

MY LIBRARY ACCOUNT

Instructions and features for *NEC Alumni, and Preparatory and Expanded Education Students*

Instructions to activate **MY ACCOUNT**:

1. From the library's homepage, select *Classic Catalog*.
2. Click the **MY ACCOUNT** tab on the top menu bar, and choose the barcode option. Enter the **BARCODE** from your NEC ID (all 13 digits beginning with 1112...)
3. Enter your **LAST NAME**.
4. Click **LOG IN**.

Features available through **MY ACCOUNT**:

1. View a list of items checked out to your account and their due dates.
 2. Renew items, if they have not been requested by another patron.
 3. See if you have any outstanding library fees.
 4. Save citations in the catalog and send via e-mail to yourself or others.
 5. Save searches and request to be notified via e-mail when library adds items to the collection that fit search criteria.
 6. Use **Make a Request** to put a hold on an item owned by NEC that is currently checked out to another patron.
 7. View a list of your outstanding requests.
- Please note: requests cannot be placed on materials that belong to another library; requests or holds cannot be placed on any non-circulating materials such as reference books; nor can they be placed on materials in Spaulding Library that are currently available on the shelves. These items must be retrieved by the patron.

Please **LOGOUT** from your account before leaving a public workstation.

The library catalog and all features of MY ACCOUNT are accessible off campus from the [library website](#)