USING MY LIBRARY RECORD IN XPLORE

Accessing | Viewing Holds/Requests | Renewing | Saving Searches

Access

Click My Library Record on the library or XPLORE homepages or go there directly.

Login for Patrons with Xavier Identification (Faculty, Staff, & Students)

1. XU faculty, staff, and students should follow the on-screen instructions and enter their Xavier username and password.
2. Click the Submit button when finished.
3. Please call the circulation desk at 513 745-3881 or the research help desk 513 745-4808 if you have any problems.

Login for Patrons without Xavier Identification (Guests, Bellarmine Parishioners, Visitors, SWON, etc.)

1. If you do not have a Xavier username and password, enter your first and last name and then the barcode on your Xavier identification card.
2. Click the Submit button when finished.
3. Please call the circulation desk at 513 745-3881 or the research help desk 513 745-4808 if you have any problems.
**Items Requested or Placed on Hold**

1. The resulting window will have a menu and a display.
2. If your window is **maximized**, the menu is on the left and the display is on the right as shown in the image below.
3. If your window is minimized, the menu is on the top and the display is beneath it (not shown).
4. The **default** display is for requested items or items placed on hold and you will see the **Sort by Request** button as shown in the image below.
5. If you have no holds or requests, a list of your checked out items will display (not shown).
6. For requested items you will see columns for the **Title** and **author**, **Ratings**, **Status** and **Pickup Location**.
7. The status for OhioLINK requests will display **Requested** (shown), **In Transit** (in the state-wide courier system), or **Received** (at Xavier and ready to be picked up).
8. Status for Xavier holds will display **Available** if no one has it checked out and **On Hold with a due date** if someone has it checked out.
9. Click **Items currently checked out** in the menu.
Items Currently Checked Out & Marking Items for Renewal

1. The display now lists all of the items you have currently checked out and provides a Sort by Due Date button.
2. Each item shows the Title, Ratings, Barcode, Status and Call Number.
3. The status also indicates the number of times an item has been renewed.
4. Barcodes for Xavier items (4a) look different from barcodes for OhioLINK items (4b).
5. Click the check boxes next to items you want to renew.
6. You can renew items about 7 days before items are due and about 7 days after items are overdue.
7. Click the Renew Marked button.
Renewing Items (see also this workaround for renewing multiple OhioLINK items)

1. Click the Yes button to complete the renewing process.

2. You will get a Too Soon to Renew message if you renew items too early.
3. You will get a Too Many Renewals message if you exceed the maximum number of renewals.
4. You will be denied renewal if someone else has placed a hold on the item you want to renew.
5. The number of renewals varies by patron and material type.
6. See your library privileges by patron type to determine how many times you can renew materials.
Saving Searches

1. Log into your library record.
2. While logged in, click *New Search* in the top menu.

1. Type in your search strategy using Boolean operators as necessary.
2. Click the Submit button.
1. At your search results click the Save current search? button.
2. Click Return to You Record at the top of the page.

1. Back at your library record click Preferred Searches.
1. Your saved Preferred Searches will display.
2. Click the check box in the Mark for Email column to receive alerts for your saved search in your Xavier email account. Alerts include a list of all new materials added to the XPLORE Library Catalog that match your saved search strategy.
3. You can also mark a saved search for deletion or conduct a saved search from your library record.
4. Click Update List to save any changes.