



University of Connecticut School of Law Library

Information, Policies, and Procedures

My Library Provides Customized Services for Faculty, Staff, and Students at the University of Connecticut School of Law Library

Many of the services available through the library's online research system require user verification through the **My Library Account** feature. Students will need to enter their name and their five digit code from their University ID in order to use these services. To log into **My Library Account**, start at the University of Connecticut School of Law home page. Click on **Library**, then **View/Renew Your Items**. Enter your name, and your five digit code from your University ID card.

Check the due dates of books you already have checked out, and even renew them

Once you're logged in, and have books checked out, you'll see a link to **Items Currently Checked Out**. Simply click on that link, and you'll be able to view the due dates of books you have. You can also renew them by clicking on either of the **Renew All** or **Renew Selected Items** buttons. If the book is renewable, the new due date will be displayed in the status column. Make sure to check the new due date.

Recall a book that is checked out to someone else

While you're in your account and are searching our catalog, you may run across a book that is already checked out. You can recall the book by clicking on the **Request This Item** button at either the top or bottom of the screen. Simply select the item you want recalled, and click on the **Request Selected Item** button. A message will appear confirming that your request was sent to the library. The library will contact the person who has the book and notify you when it is returned.

Save a search, so you can go back to it later

If you log in to your account and select the link to **Search the Catalog**, you will see a button to **Save As Preferred Search** when your hits are displayed. Once you click on that button, then click on **Patron Record**, the system will display all of your preferred (saved) searches under the **Preferred Searches** link. You can then request to be notified by email when new items arrive that satisfy your search strategy.

Create/email/download your own bibliography of books on your topic of choice

You can use this feature any time you search the library's catalog. Once you've entered a search, mark any of the titles that you want to save by checking the box in the **Mark** column, then click on the **Save Marked Records** button. Then click on the **View/Export Marked Items** button to email them to yourself or someone else, print them, or download them.