



A Guide to Saving My Reading History

Leabharlann Institiúid Teicneolaíochta Trá Lí — Institute of Technology Tralee, Library

TELEPHONE: 066 7191700 EMAIL: library@staff.ittralee.ie

LOGON

www.library.ittralee.ie

MY LIBRARY

logging on to
“My Library” allows you
to do a host of
different functions on
line:

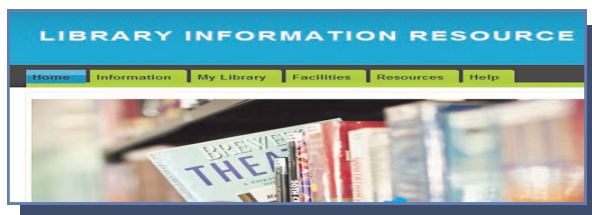
- View my Record
- Renew Books online
- Request Books
- View Reading History
- Request Interlibrary loans
- Book a Room

Why Record My Reading History ?

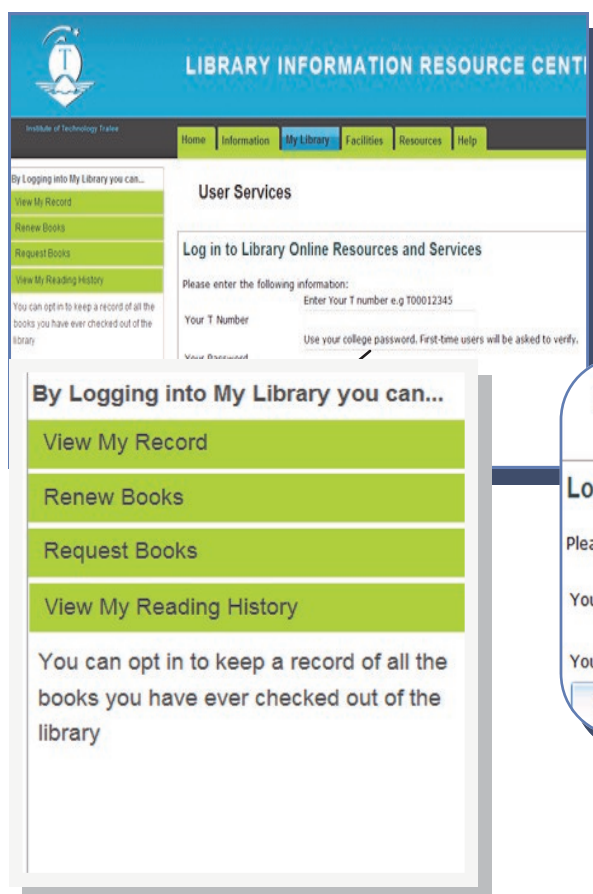
Once you have
borrowed a book the
library system allows you
to record the title and
details of the books you are
reading throughout the
year. This allows you to
reference

BIBLOGRAPHIC DETAILS
which may be required in
essays and other assign-
ments at a later date.

The Library does not keep
this record .



Log on to the Library Information
Resource Page
[@www.library.ittralee.ie.](http://www.library.ittralee.ie)



Select the tab “My Library”

You are prompted to enter your
T Number and Password to progress.

User Services

Log in to Library Online Resources and Services

Please enter the following information:

Enter Your T number e.g T00012345
Your T Number
Use your college password. First-time users will b
Your Password

Click on Submit.



An icon button for
“My Reading History” will appear.

Click on the relevant key.

BORROWING RULE

Once a Hold has been placed on a book you cannot renew the book on line but must return it to the library

SHORT LOAN BOOK COLLECTION:

North Campus and South Campus Short Loan Collections are kept behind the desk of the Library on both campus

These are items that can only be used in the Library . For two hour periods. These items can be pre booked in advance.

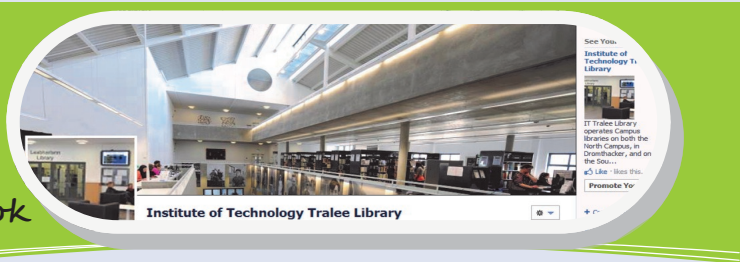
MANAGING YOUR READING HISTORY

A set of function keys allows the user to perform a number of functions:

- Delete some of your records
- Delete all records
- Export and Save records
- Opt Out of Recording data.



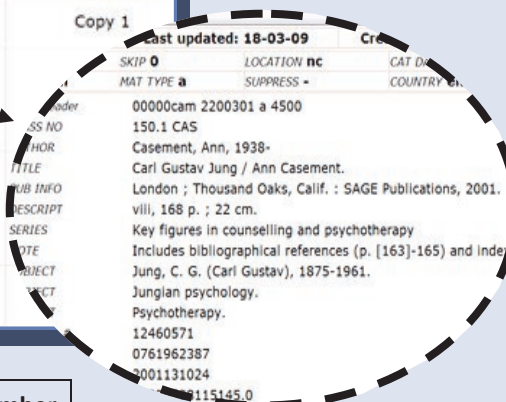
Find us on facebook



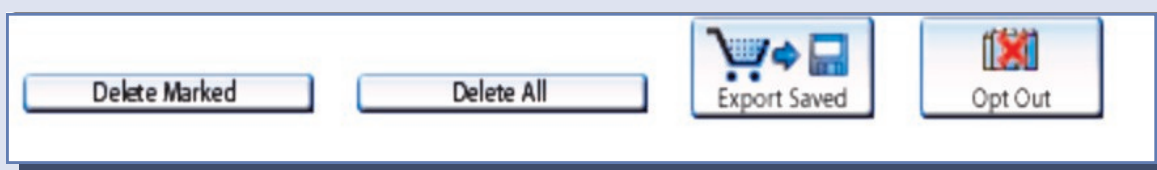
If you have no books out on your library account press the "Opt in" key to activate the service. Or "Opt out " to stop recording.

Details of the books you have borrowed will be recorded. Click on the title to access the bibliographic detail required for an assignment

Reading History (224)				
Mark	Title	Author	Checked Out	Details
<input type="checkbox"/>	Carl Gustav Jung / Ann Casement.	Casement, Ann, 1938-	25-09-2007	Copy 1
<input type="checkbox"/>	The skilled helper : a problem-management and opportunity-development approach to helping / Gerard Egan.	Egan, Gerard.	25-09-2007	
<input type="checkbox"/>	Sigmund Freud / Liz Gogerly.	Gogerly, Liz.	25-09-2007	
<input type="checkbox"/>	Freud for beginners / Richard Appignanesi and Oscar Zarate.	Appignanesi, Richard.	25-09-2007	
<input type="checkbox"/>	Essential Freud / Christopher Badcock.	Badcock, Christopher R., 1946-	25-09-2007	



A series of function keys allows you to carry out a number of functions with the information or store it.



Format Of List		Send List To	
<input checked="" type="radio"/> Full Display		<input checked="" type="radio"/> E-Mail	
<input type="radio"/> Brief Display		Mail To: <input type="text"/>	
<input type="radio"/> Pro-Cite		Subject: <input type="text"/>	
<input type="radio"/> End-Note/RefWorks		<input type="radio"/> Screen	
		<input type="radio"/> Local Disk	
<input type="button" value="Submit"/>			