Transcript for Davis Library’s Video Tutorial:

1. To access “Your Library Account” from the “Davis Library’s Home Page” (www.rio.edu/library) — click on the “My Record” link listed at the right.

2. Next, you’ll enter and submit your name (first and last); barcode (your student or employee identification number—students please be sure to include letter “s” at the start of your ID#); and PIN (Personal Identification Number)—which for students is set by default to the last 4-digits of their Social Security Number (SSN.)

3. Once in your account, you may check the status of any item requests or holds. As these items are processed, their status will change from “Requested” to “In Transit” to “Ready.”

4. If you have any “fines,” this information will also be displayed here. Details on “overdue items” are shown along with the “total fines” that you owe. Please be sure to pay close attention to the due dates for the library materials that you have borrowed. It’s easy to rack up quite a few dollars.
5. Now, let’s take a look at the items we have checked out.

First, let’s sort them by due date and scroll down the page to see what’s due and when. Okay, let’s say we want to renew the first 2 items listed here.

To do this we’ll just select the boxes to the left of each one’s title and then, click on the “Renew Selected Items” button at the top of the page.

6. Next, we’re asked to confirm our selections, so we’ll click “Yes.”

7. Now, we’ll scroll down to see if our items renewed and if so, check their due dates.

Hmm... we’re getting an “In Use by System” message here for one of our items.

8. When this happens, you’ll just have to try to renew the item again.

Here, we’ll select the box again to the left of the item’s title and then, click on the “Renew Selected Items” button again—this time at the bottom of the page since it’s closer.

Once more, we’ll confirm the renewal.
9. Let’s see if it worked this time.

Ah... success!

If you experience any problem with the “online renewal process,” please “Ask Us!” for help.

Failure to renew or return library materials on time could lead to some heavy fines and could also result in having a “Halt” placed on your other Rio Grande records or accounts.

10. Now, if you want to change your PIN, you can do that here as well—just try to be sure to remember what you changed it to as this is the same PIN you’ll use for “Off Campus Access to OhioLINK Restricted Services”—such as their research databases.

11. Now to log out of “Your Library Account”—just click the “Start Over” button and you’ll be taken to the “RioCat Start Page.”

12. Then, if you have any questions or concerns about “Managing Your Library Account @ Davis Library,” as always, please don’t hesitate to... “Ask Us!”