# 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.



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.