My account / How to use the self-service functions in our online catalogue

Our online catalogue features a range of useful self-service functions. You can use these functions to:

- change your password
- check your fees account
- renew items on loan
- reserve items on loan to other users
- cancel reservations

These self-service functions can be accessed using the computers in the library or from any computer with internet access.

To access these functions, log in to your library account from our homepage: log in to your account using your library card number and password (ddmmyy)

"My account"

You can access this function from within the Library Catalogue by clicking on the "Borrower information" button at the menu at the top of your screen.
The account options enable you to:

- check your personal details such as your address and membership (Expiry Date)
- renew items on loan (Loaned)
- cancel reservations
- check your fee account and
- change your password.

You will need a valid library card with your User ID Number and password to access the self-service functions. Your password will be assigned to you when you are issued with your library card. Entleihungen / Verlängerungen

You can call up a list of items currently on loan to you and extend the lending periods of these items. However, you may only renew the lending period of any individual item five times.

To protect your data you should close this window when you have finished!

You can call up a list of items currently on loan to you and extend the lending periods of these items. However, you may only renew the lending period of any individual item five times.

To renew the lending period of an item, place a tick beside the item by clicking on the field to the left, or use the "Select All" function at top right. Now click "renew" to complete the action.

Items reserved by other users cannot be renewed. A dash beside an item means that it has been reserved.

Users owing more €15 ore more in fees on their account will not be able to renew items on loan.

Check reservations (incl. cancellation option)

This tab provides an overview of the items that you have reserved. You can also cancel any of these reservations.

To protect your data you should close this window when you have finished!
To cancel a reservation, simply place a tick beside it by clicking on the respective field and then click on the "Cancel" button.

**Placing a reservation**

You can reserve items that are on loan through our catalog. When an item of interest to you is on loan, simply select the symbol 🔄 to place your reservation.

**OUT ON LOAN** Zentrale 02.D.1287
Due on: 29-04-2015
On hold: 0

**Check your fees account**

This tab provides you with an overview of any outstanding fees (e.g. fines for late returns). Outstanding fees should be paid at the Lending Desk.

If you have more than €15 in outstanding fees, you will not be able borrow, reserve, or renew items through your account.

**Passwords / Changing your password**

The password initially assigned to you by our system is based on your date of birth. These passwords are formatted: ddmmyy (e.g. 180372). To change your password:
change password

Fill in your number, your current password and your new password. Repeat your new password behind confirmation. Please click on save to change your password.

<table>
<thead>
<tr>
<th>number</th>
<th>00460012345</th>
</tr>
</thead>
<tbody>
<tr>
<td>current password</td>
<td>**********</td>
</tr>
<tr>
<td>new password</td>
<td></td>
</tr>
<tr>
<td>confirmation</td>
<td></td>
</tr>
</tbody>
</table>

Enter your current password in the current password field.

Enter your new password in the new password and confirm fields. Please use a combination of 6 digits to ensure that your account is properly protected

Click "Save" to confirm this change.
Requesting items from the closed stacks

You can request items from the closed stacks directly from the title listing in the library catalog. Please use the "Order" function to request an item.

**Riverbank City**  
a Bremen Canvas

**Author(s):** Watson, Ian  
**ISBN:** 9783933488250  
**Place of Publication:** Hamburg  
**Publisher:** Blaupause Books  
**Year:** 2013

**More informations ➤**

**Items and availability**

<table>
<thead>
<tr>
<th>Status</th>
<th>Location</th>
<th>Call number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR LOAN</td>
<td>Zentrale / Magazin</td>
<td>02 n.0168</td>
</tr>
</tbody>
</table>

Items ordered from the closed stacks are delivered to the open stacks near the Information Desk and sorted alphabetically by user name. These items are returned to the closed stacks after 3 days.

If you have further questions regarding your order, feel free to ask – we are happy to help.