Accessing Your Denver Seminary Library Account

1) Open the Library Catalog by clicking on "Search All Resources" on the Library website



2) Click on the "Sign In" button on the Library Catalog-

	Library Links 👻	Sign In
Denver Seminary, Carey S Thomas Library	Course Reserves	★ <u>My Items (0</u>)

Search Denver Seminary Library and beyond.



3) A pop-up window will automatically open.

Denver Seminary Current Students and Recent Graduates: Your username is your student ID #@my.densem.edu

Denver Seminary Faculty & Staff: Your username is the same as your Office 365 login (<u>name@densem.edu</u>; **not** firstname.lastname@denverseminary.edu) Guest Patrons: Use your 14-digit library barcode (begins with 22482) 4) The Sign In button will automatically change to your account name. Click on your name for additional options.

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DENVER SEMINARY.		Librar	ny Links
Denver Seminary, Carey S Thomas Library	🞓 <u>Course Reserves</u>	Saved S	Import My Lists
Search Denver Seminary Library and beyond.			My Personal Lists My Saved Searches Sign Out
		í	Q Advanced Search

5) View items checked out and renew items.

DENVER SEMINARY. Q Search	Hello Lisa Grover Profile V
Advanced Search Course Reserves Resources V	
Lisa Grover View Profile	
CHECKED OUT (3) REQUESTED FEES (\$1.25) SAVED SEARCHES (2) PROFILE	
Title Âġ Due Date 09	Status
Select All RENEW ITEMS	9 1 Item Overdue
Earthen vessels : the practice of personal prayer 06/30/2020 according to the patristic tradition by 12:00 AM by Bunge, Gabriel San Francisco : Ignatius Press, 2002 Print Book Operation	OVERDUE
Letters to Malcolm: chiefly on prayer. 10/03/2020 [1st American ed.]. by Lewis, C. S New York, Harcourt, Brace & World 1964 <i>Print Book</i>	Due in 94 days
The tree of life : models of Christian prayer 10/03/2020 by Chase, Steven by 11:59 PM Grand Rapids, Mich.: Baker Academic, 2005 Print Book	Due in 94 days

- Log in to your Library Account, click on "My Account."
- Click on the "Checked out" tab, which displays the number of items checked out.
- Displays the author, title, publisher, and publication date, and the item due date.
- Number of overdue items, and specified overdue items in red.
- Select the item box next to the title and click the "Renew Items" button to renew your materials.

6) View Requested Items (Holds Requests)

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Advanced Search Course Reserves Resources	~		
Lisa Grover View Profile			
CHECKED OUT (3) REQUESTED FEES (1.25) SAVED SEARCHES (2) PROFILE		
Title	Submitted Date	Status	
Select All CANCEL REQUESTS			
Formed for the glory of God : learn spiritual practices of Jonathan Edw by Strobel, Kyle	ng from the 07/02/2020 ards Edit Request	Not ready for pick up	
2013 Print Book			

- Click on the "Requested" tab.
- Displays the author, title, and publication date of items on hold. Click on the title to see the item in the library catalog.
- Date that patron submitted the hold request. To edit the request, click here. You can change the "Date Needed By" and enter "Suspend Holds Request" (if you will be out of town before your request expires).
- Select the item box and click "Cancel Requests" to cancel your hold requests.
- 7) View Library Fees and Fines

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Lisa Grover View Profile	
CHECKED OUT (3) REQUESTED FEES (\$1.25) SAVED SEARCHE	es (2) Profile
	Date 😲
Overdue Items Virtues and their vices	\$1.25 Billed 07/02/2020

- Click on the "Fees" tab, which displays the total of your current fees and fines.
- Displays the title related to the fine. Click on the title to the see item in the library catalog.
- Displays the amount billed and the effective billing date.
- Patrons can pay their library fees by cash or check at the library circulation desk, or by credit card through the Denver Seminary business office.

