

# Library Catalogue Guide: My Account Features

Pay Fines Help

**My Account**

My Lists

## Search the Catalogue

Find Books, EBooks, Journals, DVDs and more

Search

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**MY Account** lets you track and renew your loans, check and pay fines and reservations online 24/7.

Log in regularly with your student/staff number and your library PIN code to renew loans before they are due and avoid fines on your account. Find the **Pay Fines** link on the top left-hand side of the Library catalogue search page.

*Tip! Check your DCU email account – we will email you twice a year to remind you what your PIN is. It is also available at the Issue Desk.*

*Tip! Your Loan History gives you access to the bibliographic details of all the material you consulted for your projects in the current academic year – invaluable for your bibliography.*

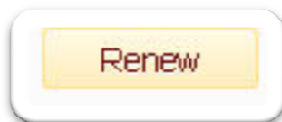


Have you reserved a book? Check **My Account** to see if it is available for collection at the Issue Desk. We will also send you an email when it comes in for you and hold it for 3 working days. You can also cancel reservations in **My Account** if you no longer need them.

*Tip! Only books already on loan may be reserved and it is not possible to reserve short loan books or DVDs.*

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Renewing is easy! From the list of books on loan to your account, simply click on the yellow renew button to get a new due date.



You can renew your loans online provided that:

- The loan has not gone past its due date.
- The title is not reserved for another borrower.
- You have no fines or other overdue loans.
- The item is not a DVD or from the short loan collection.

***Tip! There is a limit of three renewals on all 3 week and 1 week loans – if you still need a book after your third renewal however, simply return it at the express machines, and provided it is not reserved by another student, take it out again straight away.***



Save time by securely paying fines (worth €5 and over) through the **Pay Fine** link (located at top left of page), with your credit or debit card.

All you need is your student/staff number and your library PIN code.

***Tip! You can change your library PIN in My Account to any 4 digit code to make logging in easier and faster.***

### Avoid Paying fines:



▪ Note that there are four library loan types -3 week (no sticker on spine), 1 week (white sticker), 48 hour (red sticker) and 3 hour (blue sticker). Borrow the copy that suits you best, if possible!

▪ Check your account regularly - online or at the library express machines - to know when your books are due back and renew them before they become due.

▪ When borrowing 48 hour and 3 hour books, please note the specific **time** they are due back – (this will be clearly marked on your receipt) Fines will be charged at a rate of 50 cents per hour if they are not returned on time.