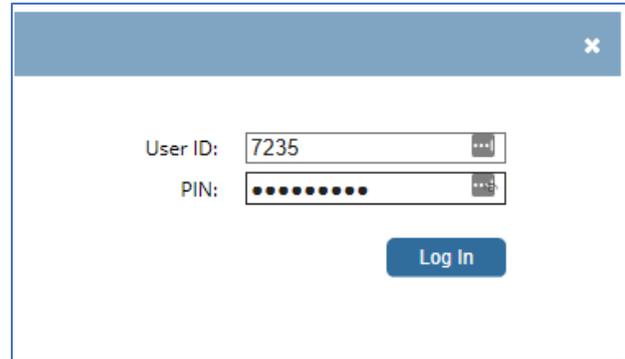
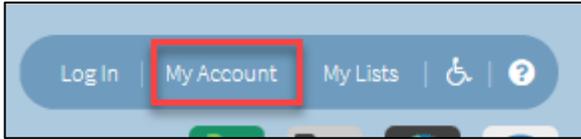
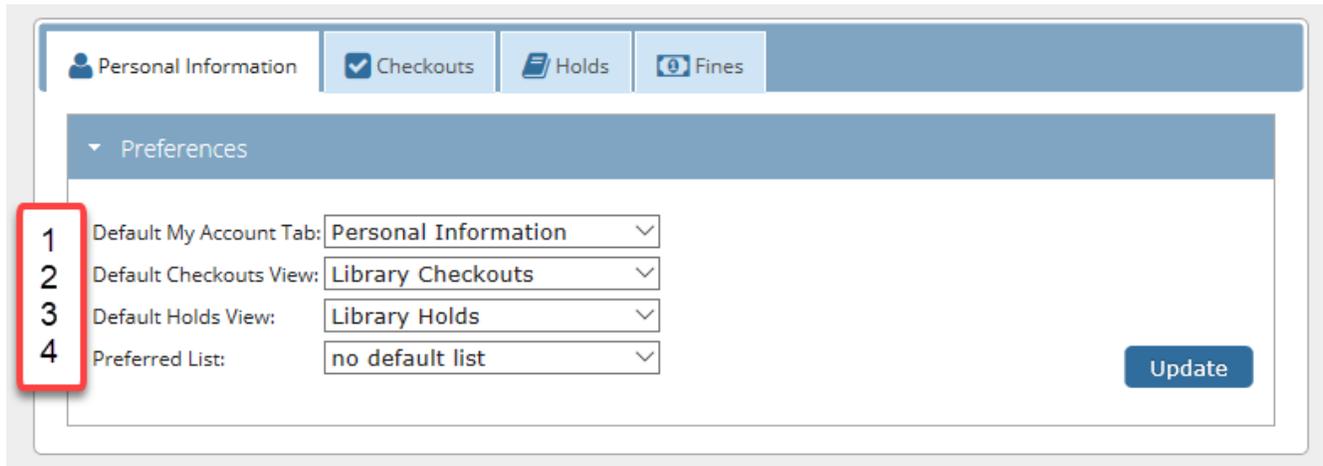


## My Account in ISearch

You can review your account with your library as well as do a number of tasks from your library account from within ISearch. If you are not already logged into ISearch, when you choose My Account, you will be challenged for your login credentials.



There are a number of tabbed sections about your account. The top or first one is **Personal Information**. A number of preference changes can be changed in this section.



1. Decide which tab you want to see “on top” or first when entering My Account.
2. Choose to see your checkouts from the library or from your eBook collection (if your library has one) first by default.
3. Choose to see your holds from the library or from your eBook collection (if your library has one) first by default
4. Decide which list will be the default when saving items to a list.

**Click** “Update” to save any changes.

On the right, find **account status** at a glance.

The **Checkouts** tab will show up to three categories of checkouts.

