



# INDIAN TRAILS PUBLIC LIBRARY DISTRICT

## My Account

## Phone Quick Reference

### What You Need

- Your valid library card.
- Your four-digit personal identification number (PIN).
- Touch tone phone.

### Access Your Account

- Dial: 847-465-1849
- Enter your full barcode number without spaces then enter #.
- Enter your four-digit personal identification number (PIN) then enter #.
- Listen to the options then enter the number of your choice.
- The options are:
  1. Renew titles
  2. List titles on loan
  3. List or cancel titles on hold
  4. State current fines
  5. List overdue items
- Follow the prompts within each option to access additional information.

### Option 1: Renew Titles

- *Renew by title.* Enter "1" after the item is spoken or enter "2" to skip to the next item.
- *Renew by barcode.* Enter the item barcode without spaces then enter #.
- *Renew all.* All items checked out will be renewed. Each item and its new due date will be repeated. If an item is not renewable, the reason will be stated.

### Option 2: List Items on Loan

- Each item and its due date will be stated.

### Option 3: List or Cancel Items on Hold

- List the items currently on the Hold Shelf along with the dates for how long the item will be held. You may also cancel items on hold if you no longer want them.

### Option 4: State Current Fines

- The total amount owed on your record is stated.

### Option 5: List Overdue Items

- The number of overdue items is stated.

### My Account Questions?

- Please contact the Circulation Department.