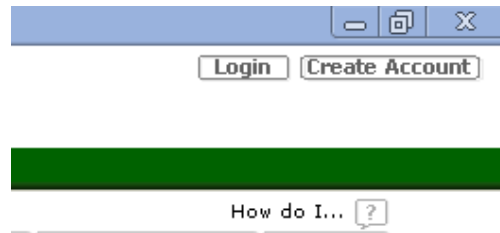


How to use the Library Catalog

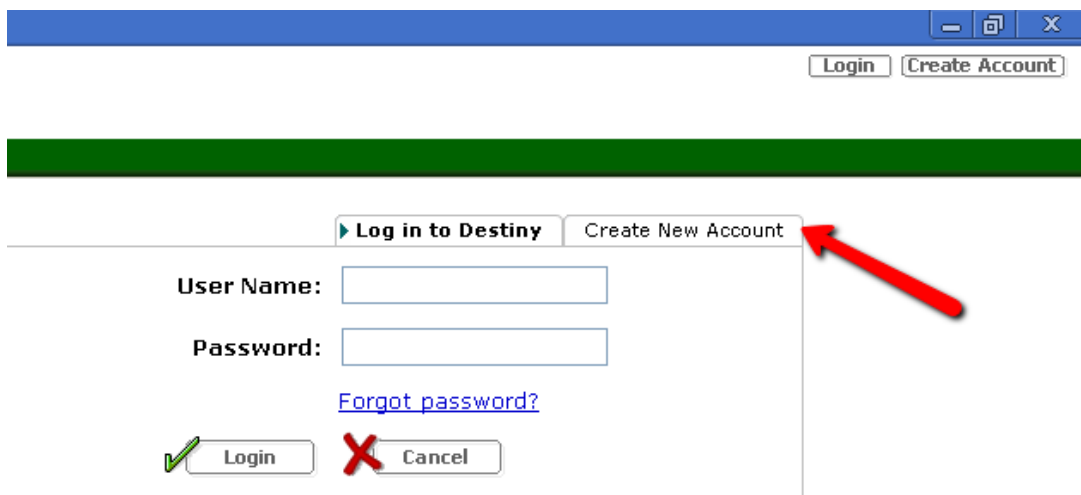
Follett Destiny 9.8

Creating an Account

1. Go to the Library Catalog
<http://library.hisdomain.hdis.hc.edu.tw>
2. Click on “Create Account”



3. Click on “Create New Account”



4. Type in your last name and your barcode. Then click “Next”



5. Enter your birth date

Log in to Destiny | **Create New Account**

Patron: Mr. Coyl

Enter your birth date: January 1 2001

Next Cancel

6. Create a username
7. Type your password in two times
8. You do not need an email address to register.
9. Click “Save”

My username is: _____.

My Password is: _____.

10. Do not share your username or password with anyone. Keep this information safe and secret.

How do I... ?

Log in to Destiny | **Create New Account**

Create your new User Name and Password...

Patron: Mister Coyl

User Name *

Password *

Confirm Password *

Email

Save Cancel

* = required field

Make a username you can remember easily.

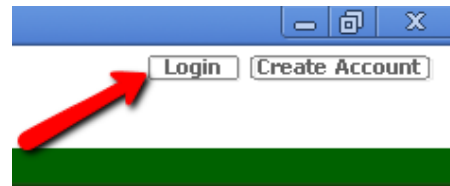
Type your password once in each line. Write your password down in a safe place.

Email is optional

11. You have now created your account. You can begin to access your account now without logging in. Next time you will have to login and use the instructions that follow.
12. Remember to log out from the computer every time you use the catalog to keep your information private and secure.

Accessing your account

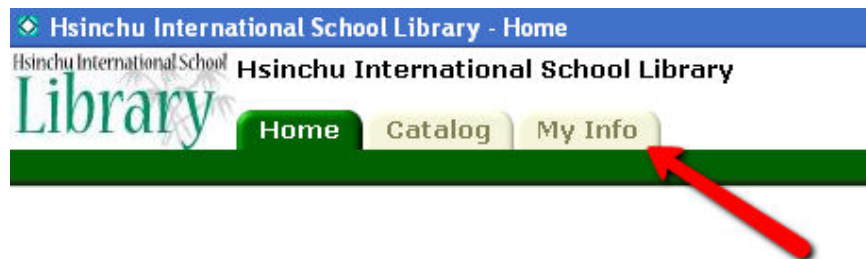
1. Log in by clicking on the “Log in” button in the upper right hand corner



2. Enter the user name and password you created

A screenshot of the login form. At the top, there are two tabs: 'Log in to Destiny' (selected) and 'Create New Account'. Below the tabs are two input fields: 'User Name:' and 'Password:'. A blue link 'Forgot password?' is located below the password field. At the bottom, there are two buttons: 'Login' (with a green checkmark icon) and 'Cancel' (with a red X icon).

3. You are now logged into your account.
4. You can access your information by clicking on “My Info”



5. Overdue books are show with a red date.

Overdue Book

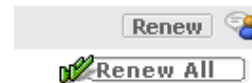
Due Date	Title	Call Number	Price	Checked Out	Renew
3/15/2011	I like myself! (Copy: T 5943)	PB Beaumont	\$14.95	3/17/2011	Renew
4/14/2011	The magic school bus out of this world : a book about space rocks (Copy: T 3670)	PB Cole	\$14.95	3/17/2011	Renew

There are no fines for this patron.

Title	Requested	Quantity	Status
The evolution of Calpurnia Tate	Any Copy	1	Pending

There are no recommended titles for this patron.

6. You can renew your books. Click on the “Renew” button next to a book to renew it. Or click on “Renew All” to renew all.



7. Remember to check the new dates to make sure they renewed. Books can only be renewed a few times, so make sure you check the due date.

Due Date	Title	Call Number	Price	Checked Out	Renew
10/7/2011	Scholastic encyclopedia of animals (Copy: T 6913)	590.3 PRI	\$14.95	9/19/2011	Renew
10/7/2011	A world of fairy tales (Copy: T 307010)	398.21 LAN		9/19/2011	Renew

There are no fines for this patron.

Title	Requested	Quantity	Status
Trains	T 285	1	Ready
The Christmas toy factory.	Any Copy	1	Pending

There are no recommended titles for this patron.

8. Holds are shown as either “Ready” or “Pending”. “Ready” means the book is at the Librarians Desk to check out. “Pending” means it has not been brought back yet. If there is a book you no longer want but it is still on your hold list, ask the Librarian and it can be removed.