



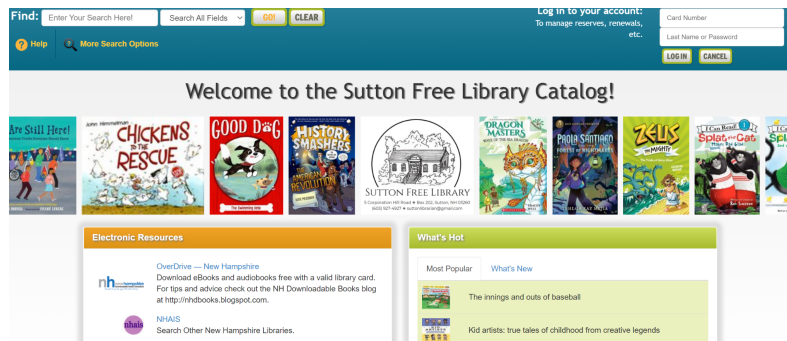
## SUTTON FREE LIBRARY

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(603) 927-4927 ♦ suttonlibrarian@gmail.com



## Meet Apollo by Biblionix Your On-Line Account

Your Sutton Free Library Catalog has conveniences, and powerful ways for you to access information. The online catalog is available for your use from any Internet capable computer in the *library, at home, or anywhere*. There are two primary capabilities: Searching for a book, a DVD, etc, and managing your library account. This document covers instructions and tips on how to get the most out of your library account. If you need help, please don't hesitate to ask a staff member for assistance.



### Overview:

The catalog maintains an account for each member. Many features and functions are available, including:

- view items checked out and their status
- renew items
- reserve items
- balance due for lost or damaged items
- designate a vacation delay so you won't miss your turn on a reserved item
- designate how you wish to be contacted for due dates, reserves, etc.

Let's take a quick tour of your "My Account".

### Logging In:

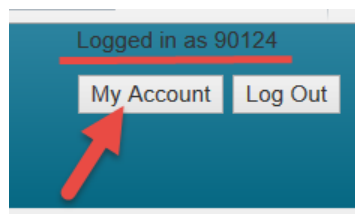
**Log in to your account:**  
To manage reserves, renewals,  
etc.

To log-in to your account, enter your library card number and password into the fields in the upper right corner of the catalog welcome/search page, then select the 'Log In' button.

The **last 5 digits** on your physical library card is your "Library Card Number". Look on the back of your new library card to find yours. Your password is your ***last name*** all lowercase.



Click on the "My Account" button. There will be tabs allowing you access to the different sections of your account information.



Let's look at each section.

### My Account Info

**My Library Account**

Account Info   Notifications   Items Out/Renewals   Reserves/Requests   Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

In 2014, you have saved \$91.00 by borrowing from the library rather than buying!

Secure password: [Update your password](#)

Primary Address: 7894 Front Street  
Austin, TX 78701

Phone: 512-678-8321 (Cell)  
Add phone

Email: [DrMarthaJones@example.com](mailto:DrMarthaJones@example.com)  
Add email

Here you will find your name, address, phone numbers, email address, etc. You can set or change your secure Apollo password here. **Changes can be made here for personal information seen in blue. Just click on what you want to change and a box will appear. Make your changes and click save.** If you have moved recently, please drop by the library to make the address change.

### Notification Options:

**My Library Account**

Account Info   **Notifications**   Items Out/Renewals   Reserves/Requests   Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

Items overdue: [DrMarthaJones@example.com](mailto:DrMarthaJones@example.com) ▼

3 day notice before items are due: None ▼

Reserve availability: Text: 512-678-8321 (Cell) ▼  
Note: Updating this will also update any outstanding reserves.

Library Newsletter: None ▼

The library will notify you of various situations using the contact method selected in this section. To change an option, click the drop down box. The options are derived from your "Account Info" in the first tab. The feature "3 day Notice Before Items Are Due" is only available through text message and email, otherwise you may choose the options phone call, text message, or e-mail.

