

Internal Login

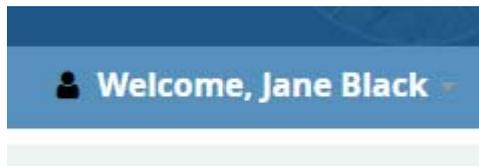
Access the library catalogue homepage at <https://library.awe.gov.au/>

If you are a staff member of the Department of Agriculture, Water and the Environment, use the 'Staff Login' link to login to access your library account. The login is located on the right hand side of the page.



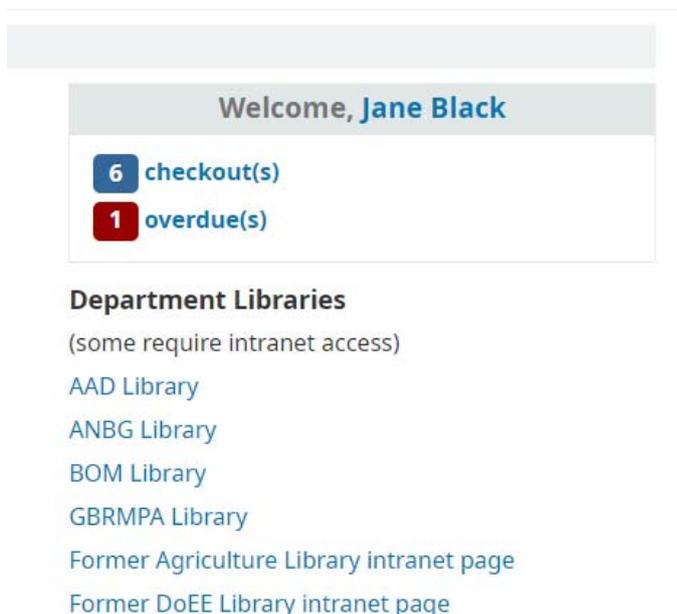
When you are accessing the library catalogue on the Department's IT network, you should automatically be signed in via Single Sign On.

Your name will be displayed on the right hand side of the screen indicating that you are now logged in to your library account.



If your name is not showing please contact ANBG Library (ANBG.library@awe.gov.au)

Details about the items you have on loan will be displayed on the right hand side of the screen.



To view items on loan click on 'checkouts' or 'overdues'.

Renewing items on loan

If you have an item on loan which you still need and no one else has a hold request on it, you can renew it.

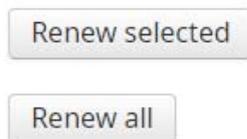
FIRST TIME ONLY: If you have items that are overdue by more than a month, you need to contact the Library to have the items manually renewed. This will bring them up to date and you will be able to manage your renewals after that.

Under normal circumstances please follow the steps below to renew items:

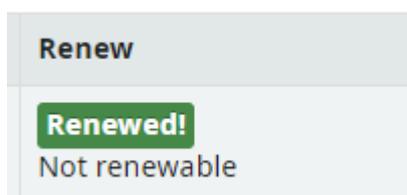
To renew an item, click on the renew box of the item.



Click on the 'Renew selected' button to action the renewal.



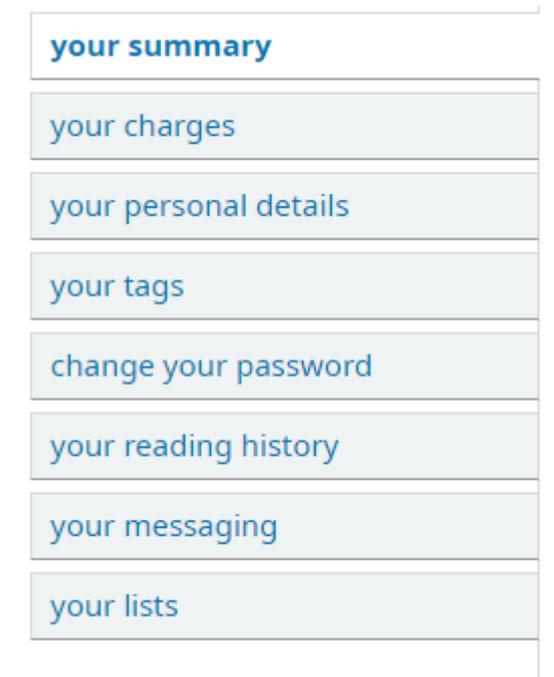
The renewed item will show a new due date and a green notice will show to indicate it has been renewed.



If you have reached the end of your allowed renewals, you will need to contact the ANBG Library to discuss options for another renewal.

Library Account overview

On the left hand side of the screen is an overview of your account. To access it select 'My Account' from the dropdown menu under your name.



Your summary = a list of items on loan to you with due date, barcode, call number and renewing options.

Your charges = a fixed field which is displayed. ANBG Library does not charge fines, so please ignore.

Your details = your personal details. **Please do not add additional personal information.** Your name and email address is sufficient information.

Your tags = keyword tags can be added to items in the catalogue. This field can be ignored.

