



View Your Record

DID YOU KNOW that you can view your own library record online from home or at the Library, check what items you may have out, renew checked-out items, place reserves, and pay outstanding fines?

Start by visiting the Smithtown Library's website at www.smithlib.org

Step 1

On the left side of the home page you will find the **Main Menu**.

Click on **View Your Record**.



Step 2

Enter the number that appears on the barcode on the back of your library card. Do not use spaces.

Next, enter your password. If you have not previously created a password, you will be asked to create one. Your password must be at least six characters long and may consist of letters or numerals or both. Remember your password. Once entered into the system, library staff cannot identify your password for you.



[Help](#)

Your Library Account

Type the BARCODE from your library card:

Type your PASSWORD:

* If you do not have a Password, you will be asked to create one.

Step 3

From this page you can:

- **Search the Catalog.**
- Review any **Preferred Searches** you have saved.
- See any **Items Currently Checked Out** and when they are due back. You can even renew materials online.
- See your reserve **Requests** and "freeze" requests if you will be away.
- Review a list of items you have previously checked out in **My Reading History**.
- Revisit items you have rated in **My Ratings**.
- **Change Your Password.**
- Update your telephone number or e-mail address in **Change Your Contact Information**.
- You can also pay fines you may owe.



You are logged into **/ST** as

Please keep your online library account private. Click [LOGOUT](#) when finished.

Catalog searches:
[Search the Catalog](#)
[Preferred Searches](#)

Circulation information:
[1 Item currently checked out](#)
[1 request \(hold\)](#)
[My Reading History](#)

[My Ratings](#)

Patron information:
[Change Your Password](#)
[Change Your Contact Information](#)

[Help](#)

Daily system maintenance occurs between 3:00am and approximately 5:30am. During this time some options, such as online renewals, may be limited.

Each of these functions is explained on the back of this sheet ▶▶▶▶▶

SEARCH THE CATALOG

This is a link to the online catalog's search page.

PREFERRED SEARCHES

If you have any “**Preferred Searches**” (online catalog searches you frequently use and have saved from the catalog's search page), you can review them here. You can delete any searches no longer needed here as well.

ITEMS CURRENTLY CHECKED OUT

Clicking on this line will bring up a list of all items you currently have checked out, along with the dates they are due back.

RENEWALS

Many library materials can be renewed online. Once you have retrieved your list of checked out items, you will have the option to extend the borrowing time for selected items by checking the box marked “**Renew**” followed by clicking the “**Renew Selected**” button, or to renew all items by clicking the “**Renew All**” button. Some reasons an item may not be renewed include:

- The item is already overdue
- It is on hold for another person
- It has been renewed twice before (two renewals of an item is the limit)
- It is non-renewable (some items borrowed from other libraries through Inter-Library Loan may not be renewable online)
- Your library card has expired
- You have outstanding fines of \$5.00 or more

REQUESTS

Clicking on this line will show you a list of items for which you have requested a “hold” (i.e. placed on reserve). You can cancel a hold by clicking the box at left followed by a click on the “**Update**” button.

FREEZE HOLDS

You may “freeze” a hold without losing your place in the waiting list if you are going to be away from home or otherwise unable to come to the Library to pick up held items. Simply click the box marked “**Freeze**” at the far right of each requested item, then click the button marked “**Update List.**” Items already in transit from another library to fill your request cannot be “frozen”; no “**Freeze**” box will appear for these items. You must “unfreeze” your holds before you are restored to the waiting list. Simply follow the same procedure for freezing the hold, click the “**Update List**” button, and your hold will be reactivated.

CANCEL HOLDS

You can cancel a hold request by clicking the box marked “**Cancel**” at the far left of each item for which you wish to cancel the hold, then clicking the button marked “**Update List.**”

MY READING HISTORY

The Library does not maintain a list of items cardholders have checked out and returned. Patrons, however, can choose to save a list of such items, accessible only by themselves, by activating the “**My Reading History**” feature. Click on the “**My Reading History**” then click the red “**Enable My Reading History**” line. This feature can be cancelled at any time by clicking the red “**Disable My Reading History**” line.

MY RATINGS

Items in the catalog can be rated (from 1 to 5 stars) by users. To review what items you have rated and the ratings you gave, select “**My Ratings.**”

CHANGE YOUR PASSWORD

Select this feature if you wish to change your password.

CHANGE YOUR CONTACT INFORMATION

Select this feature to change your telephone number or e-mail address.

PAY YOUR FINES BY CREDIT CARD

Any outstanding fines can be seen by looking at your “**View Your Record**” page. Fines of \$5.00 or more can be paid online with a credit card. Simply click on the fine amount and you will be directed to a payment page. Enter your credit card number (Visa or MasterCard only) and all other information requested and click the button to submit payment. You will receive confirmation onscreen that your payment has been made. You may print a copy of the confirmation screen for your own records.



SECURITY TIPS

- Do not share your password with anyone.
- Be sure to log out of the “**View Your Record**” feature after each use by clicking the blue “**LOGOUT**” button and watching the screen to confirm that you are logged out.