

Accessing Your Account

- From the Library Catalog; click on the “log in to your account” tab in the upper right corner of the catalog page.
- You will be asked for your “Login” and “Password”
- Your “Login” is the number on the front of your library card, it is NOT the barcode number. Do not include the U2 when typing in your “Login”. Your “Password” is your last name with the first letter capitalized.

Your Personal Details

Once you are logged in to your account, you can change or add any of your current information. You will need to enter your email address so that you can fully access the features of the library catalog.

- Click on the “my personal details” tab
- Scroll down to “Contact information” and enter your information. Don’t forget to add a current (and valid) email address.
- Scroll down to the bottom of the page and click on the “submit update request” button and your information will be updated shortly.
- If any of your personal information changes you can change it on your account (or we can help you at the desk.)

Changing Your Password

After using your account a few times you can then change your password.

- To change your password click on the “change my password” tab.
- Enter your current password (your last name with the first letter capitalized) and then a new password of your choosing.
- Click “submit changes”.

Your Checkout History

With our new library catalog you can keep a record of the books you have checked out!

- The “my reading history” tab shows recent items you have borrowed and the date the items were returned to the library.
- DRML moved to this system in October of 2014, so that is when your “history” begins.
- If you want to keep a record of the books you have checked out you may change it to your preference by going to the “my privacy” tab and clicking “submit”. (The default is set to “never” save the books you’ve checked out.)
- You may also choose to delete your complete history at any time.
- Librarians do not have access to your reading history.

Renewing Your Material

- The “my summary” tab will show items you have checked out, items you have on hold and any messages the library may have for you.
- To renew all items you may simply click “renew all” or select “renew” on each item you want to renew. You may not be able to renew some items due to requests by other patrons or if maximum renewal limits have been reached.

Choosing Your Message Settings

- The “my messaging” tab lets you choose how the library communicates with you via email.
- You now have the option to receive emails when holds are filled, items are due, overdue and checked in/out.
- Overdue notices are automatically sent and this option cannot be turned off.
- Click the boxes to select which emails you would like to receive and select how many days in advance you want to be notified. Select both “email” and “digests only” for ONE email listing all of the items due on a certain day rather than individual emails for each item due. Be sure you have a valid email address on your account.
- When you are finished click on the “submit changes” button.

Creating Lists

- You can create and keep your own private lists under the “my lists” tab.
- Begin by choosing “new list.”
- Name the list and change sorting options to your preference. Don’t forget to click “save”.

Create a new list

List name: Books I want to read

Sort this list by: Title

Category: Private

Permissions:

Do not allow	anyone else to add entries. (The owner of a list is always allowed to add entries, but needs permission to remove.)
Allow	anyone to remove his own contributed entries.
Do not allow	anyone to remove other contributed entries.

Save Cancel

- Once you have created the list you can add items while searching the catalog. Simply select the item by checking it off and then click on “save to lists” in actions and choose which list to save it to.

Notes

*We would like to thank Brownell Library. This handout was designed using Brownell Library’s pamphlet as a model. It was adjusted to assist DRML patrons but credit goes to Brownell Library Staff for the use of their work.

Fines/Details/Purchase Suggestions

Home

my summary

my fines

my personal details

my tags

change my password

my reading history

my privacy

my purchase suggestions

my messaging

my lists

- The “my fines” tab will show any charges you may owe. There are no overdue fees but you may be charged for damaged or lost items.
- The “my personal details” tab will show the information the library has on your address and phone number. You must add your email address or we can help you to add it.
- Is there a new title you would like to see in the library collection? Use the “my purchase suggestions” tab to suggest the library purchase an item not in the catalog. The library will consider your request and respond appropriately.

Placing Holds

- Only DRML cardholders can place holds by selecting the “place hold” action. You must have a valid email on your account/on file with us.
- You may place holds on items at our library and any other library in the Catamount Library Network.
- You can see a staff member to place an interlibrary loan at items at other libraries outside of the CLN.

Navigating The Online Catalog and Your Library Account



Deborah Rawson Memorial Library
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Jericho, Vermont 05465
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DRML is now part of the Catamount Library Network (CLN). There are now many self-service options/features that you can access from your personal library account.

Our online catalog can be found by clicking on the “catalog” link on DRML’s website: www.drml.org or by going to www.drml.bywatersolutions.com