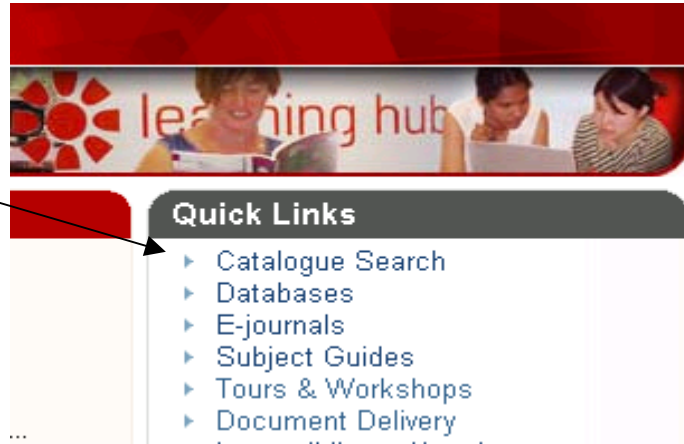


How to view and renew your loans using the catalogue

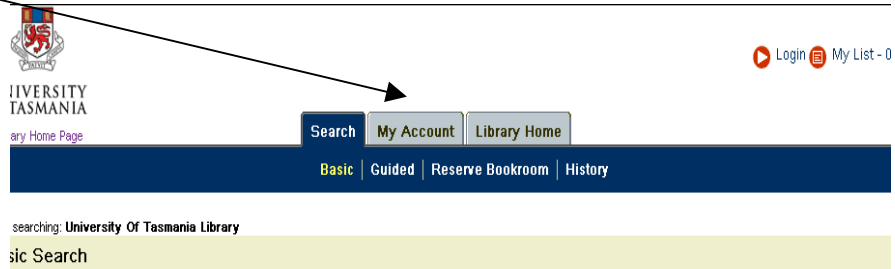
1. Go to the Library Homepage

<http://www.utas.edu.au/library/>

2. Click on the Catalogue



3. Choose the "My Account" button



Search the library catalog by selecting your desired index, input your term and select the 'go' button.

Search:

4. Next enter your Borrower ID and your PIN: **Not sure of your PIN? See over**

Please enter the following information:

Borrower ID:

PIN:

You may then see and renew your currently checked out items



Your Borrower ID number is on your student or staff card



Please enter the following information:

Borrower ID:

PIN:

Enter your 4-digit Library PIN

How to I find out my 4-digit Library PIN?

Your Library PIN is a **4-digit number** given to you by the library, using the following formula: ****

*	*	*	*
↑	↑	↑	↑
2 nd digit of borrower birth DAY	2 nd digit of borrower birth MONTH	Last 2 digits of the residential HOUSE NUMBER or PO Box number.	

Flats and units are ignored. If there is only one digit in your house number, or PO Box number, then the 3rd digit of PIN is 0

Example: If you were born on the 26/09/82 and you live at Flat 22/239 Smith Street, then your PIN will be **6939**

Can I change my PIN?

Yes! You may **change your PIN** via the **“Profile”** button under **“My Account”**



What if I forget my PIN?

Ask at any service point and we can reset your PIN.
Phone 6226 1818; or Email servicedesk@utas.edu.au