

MANAGE YOUR LIBRARY ACCOUNT FROM YOUR COMPUTER

Follow this procedure if you want to do any of the following:

1. See a list of items you have checked out
2. Renew something
3. Place a hold

First you need to create an account:

- Go to the library homepage at <http://home.moravian.edu/public/reeves/> and click on *Reeves Library Catalog*.
- Click on the *Login icon* (green person and padlock) at the top right of the page.
- You will be asked to enter your username and password **or** to *Register as a new user*.
- First-timers need to register. Click on *Register as a new user* and fill in the spaces. You will be asked for your *Borrower ID* which is on your Moravian picture ID beginning 23059.....
- To see what you have out or to renew items, click on the *Login icon* and then the *My Account* tab.
- You may also place a hold on an item that is checked out:
 - Search for the book in the library catalog.
 - Once the book is found, click on the *Request Item icon* (green person with a blue book).
 - You will be prompted to enter the username and password you created above.
 - Your hold request is complete and you will be notified when it can be picked up at the Circulation Desk.