YAVAPAI LIBRARY NETWORK CATALOG:

MANAGING MY ACCOUNT

1. Click on **My Account**

2. Enter your library barcode and PIN and click **Log In**

3. Once you are logged in, the screen will default to one of the tabs below (usually Personal Information)

4. Under the **Personal Information** tab, you can click on the headings to expand and see more information, view your name and address information, change your PIN, or add a cell number to get text notices . If any information is incorrect, contact your local library.

5. Under the **Checkouts** tab, you can view a list of the items you currently have checked out, their due dates, and you can renew them here.

6. Under the **Holds** tab, you can view the items you have on hold, their pickup location, and your place in the holds queue. You can also edit your holds, pickup locations, and suspensions here.

7. Under the **Fines** tab, you can view any outstanding fines, as well as your payment history .

8. On the right hand side, you can see a summary of your account, including your status and the number of checkouts, holds, and any fines you may owe.