

## You can login to your library account online

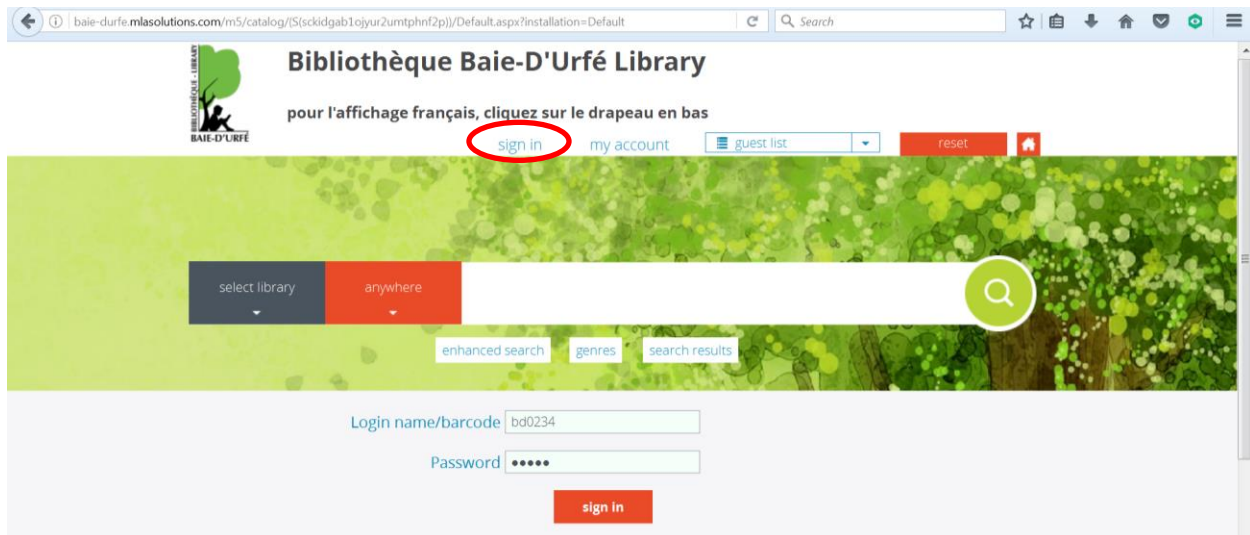
Use the Catalogue link on our website, or go directly to

<http://baie-durfe.mlasolutions.com/m5/catalog/Default.aspx?installation=Default>

Select “sign in”.

Use your library barcode (BD number) to sign in.

Your temporary password is “mouse”

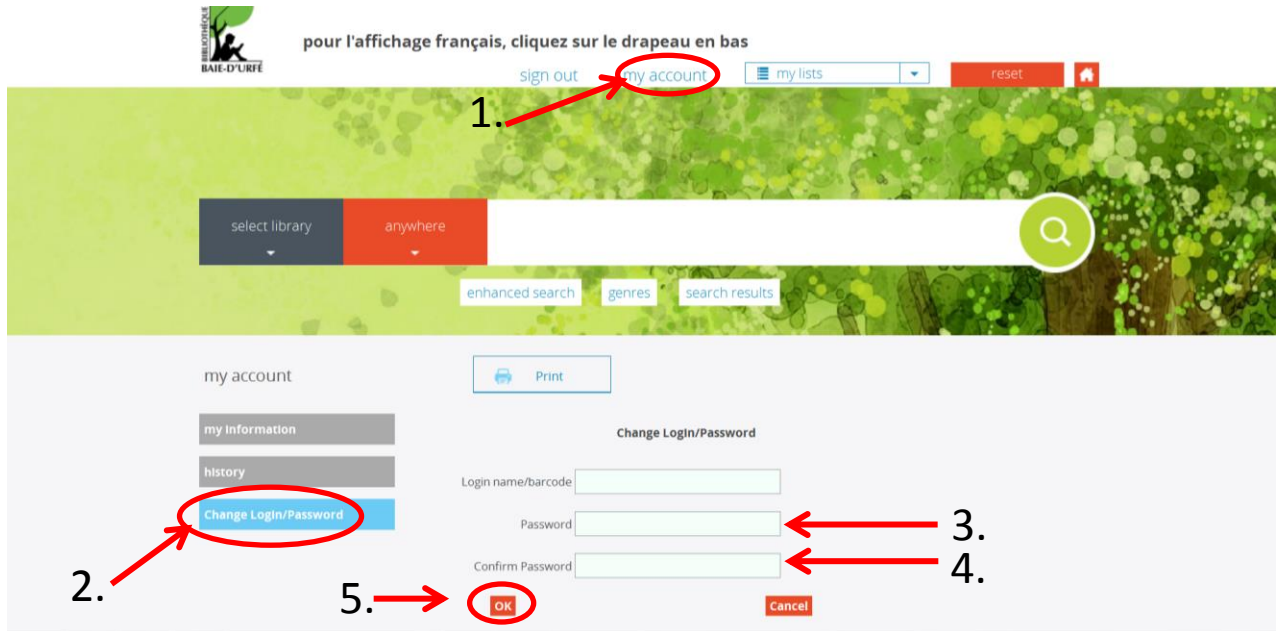


Once logged in to your account, you can:

- change your password
- see your “current transactions” – that is, what items you have on loan and on reserve, as well as any overdues and fines.
- renew items (one renewal is permitted, as long as the item is not overdue and no one else has reserved it)
- reserve items you would like to borrow.

