

Transcript: My Account

It is important to check your library account regularly so that you know when your books are due back. You should receive email notifications, but it is best not to rely on these.

Once you are on the Library website, click on My Account.

Next, use the red box on the left to login using your GSA username and password

You will now see a list of all your current loans.

You have the option to renew individual titles, or the whole list.

You can renew each item twice, after which you will need to bring them back to the desk, where we can renew them for you if they have not been reserved by someone else.

Use the tabs to see other areas of your account, including:

- charges
- reservations – this will show the status of any reservations you have placed
- inter-library loans
- and your loan history – here you'll see a list of everything you have borrowed in the past

If you have any queries about your account, contact the Library via email or telephone or speak to a member of staff at the Service Desk.