### Items Out, Renew

**My Library Account**

Account Info   Notifications   **Items Out/Renewals**   Reserves/Requests   Bookmarks

Welcome, Martha Jones-Milligan! (not you? [Click here](#))

1 item currently out.

[Renew All Items](#)

Title	Author	Out	Due	
Claudia and the phantom phone calls	Martin, Ann M (1955-)	7-18-2014	8-1-2014	<a href="#">Renew</a>

This next section shows all items currently checked out to your account. You'll see the title, due date, etc. If a renew button is shown to the right of the due date, you can just click on it to renew the item. The item might show "Not Renewable" if it is on reserve by someone else, or you have fines.

### Reserves

This section lists any reserves you have placed and it typically notes your place on the reserve waiting list. It also shows how you elected to be notified. The "Copies" column indicates how many copies the library has of that title. Note that you can cancel the reservation on items that are not ready.

Going Out of Town? - You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up, you simply move one place down in line. You'll get that favorite item you've been waiting for without going to the end of the line. To indicate when you're unavailable, click "[defer](#)" and you'll see a calendar pop-up. Click any date to mark it as unavailable. It will turn blue. Click again to mark it as available. It will return to white. You can move to different months as necessary with the arrows in the top left and right. You can also click/hold across days or weeks to mark a date range.

**My Library Account**

Account Info   Notifications   Items Out/Renewals   **Reserves/Requests**   Bookmarks

**Welcome, Martha Jones-Milligan!** (not you? [Click here](#))

**2 items on reserve.**

Title	Author	Reserved	Status	Contact	Place	Copies
Takedown Twenty	Evanovich, Janet	12-10-2013	<b>Ready for pickup!</b>	Text: 512-678-8321 (Cell)	#1	1
Notorious nineteen: a Stephanie Plum novel	Evanovich, Janet	7-14-2014	Not ready	Text: 512-678-8321 (Cell)	#2	1

[Cancel](#)

- **Have some favorite authors?** Arrange to [receive new books](#) by selected authors automatically.
- **Going out of town?** You can [defer](#) your reserves until you get back.
- **Is the library missing something?** You can [request](#) that we purchase it or borrow it from another library (Interlibrary Loan / ILL).

Is the Library Missing Something? - Place a request for an item here and this will inform the library staff of your request. **Please indicate if you'd like this title borrowed for you via Interlibrary Loan**, or if you're just suggested it be purchased for the library.

**Bookmarks**

**My Library Account**

Account Info   Notifications   Items Out/Renewals   Reserves/Requests   **Bookmarks**

**Welcome, Martha Jones-Milligan!** (not you? [Click here](#))

**1 item bookmarked.**

Location	Title	Author	Bookmarked	In	Total
F PAT	The magician's assistant	Patchett, Ann		1	1

[Remove](#)

The bookmark section is for your convenience. The library does nothing with your list. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. When you are **logged-in** to the Sutton Free Library Catalog, and are viewing individual items/records, you can simply click on the, *"Bookmark This Item"* button. To remove a bookmark, click the *"Remove"* button found at the end of a bookmarked title in your account.

### Kids Catalog

In the bottom left corner of your screen, click on "Kids Catalog" to switch over to the kids catalog interface. This catalog is great for children who want an easier way to search!



Want to return to the regular catalog? Just click "General Catalog" in the upper right corner of your screen.



**We hope you enjoy these capabilities! Let us know if you have any questions.**

*Visit the new Sutton Free Library online catalog two ways:*

*Direct link:* [sutton.biblionix.com/catalog](http://sutton.biblionix.com/catalog)

*Via our new website:* [www.suttonfreelibrary.com](http://www.suttonfreelibrary.com)

*While visiting the new website, check out the museum pass page to see which free passes we have!*

## **New Open Hours**

*Not only are we back to being fully open (masks still required)  
but we've added 1 extra day for you to visit (4 more hours weekly)!*

**Tues: 9-1 & 3-6**

**Wed: 9-1 (storytime at 10)**

**Thu: 9-1 & 3-6**

**Sat: 9-1**