

Welcome to the Boone County Library Catalog!



What's New

Most Popular What's New



DVD/BLU-RAY: Criminal Minds [DVD]

Mark with tags

Electronic Resources



OverDrive - Library 2 Go
Downloadable books!



Medline Plus
Authoritative information from government agencies and other
health-related organizations

Once logged in, the “Log in to your account” box is replaced with two buttons, My Account and Log Out. Clicking My Account opens the 5 main sections described below.

"You checked this items out on..."

If the member is logged-in and s/he clicks on an item that s/he has checked out before, there will be a line at the top of the pop-up that says "You checked this item out on [date]". HOWEVER, if your setting for "Dissociate Members from Circulation after (months)" in System Options, is not "Never", then the member may not see such a notice.

My Account

Members are allowed to maintain much of their own data. This can save the library significant effort and offers more flexibility to members. Street address editing by members can be allowed/disallowed in the Member Types setup.

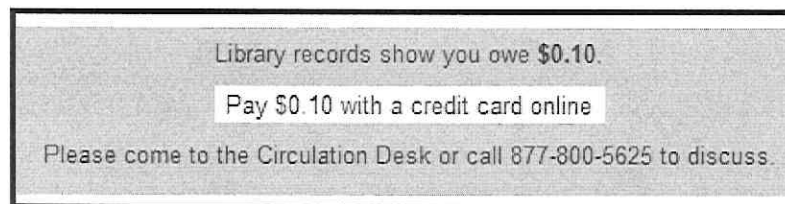
Member log in: setting a secure password

Instead of using the phone number as a password, the member can set a secure password. Apollo doesn't remember this password, and staff can not access it once it's set, so it's very important the member treat this password as they would any other secure password and record it in a secure place.

If the member loses or forgets the password, open their account in Members | Edit Records and use the "Remove" button to remove that password. Then the member can use their phone number to log in the their account through the Public Catalog and set another secure password.

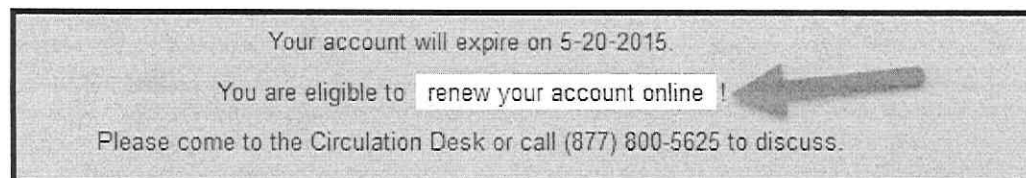
If the member has a problem on his/her account or total fines that are over the limit, this information will be displayed with a red bar across the entire width of the My Account window. Plus, if you have enabled "Pay with PayPal" capability, and the fine total is greater than \$X (ask your representative about this amount, we can set it for you.), then a "Pay \$XX.XX with a credit card on-line" button will appear.

Figure 2.16. Pay with PayPal



Also if the member's account will need to be renewed soon, a message will appear when the patron logs-in that reads “Your account will expire on XX-XX-XXXX.” If members are allowed to renew their accounts on-line a “renew your account online” button will also appear in the red, alert area.

Figure 2.17. Renew your account online



Basic Information

There are five sections in My Account: Account Information, Notifications, Items Out/ Renewal, Reserves, and Bookmarks. Let's explore each one.

Figure 2.18. Account Information

Account Info	Notifications	Items Out / Renewals	Reserves / Requests	Bookmarks
Welcome, Martha Jones-Milligan!				
Secure password:	Set a secure password			
Primary Address:	7034 Ford Street Alden, TX 75701			
Phone:	572-6221-6531			
Phone:	Add phone			
Email:	DMJones@comcast.com			
Email:	Add email			

Member editable fields:

- Set a secure password
- First Names (only in the case of family cards)
- Primary Address (only if allowed in Setup)
- Phone Numbers
- Email Addresses

Uneditable fields:

- First Name (if not using family cards)
- Last Name
- Address

Notification Options

Figure 2.19. Notifications

Account Info	Notifications	Items Out / Renewals	Reserves / Requests	Bookmarks
Welcome, Martha Jones-Milligan!				
Items overdue:	DMJones@comcast.com			
3-day notice before items are due:	None			
Reserve availability:	Text: 672-6324-1040			
Checkout receipt:	None			
Library Newsletter:	DMJones@comcast.com			

Here, members can select default notification methods for various communications. The options are derived from the "Account Info" mentioned above.

