

How to View Your Library Account and Renew Books Online

In order to use this service, you must have a library barcode on the back of your Manhattanville ID card. Please ask at the Circulation Desk if you need a barcode.

1. Click on the **Login** button towards the top right of the initial Library Catalog screen.



The screenshot shows the Manhattanville College Library WebVoyage interface. At the top, there is a navigation bar with the following links: Search, History, Titles, Headings, WALDO, My Account, Bookbag, Holds/Recalls, **Login** (circled in red), Help, and Exit. Below the navigation bar, it says "Now Searching: Manhattanville College". The main search area has tabs for "Basic Search", "Advanced Search", and "Course Reserves". The "Basic Search" tab is active. There is a "Find >" search box and a "Quick Limit >" dropdown menu set to "None". Below the search box is a "Find In >" dropdown menu with the following options: Keyword (must use and/or/not), Title, Exact (omit initial a/an/the), Journal Title, Exact (omit initial a/an/the), Author (last name, first name), Subject Heading, Phrase (must use *"), Author (results sorted by title), and Call Number. At the bottom of the search area, there is a "50 records per page" dropdown, "Search" and "Reset" buttons, and a "Set Search Limits" link.

2. Your **barcode number** is located on the back of your Manhattanville ID card. Enter your **last name** in the box beneath the barcode number (where the word “Shakespeare” appears below).

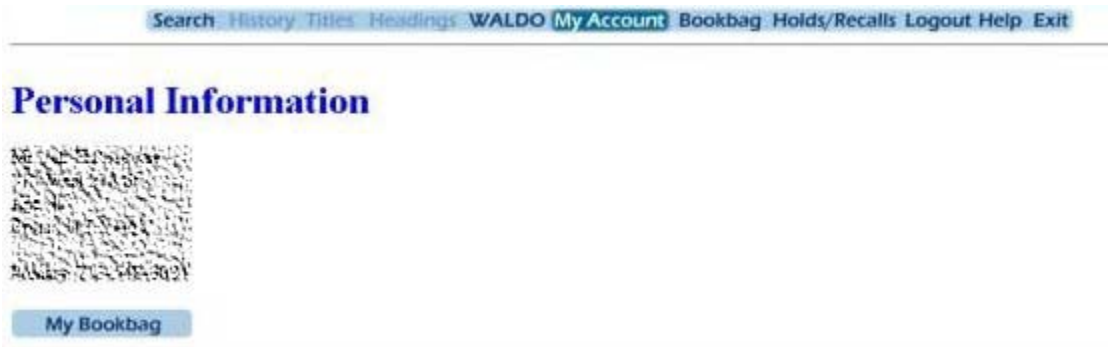
Click **Login** when you are done.

Please enter your Patron Barcode and Last Name, then click the OK button.



The screenshot shows the login form with two input fields. The first field is labeled "Barcode" and contains a series of asterisks. The second field is labeled "Last Name:" and contains the text "Shakespeare". Below the input fields are two buttons: "Login" and "Reset".

3. Click on **My Account**. You should now see a screen with your personal information- your address and phone number will display where they gray block appears:



4. If you have any books charged out, you will see a display like this:

Charged Items

Renew?	Item	Status
<input type="checkbox"/>	Thomas, Evan, 1951- John Paul Jones : sailor, hero, father of the American Navy / Evan Thomas. Location: TIER 2 E207.J7 T48 2003	Charged. Due 10-05-04

To renew, check the box on the left for any item you wish to renew and click **Renew Items**.

5. If you requested to have items being **recalled** or **held** for you, these items will appear under **Request Information**. Information on any **Blocks** or **Fines and Fees** is also available from this screen.

**Please call the Circulation Desk at 914-323-5275
if you have any questions about our online services.**