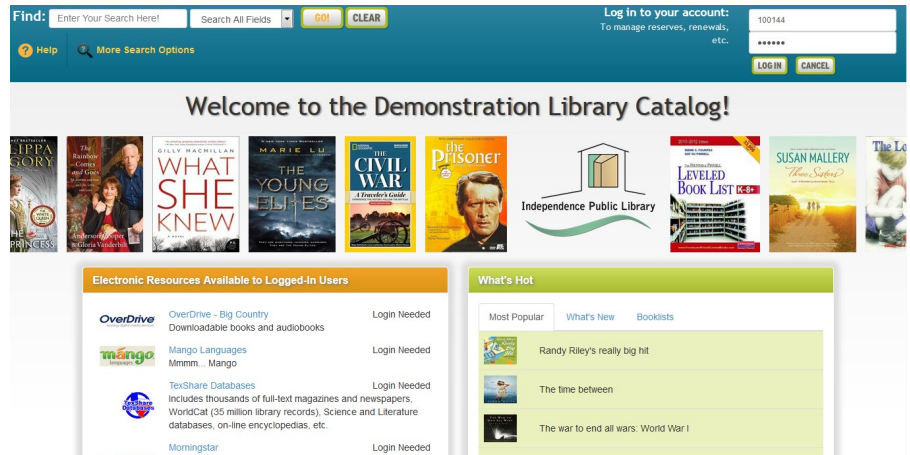


Your Cushing Public Library Catalog has conveniences and powerful ways for you to access information. The on-line catalog is available for your use from any Internet capable device in the *library, at home, or anywhere*. There are two primary capabilities: Searching for a book, a DVD, or etc, and managing 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.

The many features and functions are available including:

- view items checked out and their status
- renew items
- reserve items
- balance due (and payable on-line)
- delay your reserves so you won't miss your turn
- designate how you wish to be contacted

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

Logging In:

Log in to your account:
 To manage reserves, renewals,
 etc.

LOGIN

CANCEL

To log-in to your account:

Enter your Library Card Number.

Enter the last 4 digits of your phone number as your password. We recommend changing your password after you log-in the first time.

NOTE: If you had a library card prior to 01-01-2021 we will need to reset your password before you can log in for the first time.

Please give us a call at 918-225-4188.

Select the 'Log In' button.

Click "My Account" button -



Let's look at each section of My Account.

My Account

Account Info

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 here for 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.

The screenshot shows the 'My Library Account' page with the 'Account Info' tab selected. The page displays the user's name, 'Joseph Walker!', and a welcome message. Below this, there are several rows of account information, each with a label and a value, and a link to edit the information. The information includes: Barcode (Display your scannable barcode), Secure password (Set a secure password), Primary Address (495 Main St, Burlington, TX 12345-4422), Mailing Address (PO Box 5555, Burlington, TX 12345), Phone (555-9159 (Home), 555-9178 (Cell), and an Add phone button), and Email (Joseph_Walker@example.com and an Add email button).

My Library Account				
Account Info	Notifications	Items Out / Renewals	Reserves / Requests	Bookmarks
Welcome, Joseph Walker! (not you? Click here)				
Barcode:	Display your scannable barcode			
Secure password:	Set a secure password			
Primary Address:	495 Main St. Burlington, TX 12345-4422			
Mailing Address :	PO Box 5555 Burlington, TX 12345			
Phone:	555-9159 (Home)			
Phone:	555-9178 (Cell)			
Phone:	Add phone			
Email:	Joseph_Walker@example.com			
Email:	Add email			

Notification Options:

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 choices 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.

The screenshot shows the 'My Library Account' page with the 'Notifications' tab selected. The page displays the user's name, 'Joseph Walker!', and a welcome message. Below this, there are several rows of notification options, each with a label and a dropdown menu. The options include: Items overdue (Text: 555-9178 (Cell)), 3-day notice before items are due (Joseph_Walker@example.com), Reserve availability (Text: 555-9178 (Cell)), Checkout receipt (Joseph_Walker@example.com), and Library Newsletter (Joseph_Walker@example.com). A note states: 'Note: Updating this will also update any outstanding reserves.'

My Library Account				
Account Info	Notifications	Items Out / Renewals	Reserves / Requests	Bookmarks
Welcome, Joseph Walker! (not you? Click here)				
Items overdue:	Text: 555-9178 (Cell)			
3-day notice before items are due:	Joseph_Walker@example.com			
Reserve availability:	Text: 555-9178 (Cell)			
Note: Updating this will also update any outstanding reserves.				
Checkout receipt:	Joseph_Walker@example.com			
Library Newsletter:	Joseph_Walker@example.com			

Items Out, Renewals

This next section shows all items currently checked out to your account. You'll see the title, due date, and etc. 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 that type of item (e.g. DVD) is not renewable, or you have fines over the limit, or your card has expired.

My Account

My Library Account

Account Info

Notifications

Items Out / Renewals

Reserves / Requests

Bookmarks

History

Welcome, Robert Walker! (not you? [Click here](#))

4 items currently out. [Print the list](#)
[Renew All Items \(2 of 4 are renewable\)](#)

Title	Author	Out	Due	
sound recording: Alone: unabridged	Gardner, Lisa	5-18-2016	6-1-2016	Renew
Carnival time	Sathre, Vivian	5-18-2016	6-1-2016	Renew
Colorful containers		5-18-2016	6-1-2016	Not renewable.
Plants from pits: pots of plants for the whole family to enjoy	Farrell, Holly	4-12-2016	6-1-2016	Not renewable.

Reserves/Requests

My Library Account

Account Info

Notifications

Items Out / Renewals

Reserves / Requests

Bookmarks

History

Welcome, Robert Walker! (not you? [Click here](#))

2 items on reserve.

Title	Author	Reserved	Status	Contact	Place	Copies	
Step by step to perfect gardening	Davidson, Max	5-21-2016	Ready for pickup! through 5/26	413-0735 (Cell)	#1	1	
The Chase	Evanovich, Janet	5-9-2016	Not ready	413-0735 (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 during any of these times, 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 any date to mark it is an unavailable. It will turn blue. Click again to mark it is 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.

My Account

Bookmarks

My Library Account

Account Info

Notifications

Items Out / Renewals

Reserves / Requests

Bookmarks

History

Welcome, Robert Walker! (not you? [Click here](#))

2 items bookmarked.

Location	Title	Author	Bookmarked	In	Total	
	OverDrive Periodicals: Fine Gardening	Taunton Trade Co	12-23-2015	0	0	Remove
645 GAR 635 GAR	Texas gardening the natural way: the complete handbook	Garrett, Howard (1947-)	5-18-2016	2	2	Remove

The bookmark section is for your convenience. The library does nothing with your list. This feature could be very useful when doing research and a bibliographic reference will be needed. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. 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 book marked title in your account.

We hope you enjoy these capabilities. Let us know what you think.