**Your status: BLOCKED**

**Checkouts**

Digital:	0
Library:	4
<b>Overdue:</b>	<b>4</b>

**Holds**

Digital:	0
Library:	0

**Fines**

Total due:	\$0.00
------------	--------

**Total Items Checked Out: 4**  
**Items Overdue: 4**

	Title / Author	Times Renewed	Date Due
<input type="checkbox"/>	A certain slant of light Whitcomb, Laura. FIC WHI	0	11/16/06
<input type="checkbox"/>	A slipping-down life Tyler, Anne. FIC TYL	0	11/29/06
<input type="checkbox"/>	Stranger with my face Duncan, Lois, 1934- FIC DUN	0	12/14/06
<input type="checkbox"/>	Girl with a pearl earring Chevalier, Tracy. FIC CHE	0	12/14/06

1. **Digital Checkouts** are those items checked out from the library's optional eBook collection.
2. **Library Checkouts** are those items checked out from the library's traditional collection.
3. **Checkout History** is optional by library and when set up will show items you have checked out and returned.

Optionally, patrons can **renew items** from their My Account screens.

The **Holds** tab will show your holds activity (if your library supports holds.)

As with Checkouts, there is a **Digital Holds** selection if you have access to an eBook collection.

Personal Information | Checkouts | **Holds** | Fines

▶ Digital Holds

▼ Library Holds

**Items on Hold: 3**  
**Ready for Pickup: 0**

Cancel Hold(s) | **1** Edit Pickup Location(s) | Suspend Hold(s) | **3** Cancel Hold Suspension(s)

**4**  Select All | **2**

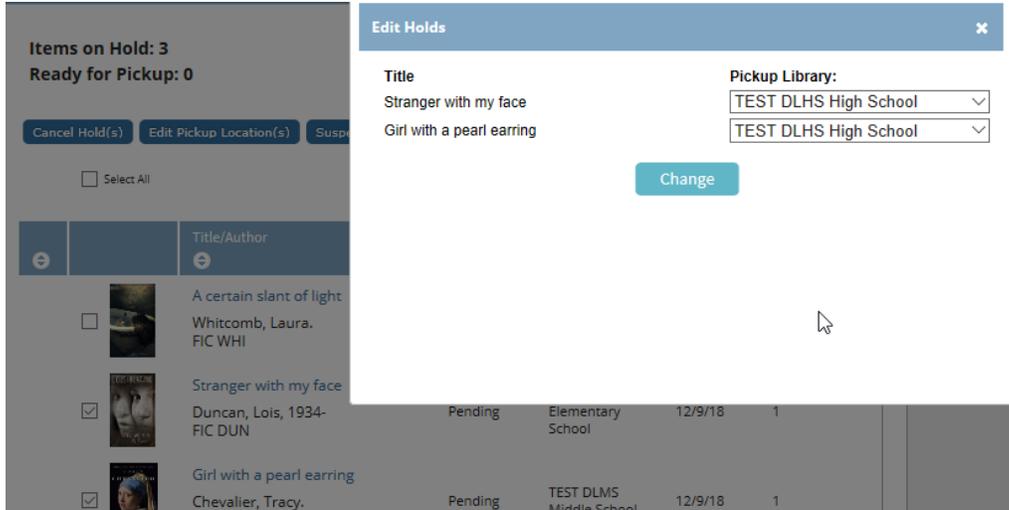
		Title/Author	Status	Pickup at	Expires	Place in queue
<input type="checkbox"/>		A certain slant of light Whitcomb, Laura. FIC WHI	Pending	TEST DLHS High School	12/9/18	1
<input type="checkbox"/>		Stranger with my face Duncan, Lois, 1934- FIC DUN	Pending	TEST DLLD Elementary School	12/9/18	1
<input type="checkbox"/>		Girl with a pearl earring Chevalier, Tracy. FIC CHE	Pending	TEST DLMS Middle School	12/9/18	1

