
Viewing Your Library Record

ODU Library, Summer 2005

You can view your own library patron record to find out:

- Which items you have checked out, with notations indicating the due dates or if another patron has placed a hold on the item
- Which items you put on hold for yourself and to cancel any hold items
- If you have any fines or charges that you may owe the library for overdue items or replacement costs.

To View Your Library Record:

1. Access the Ohio Dominican Library homepage at: <http://www.ohiodominican.edu/library>
2. Select **My Library Record**.
3. Click in the box next to **Your Name** and type in your first and then last name.
4. Click in the box next to **ODU ID #** and type the last seven digits of the number that appears on your ODU ID card.
5. Click on the button labeled **Display record for person named** or simply press enter.

You should now see your patron record on the screen. Options available include:

- View items currently checked out by clicking on the link for checked out items.
- View items currently on hold including OhioLINK requests by clicking on the link for held items.
- View any fines you might owe the library by clicking on the link for the amount owed

To Print:

- Click on **File** and then click on **Print**
- You may also send print jobs to an e-mail account. Click on **File** and then **Send to Select Page by Email**.

To Quit:

- Click on **Start Over** in the upper left part of the top window.