

How to use the online catalog (Insignia) to see what you have checked out or lost from the LTC

1. Open a web browser and go to the online library catalog: <https://lib.psdschools.org/Library/Home>
Click Login in the upper right corner of the page.



2. Login with your PSD username and password.



3. Make sure your name shows up in the upper right-hand corner of the page after you login.



4. Select My Account>My Borrowing>Loan



My Borrowing shows the items that are checked out to you from the LTC (including books, devices, etc.). The Title, Barcode, Due Date and Replacement Cost of the item are listed.

The screenshot shows the 'My Borrowing > Loan' section. On the left, there are summary statistics: Overdue (0), Next Due (5), Items On Loan (5), Reserves (Available Now: 0, Current Holds: 0, Suspended: 0), and Fines (\$0.00). The main area displays a list of 5 items, with the first two visible: 'Beloved' by Toni Morrison (Barcode: 9119874, Due Date: 05/26/2017, Replacement Cost: \$15.00) and 'AP Chemistry' by Zumdahl, Stephen S. (Barcode: 8480607, Due Date: 12/23/2016, Replacement Cost: \$161.00). A large yellow arrow points to the list of items.

Items that are overdue by more than 30 days are declared lost. A replacement fine is posted here and on your SchoolPay account. Click on Fines to show a list of items that have been declared Lost. If you return the items to the LTC or pay for them through SchoolPay, the fine is removed.

The screenshot shows the 'My Borrowing > Fines' section. The 'Fines' summary is highlighted with a red box, showing a total balance of \$18.00. The main area displays a list of 2 items with fines: '1. Barrio kings' (Call No: F Kow, Fine Type: Overdue, Balance: \$5.00) and '2. Barrio kings' (Call No: F Kow, Fine Type: Lost, Balance: \$13.00). A red arrow points to the 'Log Off when done!' button in the top navigation bar.