



PamCat Guide #2

“My Account”

Pamunkey Regional Library’s online catalog, **PamCat**, lets you conveniently manage your library account. You can find out when your library materials are due, change your account password, see if you owe fines, view the items you have on hold, and renew your materials.

To access “**My Account**” you’ll first need to log in. Your library card # is on the back of your library card. Your password is **changeme** until you change it. Always remember to log out when you’ve completed your session.

Library Card #	<input type="text"/>
Password:	<input type="text"/>
<input type="button" value="Login to My Account"/>	



On the menu bar, click on “**My Account**” to access your information. Once in “**My Account**” you can use the features pictured below.

My Account	
Review My Account	Change Password
Renew My Materials	

In “**Review My Account,**” you can see a list of your “**Holds,**” find your position on the holds list (“**Holds Queue**”) for each title, and cancel holds for items that you no longer want.

My Account			
		1 checkout	3 holds
Checkouts			
Title	Author	Due/Recalled	As of now, you owe
Red lightning	Varley, John, 1947 Aug. 9-	7/20/2006,23:59	

Holds				
Cancel	Title	Author	Availability	Pickup at
<input type="checkbox"/>	red thunder (varley)		Your position in the holds queue: 1	Hanover Branch Library



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Click on “**Change Password**” to choose an easy to remember password of 10 characters or less. If you forget your password, let a library staff member know and it will be reset.

Change Password	
Type your ID.	
Library Card #	<input type="text"/>
or, Alternate ID:	<input type="text"/>
Password:	<input type="text"/>
Your PIN will be changed to the value that you type below. To ensure that you type it correctly, please enter it in both places.	
Enter new password:	<input type="text"/>
Re-enter new password:	<input type="text"/>
<input type="button" value="Change Password"/>	<input type="button" value="Reset Form"/>

Click on “**Renew My Materials**” to renew your items. You can renew some or all of them by clicking the appropriate button and box(es.)

Select Items to Renew	
1 items eligible for renewal. Use check boxes below to mark list items for Renew.	
<input checked="" type="radio"/> Renew Selected Items	<input type="radio"/> Renew all
<input type="checkbox"/> Red lightning	Varley, John, 1947 Aug. 9- Due: 7/20/2006,23:59
<input type="button" value="Renew Selected Items"/>	<input type="button" value="Clear Selections"/>

PamCat remembers Authors and Subjects of items that you borrow in the “**My Favorite Authors**” and “**My Favorite Subjects**” sections of the main **PamCat** page. If you prefer

My Favorite Authors
Palmer, Diana. Duchscherer, Paul. Keister, Douglas.
My Favorite Subjects
Arts and crafts movement. Arts and crafts movement--Influence. Historical fiction.
MORE

not to use this option, click on “**My Profile,**” on the menu bar and click the check-

My Profile
I want to be notified every <input type="text" value="30"/> (days) about new Tell Me When authors and subjects.
<input checked="" type="checkbox"/> I want all authors and subjects of items I check out be counted automatically as My Favorites.
<input type="button" value="OK"/>

marked box to delete the check and disable the feature. Items that you borrowed before disabling this feature will continue to be shown. To completely clear your profile list, click the link “**MORE**” under your Favorites, then click the link “**Modify**” at the bottom of the Favorites list page. You can either select Authors or Subjects to delete, or delete them all.

If you have any questions about **PamCat**, please ask a staff member. We want to help you use and enjoy all of the features that **PamCat** has to offer!

