

## Valley Center Public Library

### Patron Account Tutorial

1. Go to <http://valleycenter.polarislibrary.com>
2. Click on **Patron Account** at the top of your screen.
3. Enter the **Barcode Number** on the back of your patron card.
4. Enter your password.
  - a. If your card is new your password is 4 digits.
  - b. Exclude the last # on the right of card. Use the preceding 4 numbers.
  - c. Click **Log In**.
5. To change your password, click **Change Password**.
6. Towards the top of the page you can toggle among different options:
  - a. **My Record**
  - b. **Items Out**
  - c. **Requests**
  - d. **Fines & Fees**
  - e. **Reading History**
  - f. **Saved Searches**
  - g. **Log Out**
7. In **Items Out**:
  - a. You can renew your own materials checked out. Renewals are only allowed twice per item. To renew more than this you must call/ask the Library to clear such a request.
  - b. You can choose to renew only **Selected Items**.
  - c. You can choose to **Renew All Items**.
  - d. The right column tells you how many renewals you have left!
8. Click on **Requests** to manage requests you have submitted for materials in our collection. We don't have it enabled for you to submit requests for Inter-Library Loan. To do this you still need to call, come in, e-mail, or fax them to us.

- a. You can **Cancel Selected Requests** or **All Requests**.
  - b. You can also **Suspend/Reactivate Selected Requests** or **All Requests**.
9. You can go to **Fines & Fees** to see what has accrued on your account. You can just view your late fees and fines... you can't pay them online! To pay you must still come into the library and pay via check or cash. We **don't** accept debit or credit cards!
10. Go to **Reading History** to view what you have checked out from our library. This won't show any previous items you've checked out, but everything from the time of receiving your card forward.
11. If you go to **Saved Searches** you can check out searches that you have saved from browsing our online card catalog. You can choose to **Delete Selected Searches** or **All Searches**. There is an initial warning offered that law enforcement officials can obtain and view your search history if/as needed. Please know:
  - a. We will not/are not able to disclose any confidential information regarding patrons and their search/circulation history without a warrant.
  - b. We take pride in maintaining confidentiality regarding all patrons and their information and will not disclose your information to anybody because of this.
12. Please go to the **Log Out** tab to close out of your account.
  - a. Please know that if you don't log out of your account someone else could come along and access your account and information.
  - b. If left for a period of time, your account will automatically log off. Please be aware that you may need to log in again when this occurs.