



Library - Personal Identification Number (PIN)

You must have an Access Card with an active barcode to establish your PIN. You will need your PIN to **view your circulation record, renew items, and request items from other Los Rios Community College District Libraries** online. You will also need your PIN to **access the library databases from off campus**. Your default PIN is your date of birth, in the following format:

YYYYMMDD

Once you have entered your default PIN (your date of birth), you may change your PIN. See the help section of the View Your Record Page. Make sure your PIN is something you will remember.

TO ESTABLISH A PIN

1. Go to the library's web page at <http://www.flc.losrios.edu/~library> and click on **Library Catalog**.
2. Select **View Your Record** from the library catalog's main menu.
3. Fill in your Access Card **Barcode number** and **PIN**.

****Note:** If you have forgotten your PIN, you will need to go to the Circulation Counter with a picture ID to establish a new PIN.

TO VIEW YOUR RECORD

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

1. Go to the library's web page and click on **Library Catalog**.
2. Select **View Your Record** from the library catalog's main menu.
3. Fill in your Access Card **Barcode number** and **PIN**.
4. From here, you can see what items you have checked out.

TO RENEW ITEMS

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 **View Your Record** from the library catalog's main menu.
3. Fill in your Access Card **Barcode number** and **PIN**.
4. Select **Items 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

If you would like to request an item that is either checked out or located on another campus, you will need a PIN (See instructions above on how to establish a PIN).

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 Access Card **Barcode number** and **PIN**.
5. Choose a **Pick up location**. The **Cancel if not filled by** date is optional.
6. Click on **Submit above information**.
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 items**.
8. You will then be contacted when the item is available for you to check out.

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

TO ACCESS LIBRARY DATABASES

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 and Periodical Indexes**.
2. Click on **OFF-CAMPUS ACCESS**.
3. Click on the database you would like to use.
4. Fill in your Access Card **Barcode number** and **PIN**.
5. Click **SUBMIT**.
6. You will now be in the selected database.

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