

Checking your account

1 At the library home page, www.windsorpubliclibrary.com, click on:



2 Type your User ID (the number on the back of your library card) and your PIN number in the boxes. Click on "Login"; then, "My Account".



3 Consider your options! Click on your choice:



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If you choose “Review My Account” you will see, for example:

My Account			
		4 checkouts	13 holds
Checkouts			
Title	Author	Due/Recalled	As of now, you owe
The encyclopedia of planting combinations	Lord, Tony.	12/4/2005,23:59	
Gardening manual for Canada		12/8/2005,23:59	
Planting for color	Chivers, Susan.	12/9/2005,23:59	
Living rooms	Schwartz, Bonnie.	12/9/2005,23:59	
Holds			
Cancel	Title	Author	Availability
<input type="checkbox"/>	Brand new strings	Ricky Skaggs & Kentucky Thunder	Unavailable 1_BUDIMIR
<input type="checkbox"/>	Your call is important to us: the truth about bullshit	Penny, Laura	Unavailable 1_BUDIMIR
<input type="checkbox"/>	Love, Life and Leaving [Import]	Detroit Cobras	Unavailable 1_BUDIMIR

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Here’s a sample display of “Renew My Materials”; you can renew select items or you can renew them all.

Select Items to Renew			
4 items eligible for renewal. Use check boxes below to mark list items for Renew.			
<input checked="" type="radio"/> Select Items to Renew		<input type="radio"/> Renew all	
<input type="checkbox"/>	The encyclopedia of planting combinations	Lord, Tony.	Due: 12/4/2005,23:59
<input type="checkbox"/>	Gardening manual for Canada		Due: 12/8/2005,23:59
<input type="checkbox"/>	Planting for color	Chivers, Susan.	Due: 12/9/2005,23:59
<input type="checkbox"/>	Living rooms	Schwartz, Bonnie.	Due: 12/9/2005,23:59
<input type="button" value="Renew Selected Items"/>		<input type="button" value="Clear Selections"/>	

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Be sure to logout when you are finished!