Select All

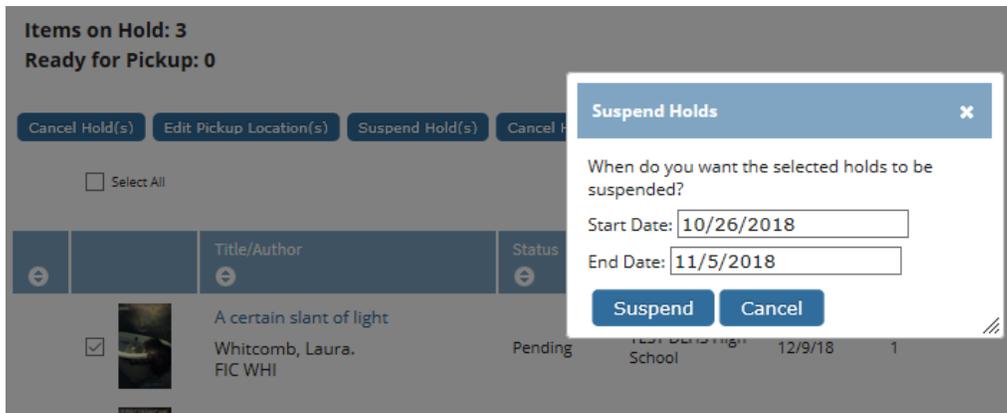
Cancel Hold(s) | Edit Pickup Location(s) | Suspend Hold(s) | Cancel Hold Suspension(s)

On this tab:

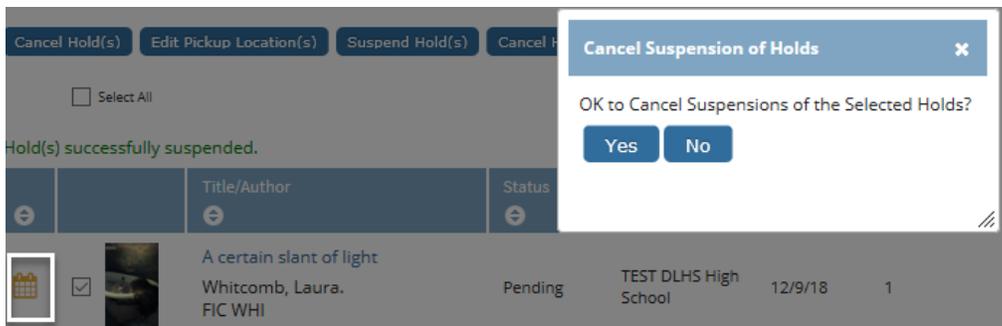
1. You can **edit pickup locations** (if your library allows this.)



2. You can **suspend your hold** due to vacation or other schedule reasons.



3. If you suspended a hold, you may need to **cancel that suspension**.



4. You can **cancel your holds**.

Suspension(s) successfully cancelled.

		Title/Author	Status			
<input checked="" type="checkbox"/>		A certain slant of light Whitcomb, Laura. FIC WHI	Pending	TEST DLHS High School	12/9/18	1
<input checked="" type="checkbox"/>		Stranger with my face Duncan, Lois, 1934- FIC DUN	Pending	TEST DLHS High School	12/9/18	1

ISearch is not configured for online payment of fine or fees. But review your payment history on the **Fines** tab.

**Total Paid: \$21.64**

Bill Reason	Item Title	Date Billed	Payment Method	Date Paid	Amount
Lost	The other side of Everest : climbing the north face through the killer storm	12/12/07	Billed in error	12/12/07	\$13.00
Lost materials	Remember me	2/2/07	Paid with currency	2/2/07	\$7.99
Overdue materials	Learning About Dance: dance as an art form & entertainment	1/23/04	Cleared at library's discretion	2/9/04	\$0.15
Overdue materials	Learning About Dance: dance as an art form & entertainment	1/23/04	Paid with currency	1/23/04	\$0.50

To **return to searching** from My Account, use the Home  button on the menu bar.