Every member of the Carlow community who is registered with the library has a “My Library Account.” The “My Library Account” feature allows for viewing a list of items borrowed and other options from within the online catalog.

Logging into My Account

1. To access “My Library Account” open an internet browser to www.carlow.edu/library and click on the Find Books box and then the Online Catalog link.

2. From within the online catalog look in the top right hand corner and enter your library barcode number in the appropriate box. Your library barcode is the 9 digit number on the back of your Carlow ID card.

3. Enter changeme as the PIN (this is the default).

4. Click on the Login to My Account button. If you don’t want to login, you can still search the online catalog for books and DVDs.

Viewing “My Account” Information

A new page will not appear after logging in to your account; however, by clicking the My Account link in the grey toolbar that runs across each page you can perform a variety of tasks.

Review My Account

By clicking on this link a summary of the items that you have borrowed, any bills that you might owe or any holds that you have placed will be displayed.
Renew My Materials
By clicking on this link you can renew all or some of the materials (including E-Z Borrow books) that you have borrowed from Grace Library. The system will let you know if there are any restrictions on the renewal or the new due date.

User PIN Change
Clicking on this link will allow you to change the PIN for your library account. It is highly recommended that you change your account PIN as soon as possible.

Change my Address
By clicking on this link you can submit a change of address to the library staff.

Placing Holds
The "My Account" feature also allows you to place holds on books and DVDs that other people may have checked out. A hold means that when the item is returned you will be contacted by the library and the item will be held at the Circulation Desk for you to borrow.

1. Make sure you have logged into "My Account."

2. Search the online catalog for the materials you need. If a book or video located lists a due date, click on the Place Hold link.

Questions? Contact Grace Library
412-578-6139
gracelibrary@carlow.edu
www.carlow.edu/library
Follow us on Twitter: @carlowlibrary

Click here to place a hold on this book.
When the item is returned on August 6th you will be contacted by the library.