, and Bookmarks*. Across the top are shortcuts (in yellow) to these sections of your account information.

1. To manage your patron account, **log in** to your Oneonta Public Library account in the online catalog (<https://Oneonta.biblionix.com/atoz/catalog/>) using your library card number and primary telephone number (include area code).
2. In the **"Basic Information"** section you can review your information to keep it up to date.



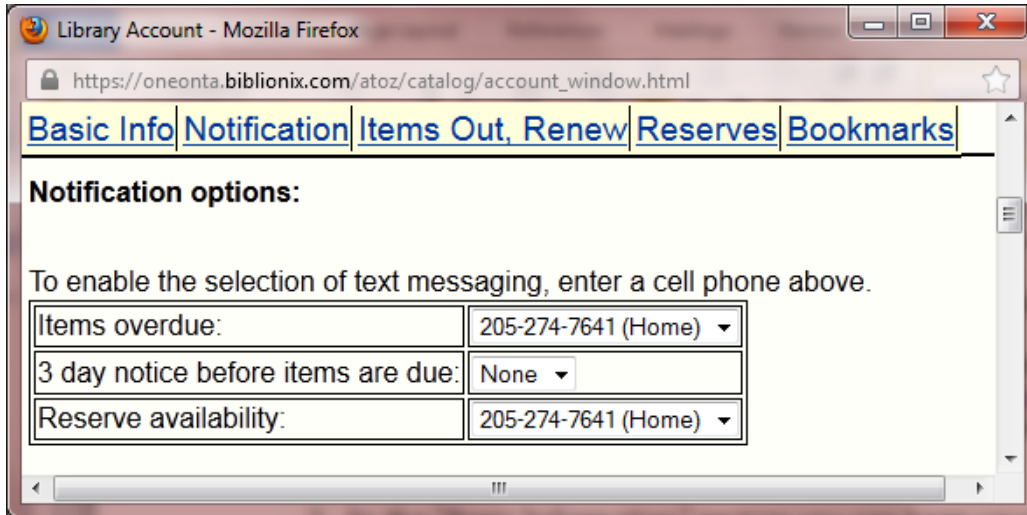
This information can only be updated by library staff. Please notify the library of any changes needed:

Library Card Number, First Name, Expiration Date of your card
Last Name, Patron Type
Mailing Address
Phone Number(s)
Email Address(es)

The message at the bottom of this screen shows how much money you have saved this year by using your library and not purchasing the items you checked out.

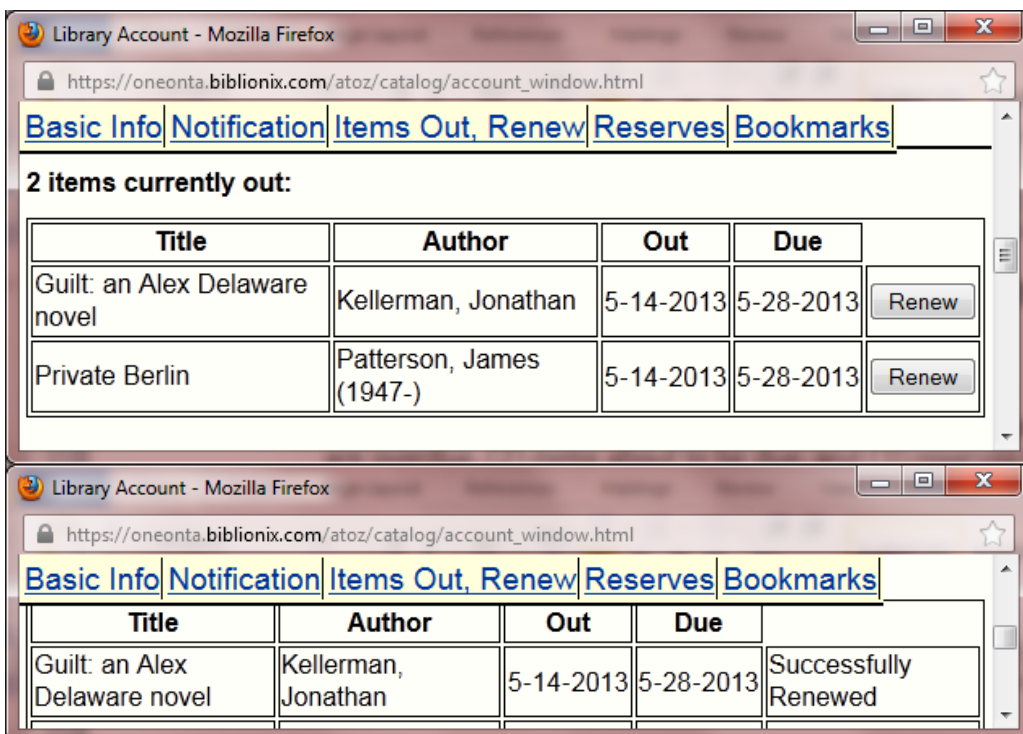
3. **"Notification Options"** are your choices to be notified of (1) items that are overdue, (2) items about to be due, and (3) reserves that you have placed are now available for check out.

