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

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 (name@densem.edu; 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.

5) View items checked out and renew items.

- 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)

- 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

- 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 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

- 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 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

- Log in to your account.
- Search the library catalog using “Advanced Search” or Keywords.
- Apply filters as desired.
- Click on “Save Search.”
10) View Saved Lists

- Log in to your account, and click on “My Personal Lists”.
- Click on “Email” to email the list to yourself (or any email address).
- Click on “Cite” to view the bibliographic citations, email the citations, or export to Zotero, EndNote, or RefWorks.
- Click on “Delete” to delete the list.
- Click on the List Name to see detailed information.
- 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.
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.
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.
• Enter a name for your list.
• Click “Save.”
12) View or edit your Library Account Profile

- 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.)