Change your password = it is important to change your password the first time you login to your library account. Passwords can also be changed here at a later date.

Your reading history = a list of items previously borrowed.

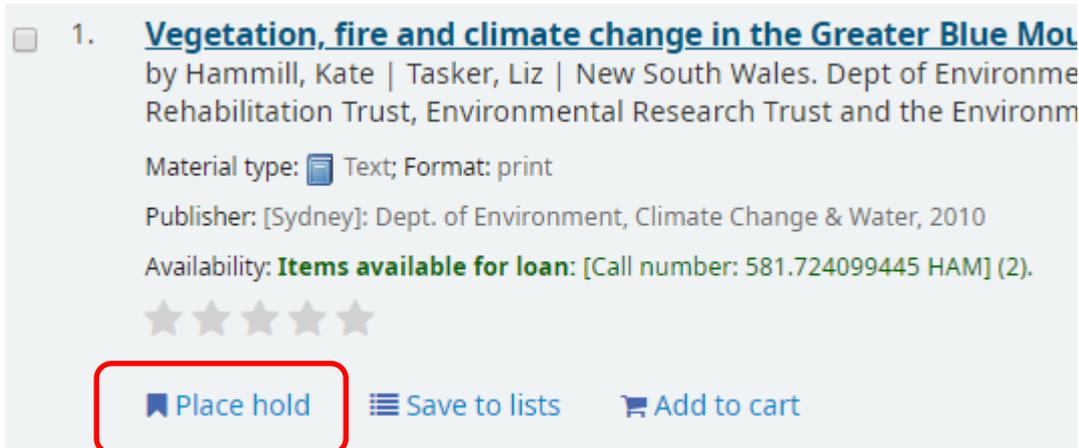
Your messaging = control the number and frequency of emails sent to you from the library system.

Your lists = you can save titles of books/items from the library catalogue into a list.

Placing a hold

When you are signed into the library catalogue you can automatically place a hold on an item. To enable easy requesting of items during the changed pandemic physical library access arrangements, placing a hold on an available item has been allowed in the system.

To place a hold, simply find the item in the catalogue via a search and click on the 'Place hold' icon.



1. **Vegetation, fire and climate change in the Greater Blue Mountains World Heritage Area** / by Hammill, Kate | Tasker, Liz | New South Wales. Dept of Environment, Climate Change & Water, 2010

Material type: Text; Format: print

Publisher: [Sydney]: Dept. of Environment, Climate Change & Water, 2010

Availability: **Items available for loan:** [Call number: 581.724099445 HAM] (2).

★★★★★

Place hold Save to lists Add to cart

A pop-up box asking for confirmation of the hold will appear. Click on the 'Confirm hold' button.

Confirm holds for: A. Friend (2312460)

Place a hold on **Vegetation, fire and climate change in the Greater Blue Mountains World Heritage Area /** , by Hammill, Kate.

Show more options

Confirm hold

The hold will be confirmed and you will be taken to the summary page of your account which now displays your hold.

Hello, A. Friend

[Click here if you're not A. Friend](#)

Checked out (1)

Holds (1)

Holds (1 total)

Title	Placed on	Expires on	Status	Suspend	Modify
Vegetation, fire and climate change in the Greater Blue Mountains World Heritage Area / Hammill, Kate.	15/10/2020	Never expires	Pending	Suspend	Cancel

Suspend all holds until Clear date to suspend indefinitely

Resume all suspended holds

If the item is not needed during a certain date, you can suspend the hold for a certain timeframe. If you no longer need the item, the hold can be cancelled by clicking on the red 'Cancel' button.

Manage your messaging settings

Keep track of your items by receiving automated emails.

To manage the frequency and type of emails you receive, go to the 'Your messaging' tab on the left hand side of the screen. (Click on 'Your account' from the dropdown menu to display the tabs).

The screen below will display.

Simply click on the box under the email or digest only (batches emails to send together) for each of the message categories to turn notifications on or off.

Click the 'Submit changes' button to save your preferences.

Your messaging settings

	Days in advance	Email	Digests only ⓘ
Item due	-	<input type="checkbox"/>	<input type="checkbox"/>
Advance notice	0 ▾	<input type="checkbox"/>	<input type="checkbox"/>
Hold filled	-	<input type="checkbox"/>	-
Item check-in	-	<input type="checkbox"/>	-
Item checkout	-	<input type="checkbox"/>	-

[Cancel](#)

To end a library catalogue session, log out by clicking on your name on the right hand side of the page and select 'Log out' from the dropdown menu. This will take you back to the library catalogue homepage.

External log in off the Department network

If you are not using a Department networked computer when accessing the library catalogue, you can manually log in via the 'External login' link next to the 'Staff Login' link.

Your login will be your department email address. Please note, at present you need to enter it as @environment.gov.au not 'awe'.

Contact the Library prior to using external login so a password can be set for you.

PLEASE NOTE: do **NOT** use your Department sign in password for the library catalogue password.