

How do I... See What Library Material I Have Checked Out or On Hold?

From the library home page (www.dbq.edu/library), select Find Books/Library Catalog. Select My Account.

The screenshot shows the library home page navigation menu. At the top right, there are links for "Login", "My List - 0", and "Help". Below these are four main navigation buttons: "Search", "Browse New Books", "My Account", and "Library Web Page". A yellow arrow points to the "My Account" button, which is highlighted with a blue box. Below the main navigation is a secondary menu with "Advanced", "Basic", "Alphabetical", "History", and "Reserves". The "Advanced" option is selected. Below the menu, the text "You're searching: University of Dubuque and Wartburg Seminary" is visible. A blue box with a yellow arrow points to the "My Account" button with the text "Select My Account to see what you have checked out".

Search the library catalog. Fill in at least one field. The more words you search for, the smaller and more refined your results list will be.

Search by:

General Keyword AND

Title Keyword AND

Subject Keyword AND

Author Keyword

Enter your UD id number from your UD id card.

The screenshot shows the library login page. At the top right, there are links for "Login", "My List - 0", and "Help". Below these are four main navigation buttons: "Search", "Browse New Books", "My Account", and "Library Web Page". A yellow arrow points to the "My Account" button, which is highlighted with a blue box. Below the main navigation is a secondary menu with "Overview", "Checked Out", "Holds", "Fines/Blocks", and "Profile". The "Overview" option is selected. Below the menu, the text "Please enter the following information:" is visible. A blue box with a yellow arrow points to the "University of Dubuque ID:" field, which contains the number "1234". A "Login" button is located below the field. A blue box with a yellow arrow points to the "My Account" button with the text "Enter your UD id number from your UD id card".

View account information.

The screenshot shows the library account overview page. At the top right, there are links for "Logout", "My List - 0", and "Help". Below these are four main navigation buttons: "Search", "Browse New Books", "My Account", and "Library Web Page". A yellow arrow points to the "My Account" button, which is highlighted with a blue box. Below the main navigation is a secondary menu with "Overview", "Checked Out", "Holds", "Fines/Blocks", and "Profile". The "Overview" option is selected. Below the menu, the text "Welcome Mary Anne Knefel" is visible. The page title is "Account Overview". Below the title, there are four sections: "Items Out- See and renew currently checked out items", "Hold Requests- Items ready to be picked up and waiting to become available", "Blocks- Fines, blocks and account messages", and "Profile- See and change address, phone number, email address, PIN and preferences".

Items Out- See and renew currently checked out items

- Checked Out: 1
- Overdue: 0
- Lost: 0

Hold Requests- Items ready to be picked up and waiting to become available

- Requested items ready for pick up: 0
- Requested items not yet available: 0

Blocks- Fines, blocks and account messages

- Number of Blocks: 0
- Current Balance: \$0.00

Profile- See and change address, phone number, email address, PIN and preferences