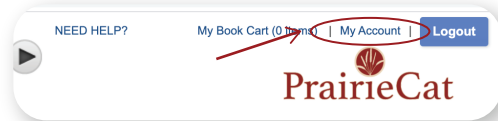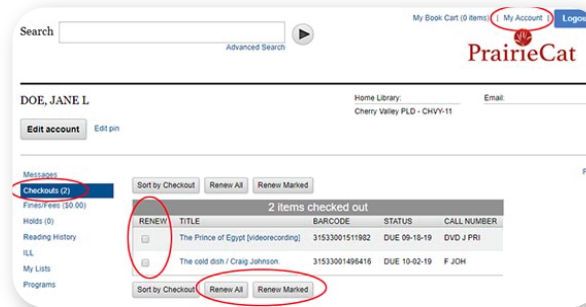# MY ACCOUNT

MY ACCOUNT allows you a real time look at the items you have checked out, on hold, can renew, etc. In order to access **MY ACCOUNT** you must first Login using your library card number and PIN.

1 **EDIT ACCOUNT**
Add an Alternate ID, change your email or phone number, and opt in to text alerts for notifications (message & data charges may apply.)

2 **EDIT PIN**
Change your PIN number

3 **MESSAGES**
Displays messages from the Library, such as, you need to update your contact information.

4 **CHECKOUTS**
View items currently checked out and due dates.

5 **FINES/FEES**
View money owed and make online payments.

6 **HOLDS**
View items you have on hold and if they are available for pickup.

7 **READING HISTORY**
Encore will retain information on the titles you have checked out and returned. Opt in to use.

8 **MY LISTS**
View and manage lists you store in your account.

RENEWING ITEMS

Items may be **RENEWED** if your account is in good standing, there are no holds on the material, and you haven't exceeded the renewal limit. See more renewal details at muld.org/services.

1 Go to **MY ACCOUNT**
2 Click on **CHECKOUTS**
3 Click the box next to each item you want to renew
4 Click **RENEW MARKED**
5 Click **YES** when asked if you want to proceed
6 Notice the **NEW DUE** date next to the title

HOLDS

If your library doesn't own a title you can place a **HOLD** on the title to receive it from another library.

1 **LOGIN** to your account
2 Click **REQUEST IT**
3 If you wish to pick up the item from another library, choose a different pickup location.
4 **SUBMIT** your request. You will be contacted when your item is ready for pickup.

You may **CANCEL YOUR HOLD** by clicking on the box next to the title and choose **UPDATE LIST** or cancel all holds by using the **CANCEL ALL** button.

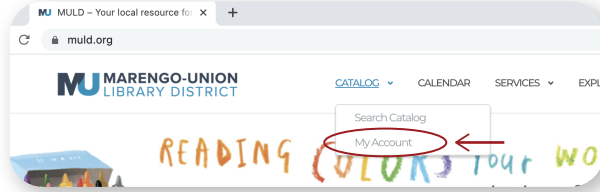*ACCESS MORE THAN 5 MILLION ITEMS FROM HOME OR THE LIBRARY*
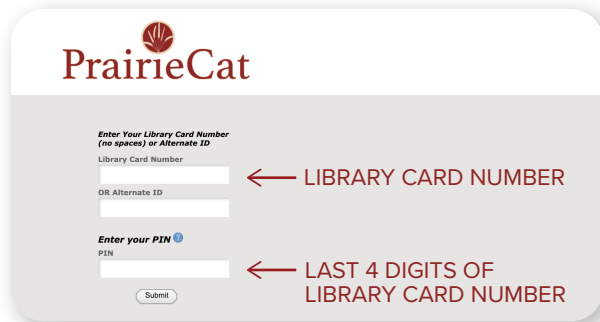
MARENGO-UNION LIBRARY DISTRICT'S

ENCORE CATALOG

19714 E. Grant Highway
Marengo, IL 60152
815.568.8236
www.muld.org

GETTING STARTED

ACCESS Encore Catalog at muld.org

LOGIN with library card number and PIN

← LIBRARY CARD NUMBER

← LAST 4 DIGITS OF LIBRARY CARD NUMBER

QUICK TIPS

! If you are at a public computer in a library, don't forget to logout before you leave the computer.

