

A Borrower's Overview of the My Library Screen in Orbit

Summary

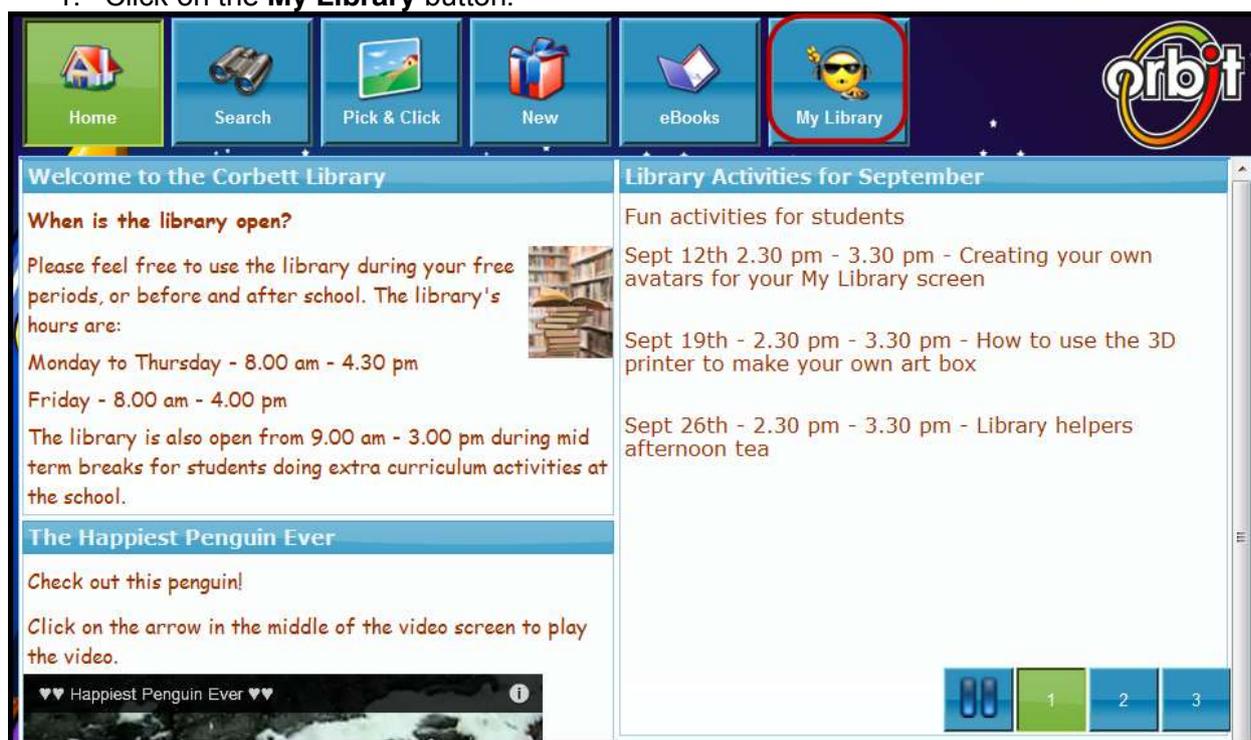
Once you have logged in you can see the My Library button in Orbit. Click on the My Library button to:

- Check what you have on loan
- See what you loaned in the past
- Check messages the library staff have sent you
- See what you have on reserve
- Change the look and feel of your library page.

Note: Page and screen are interchangeable terms in this guide.

My Library Area

1. Click on the **My Library** button.



You will see a screen with 5 “tabs”. The number in brackets, after the tab’s name, lets you know you how many messages, or loans, or reserves you have. The tabs are:

- Messages ()
- Loans ()
- Reserves ()
- Loan History ()
- Settings.

