MY LIBRARY ACCOUNT

Instructions and features for NEC College Students, Faculty, and Staff

Instructions to get access to **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. Faculty can use this feature to compile class reserve lists for library staff.
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 be notified when an item owned by NEC that is currently checked out to another patron is returned, or to request that an item be sent from another library.
7. View a list of your outstanding requests.

➢ Please note: requests or holds cannot be placed on any non-circulating materials such as reference books or sound recordings; 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 at the library.

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