

# All About Your Library Account



## Accessing your account:

- begin at the library web page **egflibrary.org**
- click the **Online Catalog** link on the right side of the page
- click the **Your Account Log In** button in the upper right corner
- enter your library card number and password, then click the **Log in** button
- if you do not remember your password, contact us at 218-773-9121 and we will reset your password

## Place a hold:

- search the catalog for the item you would like to put on hold
- click the **Place Hold** link on the right
- verify how you would like to be notified when the item is available for you
- click the **Submit** button at the bottom
- a confirmation message will be shown letting you know if the item was successfully placed on hold

## Renew your checked out items:

- after you have logged in to your account, click the **Items Checked Out** tab
- click in the square in front of the title(s) you would like to renew, then click **Go**
- if a check mark does not appear in the box, this item is unable to be renewed

## Update your account preferences

- after you have logged in to your account, click the **Account Preferences** tab
- **Personal Information**
  - to change your username, password, or email address use the **Change** links
  - to edit your mailing address, use the **Edit Address** link on the bottom
- **Notification Preferences**
  - use this tab to change how you would like to be notified of holds
- **Search Preferences**
  - use this tab to change your search and history preferences