

How to renew material or check the status of material requested from other Minerva Libraries

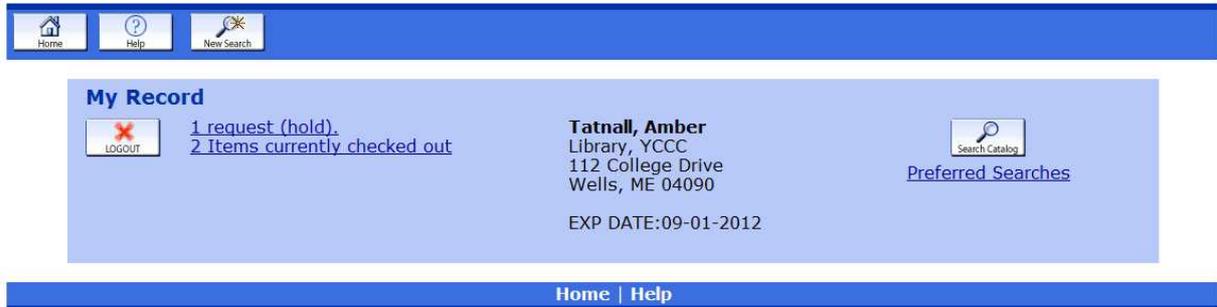
1. Go to the Library home page at <http://virtual.yccc.edu/library>
2. Click on My Library Account

The screenshot shows the York County Community College Library website. The header includes the college logo and navigation links like 'YCCC', 'Academic Affairs', 'Library', and 'Start Your Research'. A main navigation bar contains tabs for 'Start your research', 'Encyclopedia articles', 'Books, CDs, & DVDs', 'Articles', 'Websites', 'Subject Guides', and 'Help with citation style'. The 'Start your research' tab is active. Below this, there are several content boxes: 'Browse the Library site' with a list of links including 'My Library Account' (highlighted with a black arrow), 'Find books in the YCCC Library Catalog' with a search box, 'Find articles in research databases' with a search box, and 'Useful tools' with links to 'NoodleBib' and 'Subject Guides'. There is also a Facebook widget and a 'Learn more about...' section.

3. Fill out this form. Enter your name: first name first, last name last. Enter in your patron barcode number that you can find on the back of your student ID card under the barcode. If you do not have a student ID card, you can build your patron barcode number by entering the numbers 2649000, followed by your student ID number. Example: 2649000909123. When you are done, click the Submit button.

The screenshot shows the 'My Minerva Login' form. It has a blue header with navigation icons for Home, Help, and New Search, and the Minerva logo. The form itself is light blue and contains the following text: 'Please enter the following information: For example, type "Jane Smith" and then press the TAB key. Your Name [text input field] Ex: 29876000123456. For barcodes less than 14 digits, contact your library. Your Patron Barcode [text input field]'. Below the form are two buttons: 'Submit' and 'New Search'. At the bottom of the page is a blue footer with the text 'Home | Help'.

4. On this screen, you can renew material or check the status of materials requested from other Minerva Libraries. Click the link for **request (hold)** to see the status of your request. Click the link **for items currently checked out** to see due dates or to renew materials.



The screenshot shows a library user interface with a blue header bar containing three icons: Home, Help, and New Search. Below the header is a light blue box titled "My Record". On the left side of this box is a "LOGOUT" button with a red 'X' icon. In the center, there are two links: "1 request (hold)." and "2 Items currently checked out". To the right of these links is the user's name "Tatnall, Amber" and their library information: "Library, YCCC", "112 College Drive", "Wells, ME 04090". Below this information is the text "EXP DATE:09-01-2012". On the far right of the "My Record" box is a "Search Catalog" icon and a link for "Preferred Searches". At the bottom of the page is a dark blue footer bar with the text "Home | Help".