



# Using Your Library Account

## Account Status and Book Renewals

**You must have a valid library barcode number and password to use these features. Contact the library if you don't remember your password.**

**Note to Chrome users: change your browser language settings to "US English" before using your Library Account. Check [instructions here](#).**

### Accessing your account for the first time

1. Go to [www.yukoncollege.yk.ca/library](http://www.yukoncollege.yk.ca/library) and click "Sign into your Library account"
2. Enter your Library barcode number and PIN.
3. Click on "Log In".

### Elements of your account

The screenshot shows a user interface for a library account. At the top, it says "Aline's Account (Log Out)" and "Status: Active". Below this is a navigation bar with four tabs: "Account Summary" (labeled 1), "Account Activity" (labeled 2), "Saved Lists" (labeled 3), and "Saved Searches" (labeled 4). A dropdown menu is open under "Account Summary", showing options: "Summary", "Contact Information", "Library PIN", "EZ Username" (highlighted with a red arrow), and "EZ Password". To the right of the dropdown, there is a "Print Account Summary" button and a notification: "You have 1 item(s) on loan" with a "View Loans" button. Below this, the user's name "Goncalves, Aline" is displayed. Under "Contact Information", there is a "Change Contact Info" button and the following text: "LIBRARY YUKON COLLEGE WHITEHORSE, YUKON Y1A 5K4 867 668 8727 agoncalves@yukoncollege.yk.ca". Under "Library Card or ID", there is a "Change Library PIN" button and the following text: "Expiration Date: [redacted] Status: Active".

Use EZ Username to create a different login (e.g. a short ID that doesn't require typing of barcode numbers).

1. Account Summary: contact information, library password (PIN), EZ login settings, and account status are displayed here. This information (except status) can be modified by the patron.
2. Account Activity: it shows items signed out by the patron. It will also have due dates for every item, overdue items information, items on hold, and unpaid fines information.
3. Saved Lists: it shows lists of items selected by the patron. See more about saved lists in the "[Saving and sharing lists](#)" handout.
4. Saved Searches: it displays searches saved by the patron. See more about saved lists in the "[Saving and sharing lists](#)" handout.

## Checking due dates, fines, and renewing books

1. Click on the tab "**Account Activity**".
2. The due dates for each item will show up beneath the item title.
3. **To renew** a book, click the button "Renew Loan".
4. Unpaid fines are displayed in the left hand side column. A fine of \$1 per day per item applies for materials returned after the due date.

The screenshot shows a library account activity page with the following elements and annotations:

- Account Activity Tab:** The "Account Activity" tab is selected, with other tabs being "Account Summary", "Saved Lists", and "Saved Searches".
- Summary:** "Loans: 1" and "Overdue: 0" are displayed. A "Print Loans" button is in the top right.
- Left Sidebar:** A menu with "Loans" (1), "Holds" (0), "Fines" (\$0), and "Loan History". A box labeled "Check if you have unpaid fines here" has a red arrow pointing to the "Fines" link.
- Sort and Action:** A "Sort By Status" dropdown and a "Renew" button with a checkbox are present.
- Book Listing:** A book titled "Thought experiments in philosophy, science, and the arts (2012)" is shown. The due date "Due 07/12/2013 - 9 Day(s) left" is circled in red. A box labeled "This is the due date for this book" has a blue arrow pointing to the circled text.
- Renew Button:** A "Renew Loan" button is located below the book title. A box labeled "Renew books here" has a red arrow pointing to this button.
- Rating:** A "Book" label and a five-star rating are shown below the book title.