

## USING ACCOUNT TABS

Account Summary Messages Items Checked Out Holds

### Account Summary

This tab displays how many items you have checked out, how many holds you have, how many holds are ready to pickup, and when your library card will expire.

You can also see fines on your account and payments you've made on your account.

### Messages

Here you can find messages from Henry County Library about your account. Any notifications sent to you via text or email will also appear here.

### Items Checked Out

See all items you currently have checked out. To renew item(s), click the checkbox to the left of the item(s) and select **Renew Selected Titles** from the dropdown box above the list. Then, click **Go**. If the items can be renewed, a new due date will be shown beside the item(s).

You can also view your checkout history, if you enable this feature under **Account Preferences**.

### Holds

See any items you currently have on hold. By clicking the checkbox beside an item, you can suspend or cancel a hold. You can also view your holds history, if you enable this feature under **Account Preferences**.

## MORE QUESTIONS?

Talk to a library staff member or email us: [hcl@henrycolib.org](mailto:hcl@henrycolib.org)

## USING ACCOUNT TABS

Account Preferences My Lists

### Account Preferences

- Here you can view your personal account information. Patrons may change their PIN/Password and email address. Any other changes must be made by library staff.
- Patrons can also update their notification preferences: email or text message.
- Under Search and History Preferences, you can change your pickup branch (for holds). You can also choose to keep a history of your checked out items and items placed on hold.

### My Lists

This section allows you to create, edit, share, and remove lists you have created. To create a list, enter a name and description on the **My Lists** tab and click **Submit**.

#### Create New List

Enter the name of the new list:

List description (optional):

Share this list?  ?

To add an item to a list from search results, hover over the blue **Add to My List** button and click on the list you wish to add the item to.

**The notebook**  
Sparks, Nicholas  
Book

Library	Shelving location	Call number
Henry County - Main Library	Fiction	Available

Place Hold  
Add to my list  
Add to basket

## Searching the Online Catalog & Using My Account in Missouri Evergreen



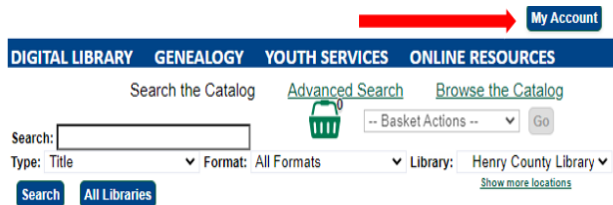
Missouri Evergreen is a shared online catalog and consortium, giving patrons access to over 3 million items from 55 Missouri libraries.



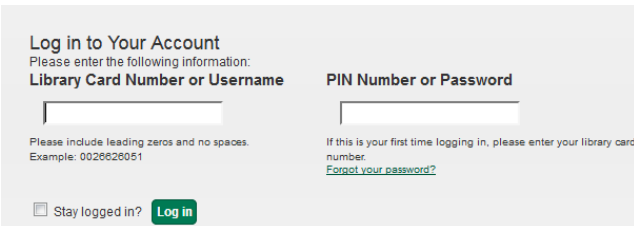
Henry County Library  
[www.henrycolib.org](http://www.henrycolib.org)  
660-885-2612

## LOGGING INTO YOUR ACCOUNT

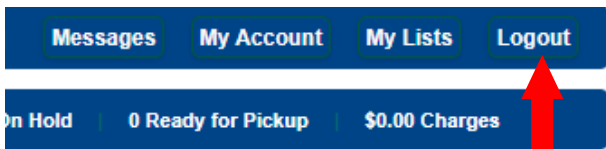
Navigate to the catalog's **Home** page by typing in <https://henrycounty.missourievergreen.org/eg/opac/home> to your internet search bar. Click on the **My Account** button in the top right corner of the catalog's home page.



Enter your Library Card Number and PIN, and click **Log In**. Your default PIN is the last 4 numbers of your phone number. If you have issues with your pin, contact the circulation desk for a new pin number.



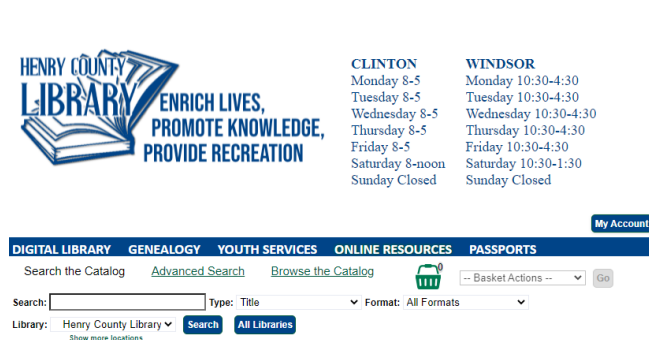
At any time, you can log out of your library account by clicking the **Logout** button in the top right corner.



In the top right corner of the account screen, you can see how many items you have checked out, how many items you have placed on hold, how many holds are ready for pickup and any fines owed. **You can find more information about your account by clicking different tabs on this screen.**

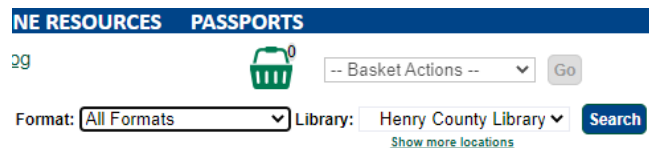
## SEARCHING THE CATALOG

The **Home** page contains a single search box for you to enter search terms. You can get to the catalog's home page at any time by typing in <https://henrycounty.missourievergreen.org/eg/opac/home> to your internet search bar.



## SEARCH OPTIONS

You can use the first dropdown box to search by: **Keyword, Title, Author, Subject, or Series**. The second dropdown box allows you to search by item **Format** (book, music, DVD, etc.)



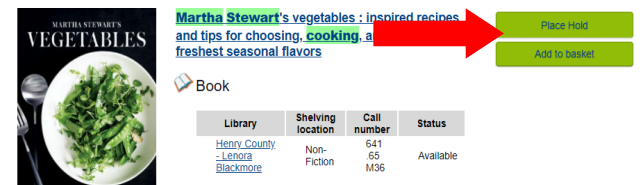
The third dropdown box allows you to search a specific library, like Henry County Library, or the entire Missouri Evergreen consortium.

The **Advanced Search** link allows you to search by even more options, like language and reading level.

## PLACING A HOLD

If the item you need is not available or at another branch or library, you can place it on hold. After placing it on hold, the item will be pulled from its home shelf and sent to your local library branch.

1. To place an item on hold, click the **Place Hold** button on the right side of the item in the list.



2. Select your pickup location for the hold.
3. Choose how you would like to be notified. You can choose email or text message. If you select text message, you will need to enter your phone number and your mobile carrier.
4. You will receive a notification when your hold arrives. A hold will be available for pickup for **10 days**. After that time, the item will be returned to its owning library.