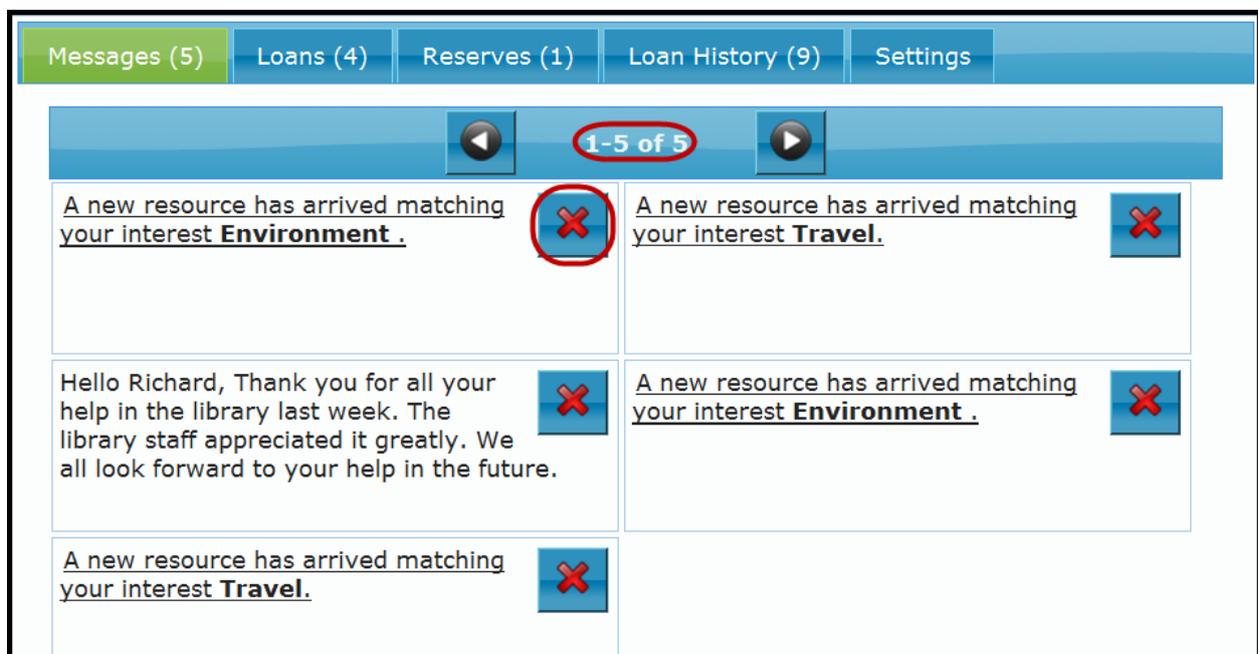


Each “page” will show you **6** of the items you borrowed in the past (the number of items may be different depending on how many your librarian has decided should be on each “page”).

Messages Tab

You can read any messages sent to you by the library staff in this tab. The number in brackets tells you how many messages you have.

1. The *Messages* tab, which is the first of the 5 tabs, will be open when you click on the *My Library* button. You can tell because it is a different colour to the others.



2. If there is more than one message you will be able to tell by the numbers that are between the two arrow buttons. For example **1-1** means you only have 1 message. If you had five messages you would see **1-5**.
3. If you have more than one “page” of messages you can click the right facing arrow at the top of the tab. If you have clicked the right facing arrow to go to another “page” you can click the left facing arrow to go back to the previous page.
4. You can delete any of the messages. You can do this by clicking on the red **Cross** button next to the message you want to delete.

Each “page” will show you up to **6** messages (the number of items may be different depending on how many your librarian has decided should be on each “page”).

Loans Tab

If you have loans there will be a number in brackets after *Loans*. This tells you how many loans you have out now.

1. To see what you have out on loan, click on the **Loans** tab.

The screenshot shows the 'Loans' tab selected in the top navigation bar. The page indicator shows '1-4 of 4'. Two loan items are displayed:

<p><u>100 children go to school : connections and disconnections in literacy development in the year prior to school and the first year of school</u> project undertaken by Susan Hill ... [and others].</p> <p><u>Be the first to review</u> 100001011 Due: 6:30 PM on 13 June, 2014</p>	<p><u>101 creative strategies for helping children with high stress levels : a practical resource of insights, approaches, activities and reproducible worksheets (pre-K-8)</u> by Donna Forrest, Brandie Rodgers.</p> <p><u>Be the first to review</u> 100001032 Due: 6:30 PM on 13 June, 2014</p>
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2. The numbers between the two arrow buttons also lets you know how many loans you currently have. For example **1-1** means you only have 1 loan at the moment. If you had four loans you would see **1-4**.
3. You can see the title and author of those loans and when they are due back. The details of those items will stay in this tab until you return the loans to the library.
4. If you have more than one “page” of loans you can click the right facing arrow at the top of the tab. If you have clicked the right facing arrow to go to another “page” you can click the left facing arrow to go back to the previous page.
5. If the library staff allow you to renew loans, and you have not exceeded the number of times you can renew a loan, a Renew button will be included for each applicable item.

