Using My Library Card in Primo VE

Introduction

My Library Card consists of the following tabs, which enable you to view the contents of your library card and perform library services, such as renewing a book or canceling a request:

- **Overview** – Displays a summary of each of the tabs to allow you to see if any action is required.
- **Loans** – Displays all of your current and outstanding loans.
- **Requests** – Displays all of your current requests.
- **Fines & Fees** – Displays all of your current fees and fines.
- **Blocks & Messages** – Displays all general messages and any blocks that may prevent you from accessing services in the library.
- **Personal Details** – You can tailor the user interface so that it reflects the way you usually search. For example, you can specify the default language, modify user details, and change your password.

Note

To view your library card and keep your settings, you must first sign-in.

Accessing My Library Card

To access My Library Card, select the **Sign-In** menu at the top of any page to display the **My Library Card** link.
Alert Notifications

My Library Card displays alert notifications in various places to let users know that they may be required to perform an action due to a borrowing activity. These alerts will appear in the following areas to make sure that the user is aware of a required action:

- Next to a specific tab at the top of My Library Card
- Next to an item in a borrowing activity tab (such as the Loans or Requests tabs)

The following types of notifications appear in My Library Card:

- Loan due or overdue
  - This notification indicates that a borrowed item is almost due or overdue.

- Hold ready
  - This notification appears when a requested item is ready for pickup.

- Blocks or messages
  - This notification may indicate that a particular activity has been blocked or that the library has sent a message.

- Fines and fees
  - This notification indicates that the user has incurred a fine or a fee.