

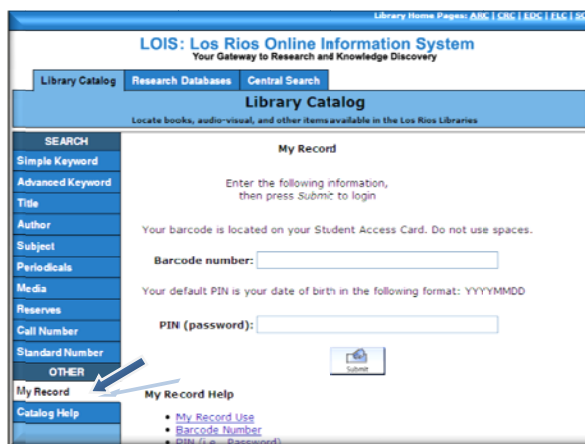
## Library - Personal Identification Number (PIN)

Your Access Card includes your library barcode, which must be activated at the **Library Circulation Counter each semester you are enrolled**. Your active library barcode and PIN allow you to view your patron record, renew items, request items from other Los Rios Community College Libraries, and access the library research databases from off campus.

Ask a librarian or library staff if you need assistance with your PIN. If you forget your PIN, go to the **Library Circulation Counter** with a picture ID to establish a new PIN.

### TO ACTIVATE YOUR PIN

1. Go to the library's web page at <http://www.flc.losrios.edu/~library> and click on **Library Catalog**.
2. Select **My Record** from the library catalog's main menu.
3. Fill in your **library barcode number (located on the bottom of your access card)** and **PIN**.



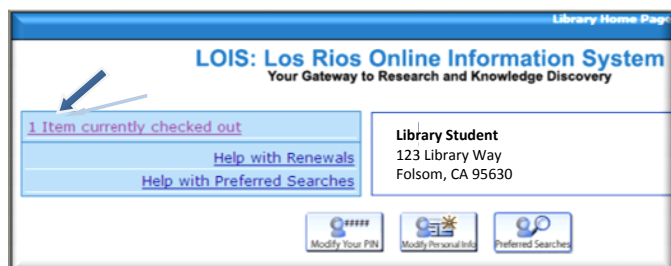
Your default PIN is your date of birth in the following format: **YYYYMMDD**

Once you have entered your default PIN, you may change your PIN to any password that you like or leave it as your birth date (recommended). If you do change your PIN, make sure it is something you will remember.

### TO VIEW YOUR RECORD

If you would like to know what items you have checked out:

1. Go to the library web page and click on **Library Catalog**.
2. Select **My Record** from the library catalog's main menu.
3. Fill in your **library barcode number** and **PIN**.
4. Click on the **Item(s) currently checked out** link to see what items you have out.



## TO RENEW ITEMS

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If you would like to renew items that you have checked out:

1. Go to the library's web page and click on **Library Catalog**.
2. Select **My Record** from the library catalog's main menu.
3. Fill in your **library barcode number** and **PIN**.
4. Select **Item(s) currently checked out**.
5. Check the items you want to renew and click **Renew Selected Items** or click **Renew All**.

**Note:** You may be unable to renew items if you have overdue books and/or fines.

## TO REQUEST ITEMS

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If you would like to request an item that is either checked out or located at another Los Rios campus:

1. Go to the library's web page and click on **Library Catalog**.
2. Search the catalog for the item you would like to request.
3. Once the item's record is displayed on your screen, click on **Request**.
4. Fill in your **library barcode number** and **PIN**.
5. Choose a **Pick up location**. The **Cancel if not filled by** date is optional.
6. Click on **Submit**.
7. If there are multiple copies for this item, you need to choose which copy you would like to request, then click on **Request Selected Item**.
8. Visit or call the **Library Circulation Counter** in 2-3 business days to see if the item has arrived.



**Note:** You will be unable to request items if you have library fines.

The screenshot shows the "Item Selection Form" in the LOIS system. At the top, it says "Library Home Pages: ARC | CRC | EDC | FLC | SCC". Below that is the title "LOIS: Los Rios Online Information System" and the subtitle "Your Gateway to Research and Knowledge Discovery". The form has a "Start Over" button with a star icon. The item being requested is "Unstoppable global warming : every 1,500 years / S. Fred Singer and Dennis T. Avery." Below this, it says "Choose one item from the list below:" and displays a table with two rows of item information. The first row is selected with a radio button.

Mark	LOCATION	CALL #	STATUS
<input checked="" type="radio"/>	ARC-3rd Floor	QC981.8.G56 S553 2007	AVAILABLE
<input type="radio"/>	SCC-New Books-2nd Floor	QC981.8 .G56 S553 2007	IN TRANSIT +1 HOLD

At the bottom of the table is a button labeled "REQUEST SELECTED ITEM".

## TO ACCESS LIBRARY DATABASES

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If you would like to access the library's databases from off-campus:

1. Go to the library's web page and click on **Databases**.
2. Click on the link for **Folsom Lake College and/or El Dorado Center**.
3. Select the database you would like to use.
4. Enter your **library barcode number** and **PIN**.
5. Click **Submit**.

**Note:** To use another database click on the back button until you return to the database menu.