Each “page” will show you up to **6** loans (the number of items may be different depending on how many your librarian has decided should be on each “page”).

Reserves Tab

If you have any reservations, the number in brackets after *Reserves* tells you how many you have at the moment. Once you have borrowed any items that you had reserved the details of that reservation will not show in this tab anymore and the number will change accordingly.

1. To see what items you have reserved, click on the **Reserves** tab.

Messages (5) | Loans (4) | **Reserves (1)** | Loan History (9) | Settings

Library Reservations ◀ 1-1 of 1 ▶

The books of magic
 written by Neil Gaiman ;
 illustrated by John Bolton ...
 [and others].

[Be the first to review](#)
 Expiry Date: 17 December, 2015
 Pickup Branch: Corbett

OverDrive Holds ←

→ **You have no holds**

- In this tab you will find the title of items you have reserved and when the reservation will expire. If you have any eBooks on reserve they will list after the reserves you have for other items.
- You can delete the reservation if you don't want the item. To delete it click on the red **Cross** button.
- If you have more than one "page" of reservations you can click the right facing arrow at the top of the tab. If you have clicked the right facing arrow to go to another "page" you can click the left facing arrow to go back to the previous page.

Each "page" may show you up to **6** reservations (the number of items may be different depending on how many your librarian has decided should be on each "page" and how many items you can reserve).

Loan History

In the *Loan History* tab you can see what you have already borrowed from the library. The number in brackets next to *Loan History* tells you how many items you have already borrowed. If you want to read again or to let someone else know if you think they might like to borrow it you can use this tab to find out what the title of it was.

- To see what you have already borrowed, click on the **Loan History** tab.

Messages (5) | Loans (4) | Reserves (1) | **Loan History (9)** | Settings

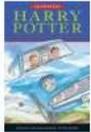
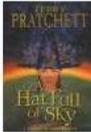
◀ 1-6 of 9 ▶

 <p><u>The 2012 strategy. Literacy : developing literate readers using the scaffolding literacy pedagogy</u> developed by Brian Gray and Wendy Cowey ; training by Cathy Welsford.</p> <p><u>Be the first to review</u> 100006109 Loaned: 6 June, 2014 Returned: 18 July, 2014</p>	<p><u>2009 NSW inmate health survey : Aboriginal health report</u> by Devon Indig [et al.].</p> <p><u>Be the first to review</u> 100001063 Loaned: 6 June, 2014 Returned: 3 July, 2014</p>
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- The *Loan History* tab may have more than one “page” depending on how many items you have borrowed in the past.
- You can see what the title and author is, when you borrowed it and when you returned it.
- If you borrowed more than 6 items, click on the arrow pointing to the right to go to the next “page”.

Messages (1) | Loans (1) | Reserves (1) | **Loan History (17)** | Settings

◀ 1-6 of 17 ▶

 <p><u>Harry Potter and the chamber of secrets</u> J.K. Rowling.</p> <p>X77 Loaned: 27 June, 2013 Returned: 17 July, 2013</p>	 <p><u>A hat full of sky : a story of Discworld</u> Terry Pratchett.</p> <p>B33 Loaned: 27 June, 2013 Returned: 17 July, 2013</p>
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- You will then see the next 6 items you borrowed in the past.
- Click on the left facing arrow to go back.

Each “page” will show you up to **6** of the items you borrowed in the past (the number of items may be different depending on how many your librarian has decided should be on each “page”).

You cannot delete any of the items you can see in the *Loan History* tab.

The Settings Tab

In the Settings tab, you can choose how your own library page will look by changing the background and the colour theme of the tabs and buttons. You can also choose your own 'Me' icon.

To see the choices you can make click on the **Settings** tab.



You can use, some or all of the look and feel options. To learn how to do this, see the *How to Change the look and Feel of the My Library Screen in Orbit* guide.