

4. Looking at My Account

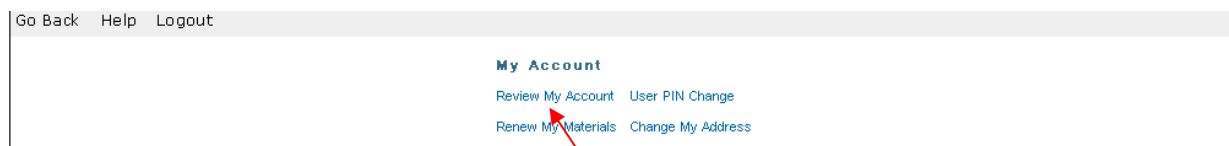
Once you have logged on to **My Account** you will be able to see what items you have checked out and when they are due back. You'll be able to renew your items, as long as they are not overdue and nobody else has requested them; change your PIN or check to see whether your holds have arrived.

1. Type in your user ID and PIN and click on Login to iBistro:



The iBistro page will now reload – you'll know that you're logged in because the User ID and PIN boxes will no longer be in the top right of the screen.

2. Click on the **My Account** link on the toolbar. A menu will appear.



3. To view checkouts, bills and holds click on **Review My Account**.

At the top of the My Account window will be the number of checkouts (items you have on loan), bills and holds (reservations you have placed on items), if any. Below this is a detailed breakdown of the checkouts and holds.

Checkouts

This will show the titles, authors, date due of the items you have on loan, as well as the amount currently owing if the items are overdue.



Title	Author	Date due/Recall date	As of now, you owe
The curious incident of the dog in the night-time	Haddon, Mark.	9/9/2008,23:59	
Moral hazard : a novel	Jennings, Kate, 1948-	9/9/2008,23:59	
Family album : a novel of secrets and memories	Scott, Margaret, 1934-	9/9/2008,23:59	
The seven habits of highly effective people : restoring the character ethic	Covey, Stephen R.	9/9/2008,23:59	
Depraved and disorderly : female convicts, sexuality and gender in colonial Australia	DAMOUSI, Joy.	9/9/2008,23:59	
Now is the time to open your heart : a novel	Walker, Alice, 1944-	9/9/2008,23:59	

Bills

Any money owing on the card will be displayed in the bills area.

Bills

Title	Author	Reason	You owe
NOT ASSOCIATED WITH AN ITEM		Replacement of lost membership card	\$2.00

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Hold

The Holds section will display all holds placed with your membership card. It will list the title, author, availability, pickup location and expiry date of each hold.

If you are still waiting for the title:

- it will state your position in the queue.
- the expiry date will be approximately 12 months after placement of the hold.
- The pickup branch will be the branch you selected when you placed the hold

If the title has arrived at the pickup branch:

- the pickup branch is the branch where the hold is awaiting pickup.
- the expiry date will be the date the title will be returned to its home branch if not picked up.

Hold

Cancel	Title	Author	Availability	Pickup at	Expires
<input type="checkbox"/>	Bob Dylan World Tours 1966-1974 [videorecording] DVD 782.42166 DYLAN	Dylan, Bob, 1941-	<i>Your position in the holds queue: 1</i>	Ballarat Library	12/8/2009
<input type="checkbox"/>	The spare room FIC GARNE	Garner, Helen, 1942-	<i>Your position in the holds queue: 163</i>	Ballarat Library	12/8/2009
<input type="checkbox"/>	Two lives : Gertrude and Alice 818.52 MALCO	Malcolm, Janet.	<i>Your position in the holds queue: 1</i>	Ballarat Library	12/8/2009
<input type="checkbox"/>	The eagle [videorecording] . Volume two. : a crime odyssey DVD EAGLE		<i>Your position in the holds queue: 2</i>	Ballarat Library	12/8/2009

[Cancel selected holds](#)