



The Library

My Library Account

My Library Account, available on the UBC Library homepage, is a useful site for managing the materials you have borrowed. You can use *My Library Account* for:

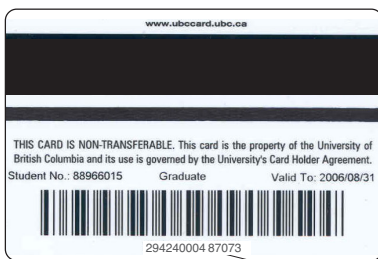
- Tracking loaned items and due dates
- Renewing items
- Tracking requests
- Tracking library fines
- Tracking document delivery orders
- Changing UBC Library PIN

Through **My Library Account** you can also get important Library information emailed to you automatically. This includes:

- Loans that are overdue or have been recalled by other borrowers
- Requests you have placed that can be picked up
- Fines or other charges that you owe
- Courtesy reminders of items due in 3 days (course reserves excepted)

UBC/Library Card Barcode and PIN

Use your UBC/Library card barcode and PIN to log in to the services on the **My Library Account** page.



UBC/Library card barcode

Number on the back of your UBC/Library card. Omit spaces.

PIN (personal identification number)

Until you change it, the last 5 digits of your UBC/Library card barcode.

294240004 87073

PIN

How to Change Your PIN

- From the UBC Library homepage, click on **My Library Account**
- Enter your UBC/Library card barcode and PIN
- Select Change your PIN
- Fill in your new PIN twice (in the two boxes provided)
- Click on GO
- If your PIN change was successful, you will see the message: *Your PIN has been changed*
- If your PIN change was unsuccessful, this message will appear: *The new PIN's don't match.*

Requesting a Recall

If a book or other item you need is already out on loan, **Request** a recall so it cannot be renewed. When it's returned, it will be held for you. Use **My Library Account** to find out when your requests are in.

Connect to the UBC Library online catalogue at www.library.ubc.ca.

1. Search for your book in the Library Catalogue.

Title: What went wrong? : Western impact and Middle Eastern response / Bernard Lewis.
Main Author: [Lewis, Bernard.](#)
Published: Oxford ; New York : Oxford University Press, 2002.
Subject(s): [Middle East--History--1517-](#)

Location: KOERNER LIBRARY
Call number: [DS62.4 .L488 2002](#)
Number of Items: 2
Status: c.2 [On loan](#) (Requests: 2) - Due on 22/03/2004

If an item is Available it is not on loan. You cannot request a recall.

This item is [On Loan](#).

There are already 2 requests for this item.

2. To place your request, click here.



3. Provide details

- Enter your UBC/Library card barcode and PIN and click on Login
- At the Type of Request screen, click on OK
- At the Recall screen:
 - Select a copy (if more than 1 is on loan)
 - Select a pickup location
 - Click on Submit Request
- Wait for confirmation

To request recalls on 1 and 3 day loans, go to the Circulation Desk in the appropriate Library branch. You cannot request recalls on 2 hour loans or on Library Use Only materials such as journals.

Email notification

You can register to have your library account information emailed to you. The email address you provide will be used to notify you of:

- Loans that are overdue or have been recalled by other borrowers
- Requests you have placed that can be picked up
- Fines or other charges that you owe
- Courtesy reminders of items due in 3 days (course reserves excepted)

To register, go to **My Library Account**, then click on **Get Library Notices via email**.

Fill in the form. Click on **Send**. Your registration will be effective 1 week later. Some notices may continue to be sent by regular mail or telephone.

**Need more help? Ask at any Circulation or Information Desk or call 604-822-2406
9am - 4pm Monday - Friday**

Telephone renewals 604-822-3115 or 604-822-2883