Use the drop down arrow to the right to choose the method you want to be notified for each. Choices are: Email, Home phone, Cell phone.

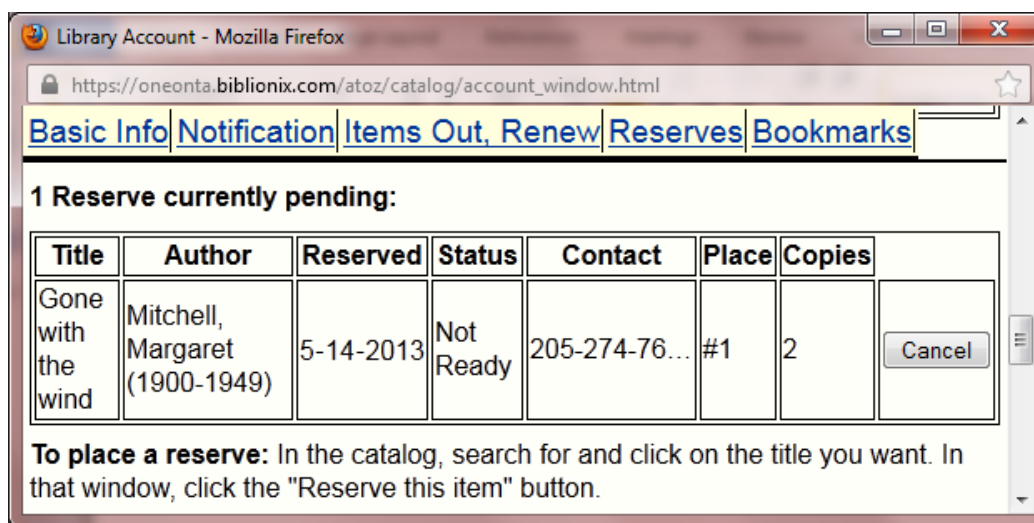


These choices are only available after you have had the library staff add this information to your account.

4. **"Items Out/Renew"** shows items you currently have checked out and gives you an opportunity to renew an item unless another patron has a reserve placed on it. (See instructions for Renewing and Item on the **"How To"** page)



5. **"Reserves"** section shows you what you have requested and waiting to be returned. The **"Status"** column tells you it is not available for check out. The **"Place"** column tells you where you are on the waiting list. This screen also tells you how to reserve another item. (Also see instructions on the **"How To"** page)



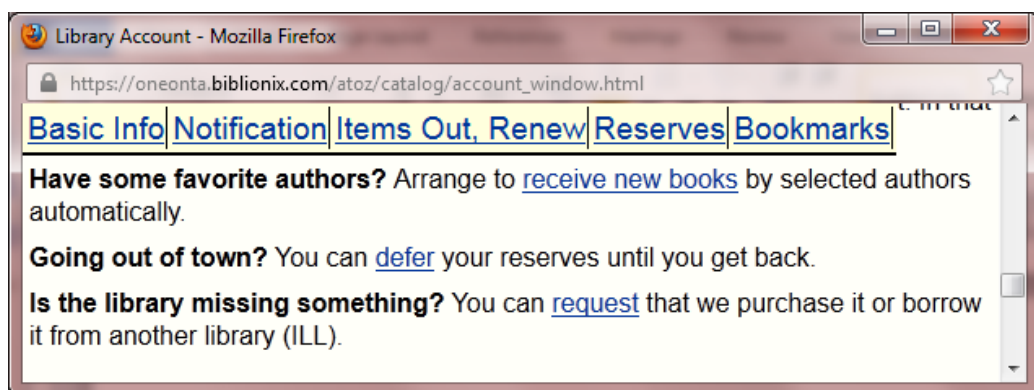
You can also cancel a reserve if you no longer want the item. Be careful, this happens immediately, and there is no "undo" button.

Items in you may want to check out are:

"Have some favorite authors?" - Selecting an author on this list will put you on a list 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 (ILL).



The blue links ("[receive new books](#)", "[defer](#)", "[request](#)") in each of these sections will give you more information and instructions for using these services.

7. The **"Bookmarks"** section is a list you can create to remind you of items you may want to check out in the future. Instructions are on the **"How To"** page.

Library Account - Mozilla Firefox

https://oneonta.biblionix.com/atoz/catalog/account_window.html

Basic Info | Notification | Items Out, Renew | Reserves | Bookmarks

Bookmarks:

Your bookmark list is nothing more than a list of titles you pick out. It replaces notes you might make to yourself. The library never does anything with your list.

Location	Title	Author	Added	In	Total	
F MitM 2-07, F MitM v. 1	Gone with the wind	Mitchell, Margaret (1900-1949)	5-14-2013	1	2	Remove

To add a bookmark: In the catalog, search for and click on the title you want. In that window, click the "Bookmark this item" button.