

YOUR LIBRARY ACCOUNT: FOR STUDENTS AND EMPLOYEES

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.

Login to your BCIT Library account

Student & Staff login using network ID

BCIT ID#:
Password:

Login using Library PIN

BCIT ID#
Enter your PIN :

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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.

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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. ¹

Setting up an E-Mail Alert

From your Patron Information Screen select preferred searches. Select Mark for email², then select update list.³ You will be notified by email when new material is added to the BCIT Library catalogue that matches your search.

Mark to Remove	Mark for Email	TITLE	Search
<input type="checkbox"/>	<input type="checkbox"/>	rainforests	Search
<input type="checkbox"/>	<input type="checkbox"/>	social networking	Search