**For your privacy, please change your password the first time you login**

1. Click on “My Account”
2. Click on “Change login/password”
3. Type your new password into the box
4. Type the new password again to confirm
5. Click “OK” to save your new password



If you forget your password, you will need to contact the Librarian (514-457-3274 Monday to Friday, 8:30-12 and 1:00-4:30)

## Renew items

To see the items loaned out to your library card, click on “My Account,” then scroll down and you will see a list of the titles you have on loan, overdue, on reserve, or with fines.

Next to the due date for items on loan, you can select “Renew” to renew your items.

You cannot renew an item online once it is overdue (return the item or call the library to ask about renewing)

**Biblioth que Baie-D'Urf  Library**  
pour l'affichage fran ais, cliquez sur le drapeau en bas

sign out **my account** my lists reset

select library anywhere

enhanced search genres search results

my account Print

my information Welcome Back Jane!

history

Change Login/Password

Barcode: BD1023  
Address: 671 Westchester Baie d'Urfe, QC H9X 2R6  
Telephone: 514-123-4567  
Email:

Loans	Holds	Reserves	Overdues	Fines
3	0	1	0	0

Current Transactions

Author	Title	Call Number	Type	Due Date	Renew
Roy, Simon,	Ma vie rouge Kubrick /		Reserve	11/30/2016	
Kneen, Maggie,	Chocolate moose.	JFIC KNE X	Loan	11/25/2016	Renew
Stepian, Jan,	Lost moose.	JFIC SLE X	Loan	11/25/2016	Renew
Gannij, Joan,	Elusive moose /	JFIC GAN X	Loan	11/05/2016	Renew

contact your librarian

## Reserve items

1. When you find an item you would like to borrow check to see if it is available (see image below).  
If it is available, take note of the call number and find the item in the library.
2. If it is not available, click on the title. You will see the detailed record for the item.

The screenshot shows a library search results page with two items. The first item, 'What I was doing while you were breeding' by Kristin Newman, has a call number of 910.4092 N553 and is marked as '1 of 1 available'. The second item, 'Wanderlust' by Rebecca Grant, has a call number of 796.51 S688 and is marked as '0 of 1 available'. Annotations include: a box labeled 'Call number' pointing to the call number of the first item; a box labeled '1. This book is on the shelf.' pointing to the '1 of 1 available' status; a box labeled '1. This book is not currently available' pointing to the '0 of 1 available' status; and a box labeled '2. Click the title to open the detailed record.' pointing to the title 'Wanderlust'.

3. Check the box to select the item
4. Click "Reserve"

The screenshot shows the 'item availability' page for the book 'Wanderlust'. A table lists the item's location, call number, barcode, status, and due date. The 'selected items' section shows a checkbox checked for the item. Annotations include: a box labeled '3. Select the item' pointing to the checked checkbox; and a box labeled '4.' pointing to the 'Reserve' button.

Location	Call Number	Barcode	Status	# of holds	Due Date
QBD	796.51 5688	QBD005079	On Loan	0	11/21/2016

A message box will pop up confirming your reservation. You have been added to the waiting list and will receive a phone call once the book has been set aside for you at the circulation desk.

Please note that if you reserve a book that is currently available, it will be set aside by library staff on the next weekday morning (i.e. Monday – Friday). If, in the meantime, a patron in the library finds

the book on the shelf, they will be allowed to borrow it, and you will be the first on the waiting list when the book is returned. You will receive a phone call when the book is set aside for you at the circulation desk.

When you click on “My Account” your reserves will appear in your Current Transactions list. You can also cancel your reserve here, if you no longer want it.

Current Transactions

Author	Title	Call Number	Type	Due Date	
Bergen, David,	Stranger :		Reserve	11/09/2017	Cancel
Gossage, Peter, 1956- .	An illustrated history of Quebec :	971.4 G677	Loan	12/01/2016	Renew
	Pocket piggies :	BB PEN	Loan	12/01/2016	Renew
	Rosemary & Thyme. DISC 3 (DVD format) :	*VA ROS DRAMA Eng	Loan	12/01/2016	Renew