Members can elect to receive text message notifications for "Overdue" notices, "3 day" notices, and "Reserve availability" notices. This can be done by the member in "Account Info" and by staff in "Edit Members".

Members can test whether they receive text messages from Apollo

In “Account Info” the member may test the text option using the “Test SMS” button that appears when the phone number is entered in “Account Info”.

The Notification options are:

- Items Overdue (phone, email or text): not used for postcard or letter stages
- 3-day notice before items are overdue (email or text)
- Reserve Availability (phone, email, or text). When the contact method for Reserves is changed, Apollo will update all pending reserves to reflect the new preference, and the member is informed of the update.
- Checkout receipt. The member may choose to have checkout receipts emailed to them at the email address they select from the drop-down.
- Library Newsletter(s) (optional) - let us know if you'd like Apollo to maintain your subscriber email listing(s) for one or more newsletters. Members can subscribe here.

Members can also reply to text message notifications they receive from Apollo. These replies will go to the email address that is set in the section called “System Options” “System Options | Circulation email”.

Items Out

Figure 2.20. Items Out/Reserves

Title	Author	Out	Due	Renew
The perennial garden: color harmonies through the seasons	Cox, Jeff (1940-)	12-18-2014	1-1-2015	Renew
Dead man's bones	Albert Sizer (1940-)	1-2-2015	1-10-2015	Renew

Here, members can see what items they have out and when they are due. They can also easily renew their items via the “Renew” button. “Not Renewable” is displayed in the button's place if, for any reason, that checkout cannot be renewed. If an item is overdue, it appears with a red background.

An Extra Calling Feature

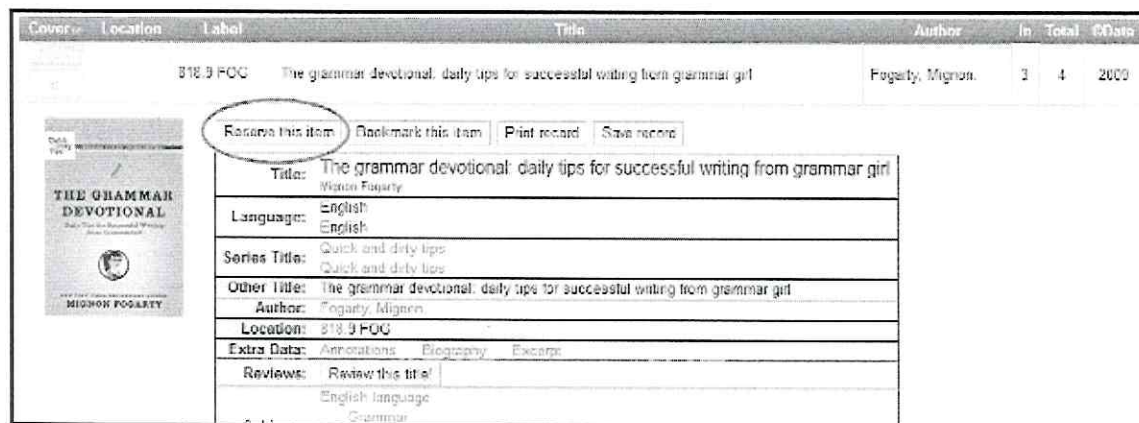
Incoming Renewal calls: There is a phone renewal option where your members call a number or line you designate and a computerized voice then leads them through their material renewal process.

Contact your representative for more details or pricing information.