! Use the Phone Renewal System and call 1-888-542-7259. To use this service you will need your library barcode number and the library barcode of the book you would like to renew.

! If you receive an error message please check with library staff.

SEARCHING

SEARCH Marengo-Union Library District's catalog or all libraries in the PrairieCat catalog consortium. You can now borrow materials from over 130 other libraries in Northern Illinois!
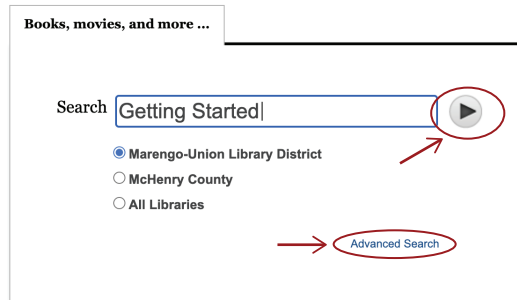

QUICK SEARCH

• Type in your search word(s) without any punctuation or capitalization. Then click on the arrow or press the enter key.

• If you have misspelled a word you will be presented with a "Did you mean" question with the correct spelling in a blue link.

ADVANCED SEARCH

• Use the **ADVANCED SEARCH** to combine a keyword, title, author or subject.

• Further narrow your search by choosing a specific format, library, language, and/or publication year.
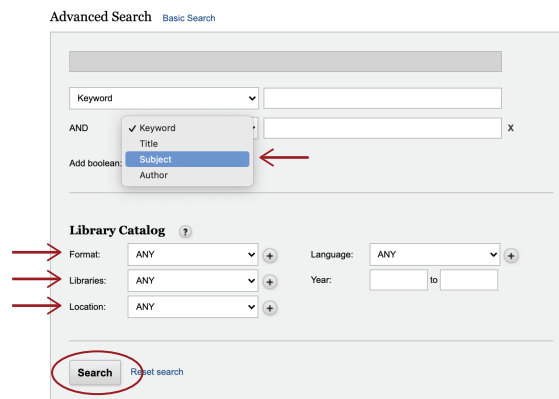
RESULTS

• A **SEARCH** that results in a single hit will display the full bibliographic information for the title as well as the holdings.

• A **SEARCH** that results in multiple hits will display brief bibliographic information. Click on **SEE ALL** to display the libraries that own the title and the shelf status. Click on the **TITLE** to display the full bibliographic information.

• An icon appears to the left of the title indicating **FORMAT**.

TITLE

FORMAT

SEE ALL COPIES & AVAILABILITY STATUS
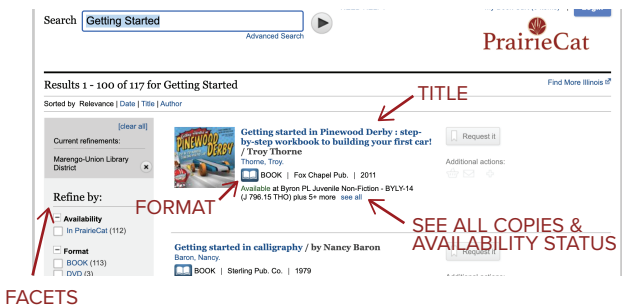
FACETS

FACETS

Refine your results using the **FACETS** to the left of the brief results. Further refine your results by:

• **AVAILABILITY**
Records that have copies available

• **FORMAT**
Select the format you are interested in such as book, audio book on CD, large print, DVD, etc.

• **LIBRARIES**
Choose your library or a group of libraries in a geographic area

• **FOUND IN**
Choose the field that should contain your search criteria such as title, keyword, author, etc.

• **PUBLISH DATE**
Choose the year the item was published

• **LANGUAGE**
Choose the language of the material

• **TAG**
Refine your results based on patron initiated tags

• **SETTING**
Choose the geographic area the title covers