HOW TO CREATE YOUR LIBRARY ACCOUNT

On the Library website:  http://www.bcit.ca/library

Go to: the login to library account button on the right hand side of the webpage
On the left side of the screen under Student & staff login using network ID

Enter your:
BCIT ID # = your “A” number e.g. A00123456
Network password (for students, their myBCIT password).
Select the Submit button.

The buttons on the patron information screen allow you to do the following:

1. Requests
   View the status of items you have requested.

2. Unpaid bills and fines
   View outstanding fines and bills
   To settle your account - Contact library circulation by email at libcirc@bcit.ca or by phone at 604-432-8370.

3. Checked Out Items
   View items you have checked out to you at the moment.
   Renew some or all items checked out to you. Renewals will be blocked if someone else has a hold on the item, if you have over $5.00 in outstanding fines, or if the item is overdue.

4. Modify your PIN
   Change your PIN (your Library account password) at any time.
   Note: If you forget your PIN click on the Forgot Your Pin? button at the Your Library Account Login screen. Your PIN will be emailed to your my.bcit.ca email.

5. Preferred Searches
   Run search strategies that you have saved
   Set up notifications for new Library material that matches your search.
   Delete search strategies and alerts you no longer need.

6. My Research Pro
   View databases you have saved to lists you have created.

7. My Lists
   View titles you have saved to lists you have created.

Continued next page
ACTIVATING YOUR LIBRARY ACCOUNT ALSO ALLOWS YOU TO:
Access most databases and eBooks from off Campus
Place interlibrary loan requests online

PLACING HOLDS AND REQUESTING INTERCAMPUS LOANS
Your catalogue search may bring up items that are checked out or located at another campus. If this happens you can use the
button at the top of the screen.
Follow the prompts until you see the message that your request has been successful.
You will be notified by myBCIT email when the item is waiting at the Circulation Desk for you.
Note: You can also check Your Library Account to see the status of your request

PREFERRED SEARCHES & HOW TO SET UP E-MAIL ALERTS

Saving a Preferred Search
Login to Your Library Account and search the
catalogue by subject or keyword.
Click on the Save Your Preferred Search button.

Running a Preferred Search at a later date
From your Patron Information Screen select preferred
searches. Select the search button from the right.  

Setting up an E-Mail Alert
From your Patron Information Screen select preferred
searches. Select Mark for email, then select update
list. You will be notified by email when new material
is added to the BCIT Library catalogue that matches
your search.