Reserves

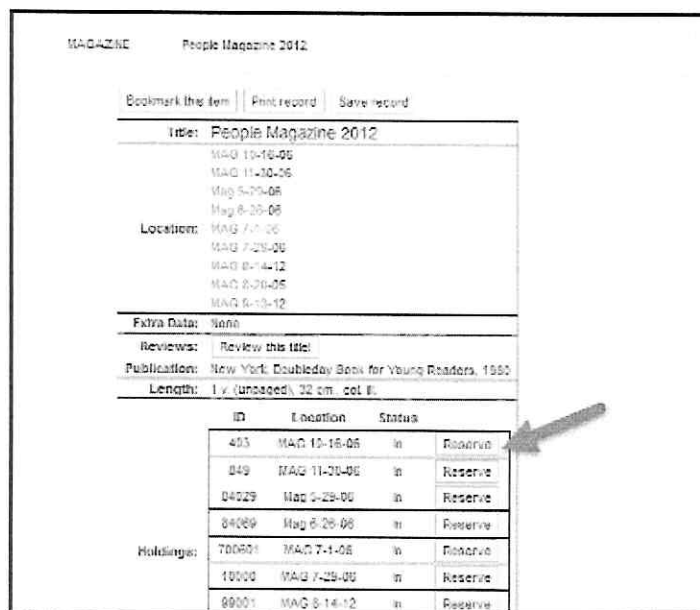
Placing Reserves

Figure 2.21. Placing a Reserve, Part 1



Members may easily place their own reserves. When logged in, each title information looks like Figure 2.21, “Placing a Reserve, Part 1”, with the “Reserve this item” button prominently placed.

Figure 2.22. Placing a Reserve, on a magazine



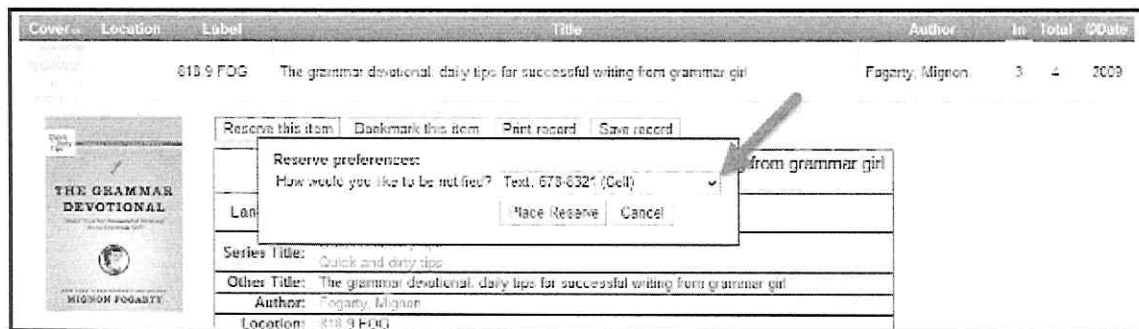
Note that if Collapsed call number mode is selected in Setup | Material Types, for that Material type, then individual holdings are reserve-able by logged-in members.

Clicking on the “Reserve Title” button changes the screen to Figure 2.23, “Placing a Reserve, Part 2”:

VersaCat items and "reserves"

When a VersaCat-only item is being explored, the “Request this Item” button appears instead of the “Reserve Title” button. See the VersaCat section above.

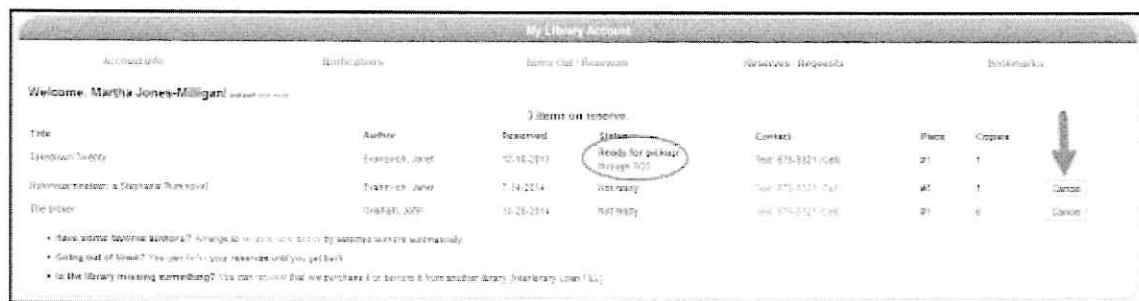
Figure 2.23. Placing a Reserve, Part 2



The pull-down menu contains all of the member's phone numbers and email addresses. Clicking "Place Reserve" finalizes the process and places the reserve using the selected contact information.

Viewing/Canceling Reserves

Figure 2.24. Reserves



The "Reserves" screen contains two components.

- First, the List of Reserved Items

Lists critical data about each reserve. If the reserve is "Ready to pick up", the row has a green background. Under the "Ready to pick up" button is the date the item is available through. If the reserve is not yet ready, it may be canceled via the "Cancel" button.

Note that for Reserves with a "Not Ready" status, members can change the contact method by clicking on the current contact information.

- Second, the Auxiliary Features Related to Reserves

Links to the features discussed in the remainder of this section:

"Have some favorite authors?" Reserve Express

"Going out of town?" Deferring Reserves,

"Is the library missing something?" Purchase Requests, and Bookmarks