

**Libcast
Basic Storyboard**

Title: Patron Record

Content: Novanet strategies, my library account, holds, fines, renewals, Novanet Express

Screen shot	Script
Title Shot	<p>This LibCast will tell you a little bit about your patron record, which is your Dalhousie Library Account. Note that this is different from a WorldCat account.</p> <p>You can view your library account from any computer with internet access, not just at the library.</p>
Show two options	<p>When you are in WorldCat, select "My Library Account." You can also access this screen by clicking the "Novanet" link on the Library's homepage and navigating to the link that says "Login to your library account."</p>
Enter library barcode and password. Overlay image of ID card?	<p>Once you're there, you'll be asked to enter your library barcode and your password. Your library barcode is the fourteen digit number on your student ID. Your password is the last four digits of your phone number, whichever number the registrar's office has for you.</p>
Novanet homepage with highlighted "Your Account" tab. Click "Your Account"	<p>Once logged in you will see this page, only this time there will be a yellow tab at the top that says "Your Account".</p> <p>Click here to view your account details.</p>
Main account page	<p>The main page shows an overview of your account, and displays the contact details that the library has on record for you. Make sure your contact details are accurate.</p> <p>It is through this page that you can change your library login password.</p>
Click Loans and Renewals	<p>Loans and Renewals lists the items you have on loan, shows due dates, and allows you to renew items electronically. Simply check the item you would like to renew and click "Renew Selected" or you can renew all your items by clicking Renew all.</p>
Click Hold/Novanet Express Requests	<p>Hold slash Novanet express requests shows what items you have requested to be put on hold or delivered via Novanet Express. This screen will show if they are available for pick-up. You can also cancel requests through this screen.</p>
Click on Photocopy/Novanet Express Requests	<p>Photocopy/Novanet Express requests shows what items you have requested as photocopies through Novanet Express. It will also show if they are available for pick-up and again you can cancel requests.</p>
Click on Cash Transactions	<p>Cash Transactions provides a record of cash fines you have paid to Dalhousie Libraries. It will also show if your account is blocked because of overdue fines.</p>
End shot	<p>This has been a brief introduction to Your Patron Account.</p> <p>If you need any other assistance please contact one of our reference desks or get online assistance with our LiveHelp service.</p> <p>You may also want to view some of our other libcasts on doing library research.</p>