

## Creating Lists

- You can create and keep your own private lists under “my lists”. For example you could create a list of ‘videos recommended by friends’ or ‘books I want to read’.
- Begin by choosing “new list”
- Name the list and change sorting options if not to your preference.

**Create a New List**

**List Name:**

**Sort this list by:**

**Category:**

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.

Select All Clear All Unhighlight Add to:  Save Place Hold

1. [Homecoming : new and collected poems](#)  
 by Alvarez, Julia .  
 Type: Book; Format: print ; Literary form: not fiction  
 Publisher: Dutton Signet, c1996.  
 Availability: **Copies available for loan: Brownell Library [811 ALV] (1).**  
 Actions: Place Hold Save to Lists Add to Cart



## Fines / Details / Purchase Suggestions

- my summary
- my fines
- my personal details
- change my password
- my reading history
- my purchase suggestions
- my messaging
- my lists

- The “my fines” tab will show any charges you may owe; such as damaged item replacement fee.
- The “my personal details” tab will show the information the library has on your address, phone and email. To update this please contact library staff.
- 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.

*Is there a new title you would like to see in the library collection?*

### For Brownell Cardholders Only: Placing Holds

- Only Brownell Library cardholders** can place items on hold by selecting the “place hold” action. **You must have a valid email on file with us — please see staff to add yours.**
- Please note that you can only place **Brownell Library items on hold** with a limit of 10 at a time.*
- See a staff member about interlibrary-loan for items at other libraries or feel free to call other Homecard Libraries to reserve items that you will retrieve at their library.

Select All Clear All Unhighlight Add to:  Save Place Hold

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**BROWNELL LIBRARY**  
 6 Lincoln Street, Essex Junction, VT 05452  
 Adult desk: 878-6955 Youth desk: 878-6956  
 Email: [frontdesk@brownelllibrary.org](mailto:frontdesk@brownelllibrary.org)  
 Website: [www.brownelllibrary.org](http://www.brownelllibrary.org)

# Navigating The Online Catalog & Your Library Account

We are pleased to offer self-service options from your personal library account through the online catalog. The online catalog can be found by following the “Library Catalog” link on the Library’s website: [www.brownelllibrary.org](http://www.brownelllibrary.org)

**Quick Links**  
[Library Catalog](#)  
[Databases](#)  
[Using the Web](#)

<b>Using the Library</b> Borrowing Homecard Kolvoord Room Computer Use	<b>Online Resources</b> Library Catalog Databases Using the Web	<b>Adult Services &amp; Materials</b> New Books Award Winners	<b>Youth Services &amp; Materials</b> For Teens For Kids	<b>About Us</b> Staff Trustees Friends Foundation Volunteers History Annual Reports Policies
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Receive email reminders of items that are: soon to be due, overdue and on reserve! To sign up please email: [frontdesk@brownelllibrary.org](mailto:frontdesk@brownelllibrary.org).

What's going on at Brownell this month? Check out our [monthly calendar](#), and [program descriptions!](#)

Passes available for Essex Junction Village residents: ECHO lake Aquarium and Science Center, Shelburne Farms, Birds of Vermont

## 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**”
- All NonBrownell Cardholders please see a staff member to get your login information.

Login

Password

## BROWNELL CARDHOLDERS ONLY

- Login:** entire barcode (cap sensitive) located on the back of your library card. *The last digit is sometimes a letter.*
- Password:** your last name with the first letter capitalized.



Once on the account page there are many things you can do with your account!



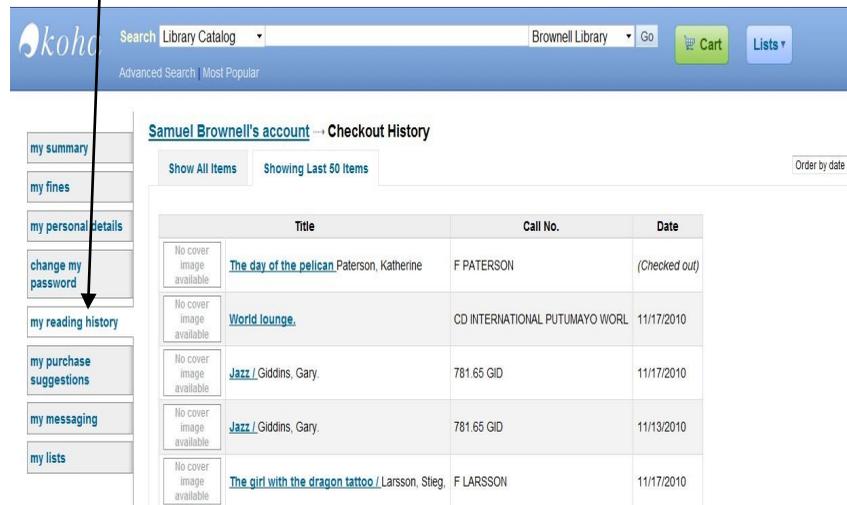
- my summary
- my fines
- my personal details
- change my password
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- my lists

## Changing Your Password

- To change your password click on the “**change my password**” tab.
- Enter your current password and then your new password.
- Hit “**submit**”.
- The Library advises changing your password the first time you log-in to your account.

## Your checkout History

- The “**my reading history**” tab shows recent items you have borrowed and the date the items were returned to the library.
- Brownell moved to this system on 9/27/10 so there will be no reading history before that date.



## Renewing Your Material

- The “**my summary**” tab will show items checked out, items on hold and any messages the library may have for you. To renew all items simply click “**renew all**” or select “**renew**” on each item. You may not be able to renew some items due to requests by other patrons or maximum renewal limits 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 are checked in/out.
- Click the boxes to select which emails you would like to receive and select how many days in advance you would like to be notified. Select both “**email**” and “**digests only?**” for one email listing all of the items due on a certain day. *Otherwise you will receive individual emails for each item due.* You must have a valid email on file with us — please see staff to add yours.
- When you are finished click the ‘**submit changes**’ button.

## Samuel Brownell's account -> Your Messaging Settings

	Days in advance	Email	Digests only?	Do not notify
Item Checkout	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Item DUE	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hold Filled	-	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>
Item Check-in	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Advance Notice	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Submit Changes](#) [Cancel](#)

**Note: Overdue notices are automatically sent and this option cannot be turned off.**