Guide to Using your Library Account

SVHG Libraries has developed a website which allows users to access all library and information services available to them.

In this guide, you will learn how to access your Library Borrower Account to:
  o Check your current loans
  o See if you have any outstanding fines
  o Renew your current loans
  o Reserve items on loan to others

If you have any questions, or require further assistance, please contact us on ext. 4921 or email libraryerc@svuh.ie

SVHG Libraries
February 2017
Our Website: https://library.svhg.ie

Please note: The Library Catalogue contains information on the book collections in SVUH and SMH libraries. To access our electronic journals and databases please follow the links on the E-Journals and Databases block on the website homepage.
Accessing your Library Borrower Account
All staff from SVHG hospitals – as well as students on placement – may apply for a Library Borrower Account. Application forms are available from the Library or can be downloaded from the Library website by clicking on “Borrower /Open Athens Registration Form “in the Library Forms block on the website.

Please note:
A Library Borrower Account is not the same as an OpenAthens Account, which is used for remote access to e-resources. You will need to tick the box on the form for an OpenAthens account, should you wish to have one. Once you have done this you will be issued with separate login instructions.

1) Go to the Library website https://library.svhg.ie and click on Login to your account on the top right hand side of the screen

Fig.1 Login to your account (circled red)
2) Enter your login details:

- Your Login is the email address you provided upon registration e.g. jbloggs@gmail.com
- Your Password is the last 4 digits of your mobile number
- If your Password doesn’t work, please enter 1234 instead (you can change it later)

![Fig.2 Login screen](image)

3) You can now view your account. Fig.3, below, shows this user has 2 current loans and no fines owing:

![Fig.3 showing current loans](image)

This user, on the other hand, has no current loans but owes a fine:

![Fig.4 showing outstanding fines](image)
Renewing your Loans
You will **only be able to renew loans** if:
- You don't owe any fines
- Your loans are not overdue
- No one else has placed a hold on (i.e. reserved) the book
- The current due date is less than or equal to 3 days away

In addition, you may only renew a book twice. After this, it must be returned to the Library to be placed back on the shelves for one working day.

1) To renew your loans, follow steps 1-3 above to access your account.

2) At the account screen, click on the button beside the loans you wish to (and can) renew and click the Renew button

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Reserving a book
You can only reserve books which are already on loan to someone else. Books which are available on the shelves cannot be held for you.

1) To reserve a book, you must be logged in to your Account (see above), and you must find the book in our Library catalogue. Please see our “Guide to Searching the Library Catalogue” for further information. This is available from our Library website in the *Library Guides and Publications* block.
2) If the book you wish to borrow is on loan, please select “Place hold” from the menu on the right-hand side.

![Fig. 6 showing Place hold circled in red](image)

3) And then confirm:

![Fig. 7 showing Confirm hold in red](image)

4) The book is now reserved for you. When the item is returned you will be notified and will have until close of business the following day (5.30pm) to collect it.

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1 One day overdue is okay. Any more than that and you will need to contact Library staff and ask for assistance.