

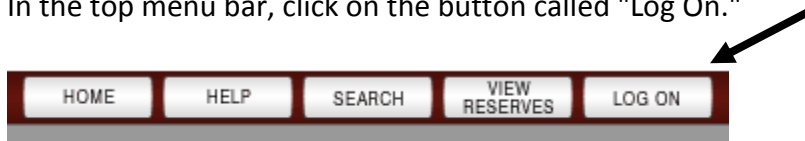
View Your Library Account Online

If you would like to view your patron record online, first go to the **Sage Library Resources** page, <http://www.nbts.edu/sage-library/resources/>

Then, click the link for **Online Catalog**

<http://www.nbts.edu/sage-library/library-catalog/> and

In the top menu bar, click on the button called "Log On."



You will be asked to enter your **Patron ID number** and a **PIN**.

1. Your Patron ID number is the number on the barcode sticker on the back of your gray library card (The number begins with 2590...)
2. Your default PIN is the first two and last two digits of your barcode number. (For example, if your barcode number is 25900001000079, then your PIN would be 2579.)

Once you log on, be sure to change your PIN to a different four digits that you will remember. By changing your PIN, you prevent others from being able to log on to your account (think of it like the PIN that goes with your debit card).

You can do the following by viewing your account online:

- View your current loans and renew items once (after one renewal items must be brought to the library).
- View your overdue items and/or fines (patrons should contact a librarian to address these matters).
- View and edit the mailing address that the library has on file for you.

When you are finished viewing your account, be sure to log off to prevent others who use the same computer from seeing your account. Log off by pressing the last of the four buttons at the top, which says, "Log Off."

