Using Your Methodist College Library Catalog Account

Using your library catalog account, library users can: (1) review the list of checked out items, (2) renew checked out items, (3) manage holds.

Sign-In
Access the library’s website at https://library.methodistcol.edu/

Click on “Library Catalog”

From the Library Catalog screen, click on “Sign In”

You will be directed to the sign-in page.
On the sign-in page, enter your College email address and your College ID barcode as your password. Your barcode number is just under the top barcode on the back of your College ID and is 5-7 digits long.

NOTE: this is not your single sign-on (SSO) username and password like for other library products.

Select the duration of your session (this is how long you will stay logged in before the system automatically logs you out) and click “Ok.”

You are now logged into your library catalog account. If you get an error, contact the library at mclibrary@methodistcol.edu or (309) 671-2940.

Library Account Features
Once logged in, your account information shows on the main library catalog page

When logged into the catalog:

- Click on “Loans” to see listing of items checked out and their due dates.
- Click on “Renews” to see a listing of items that can be renewed and submit these items for a renewal.
- Click on “Holds” to see a listing of items you have put on hold. Holds will be kept for 7 days before returning the item to the collection.

Loans
To view loans, you will need to sign in to your library catalog account.

On the main page of the library catalog search page, click on “Loans”
A listing of loans will populate.

Methodist College Library

**Loans**

**Sort by:** ① Date ② Title

Main ③

**Lent:** 06/19/19  **Fundamentals of library supervision  [ Temporary Item ]

**Due:** 07/19/19  **Temp# 41062  06:00 PM  Item# 11348  Renew: +1

**Renew**

To renew an item, you will need to sign in to your library catalog account.

On the main page of the library catalog search page, click on “renews”
A screen listing items eligible for renewal will populate. Mark the radio button of the item you wish to renew and click “renew selected items.”

**Place a hold**

To place a hold, you will need to sign in to your library catalog account.

Then search in the library catalog by entering search terms and clicking “Search Now” to hit “enter” on the keyboard.
From the results list find and item that you want.

Click on the title of the item you want to open the catalog record and click on “available” to place the hold.

We want this one
The item will then have a hold placed for you. The status of the item will change from “available” to “on hold.”

An email notification will be sent to your College email and to the library to notify them of the hold. You can pick up your hold(s) during regular business hours. A hold may be canceled by the library, if that happens, you will be notified via College email.

**View/Cancel Holds**

To view your hold, you must be logged into your Library Catalog Account.

Select “Holds”
A list of holds will populate. To cancel a hold, select the radio button of the item and click “Cancel Selected Items.”

Alternatively, on the catalog record of the hold, click on the “on hold” link to remove the hold.

The status will change from “on hold” to “available.”

A hold may be canceled by the library, if that happens, you will be notified via College email.

Please seek assistance from the MC Library if you have any questions or difficulties.