8) Saved Searches

DENVER SEMINARY. Q Search	Hello Lisa Grover Profile ∨
Advanced Search Course Reserves Resources V	
Lisa Grover View Profile	
CHECKED OUT (3) REQUESTED FEES (\$1.25) SAVED SEARCHES (2) PROFILE Select All DELETE SEARCHES Suffrinity) AND suffearly church) Saved on 07/02/2020 Sort: Library: Denvier Seminary Library: Language: English Databases: WorldCat.org Sort: Library: Group Related Editions: Yes Medd By Library: Denvier Seminary Library Library: Group Related Editions: Yes Medd By Library: Denvier Seminary Library Publication Year: 2016 - 2020 Language: English Databases: WorldCat.org	

- Click on the "Saved Searches" tab, which displays the number of your Saved Searches.
 Click on the Search (highlighted in blue) to run it again in the library catalog. You can all
- Click on the Search (highlighted in blue) to run it again in the library catalog. You can also edit your search (to add terms or filters) after clicking.
- The Search information includes the terms you selected (ti=title; au=author; su=subject) and the filters you applied.
- Select the item box next to the Search Title and click on the "Delete Searches" button to delete a Saved Search.

9) To enter a Saved Search into your library account



• Click on "Save Search."

10) View Saved Lists

DENVER SEMINARY.	C	L Control	Library Links 🔻	Lisa 🔻
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2 Lists			Sign Out	
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Gregory of Nyssa				
Private (4 Records)				
	Email	Cite	Delete	
Jonathan Edwards				
Private (4 Records)		66 ori		
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• Log in to your account and click on "My Personal Lists"				
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Click on Email to email the list to yourself (or any email add	1855).			
 Click on "Cite" to view the bibliographic citations, email the citations 	itations, or o	export 1	to	
Zotero, EndNote, or RefWorks.				
 Click on "Delete" to delete the list. 				
Click on the List Name to see detailed information.				

DENVER SEMINARY.	Advanced Search
Denver Seminary, Carey S Thomas Library	🕿 Course Reserves 🛛 🖡 Saved Searches 🖌 Myltems
Back to My Personal Lists	
Jonathan Edwards Private (4 records)	
Edit Delete	
☑ Select All Items 🛛 🖬 Email 🔓 Cite X Move 🗢 Delete	
 Formed for the glory of God : learning from the spiritual practices of Jonathan Edwards by Kyle Strobel Print Book Database: WorldCat Call Numbers: • BX7260 E3 S775 2013 • Denver Main Stacks Add Note 	Delete
 ☑ Jonathan Edwards, religious tradition & American culture by Joseph A Contorti I Print Book Database: WorldCat Call Numbers: BX7260 .E3 C64 1995 - Denver Main Stacks ✓ Add Note 	Delete Send Feedback
 The Trinitarian ethics of Jonathan Edwards by William J Danaher Print Book Database: WorldCat Call Numbers: BX7260_E3 D20 2004 - Deriver Main Stacks Add Note 	Delete
 The works of Jonathan Edwards by Jonathan Edwards, Perry Miller Primt Book Database: WorldCat Call tumbers: BX717.E3 1957 - Denver Main Stacks 	Delete
Note: v. 16 Letters and personal writings v. 19 Sermons and discourses 1734-1738	

- Click on the title to see the item in the library catalog.
- Displays Denver Seminary Library call number and shelving location for print books.
- Click on "Add Note" or "Edit Note" to add a note to your list item. These notes are only visible in your Library Account.

11) Create a Saved List



- Log on to your Library Account.
- Search the Library Catalog, and apply filters as desired.
- Click on "Save" for the items you are interested in.
- Click on "My Items"; a new screen listing your items will open.

My Items (4)



- Click on the "Create List" button to save your list in your Library Account.
- A new screen will open, prompting you to name your list.

My Items (4)

VER Seminary	SEMINARY. Carey S Thomas Library	Q Advanced Search Course Reserves	Library Links	✓ Li
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- Enter a name for your list.
- Click "Save."

12) View or edit your Library Account Profile

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- Log in to your Library Account.
- Click on the Profile tab.
- Under the Profile tab, you can add an additional email or phone number. (This tab is not pictured for privacy reasons.)