Viewing and renewing your Library Record – My Library

1. Go to the Federation University Library homepage at federation.edu.au/library
2. Locate “My Library login” box on the right-hand side of the page
3. Enter your Federation University username and password, and click the Login button.
4. Select: “Items currently checked out”.

To renew or view your items on loan select: ‘Items currently checked out’

5. Your items on loan will be displayed. Select one or all to renew.

Items Currently Checked Out.
Here you can renew all items, or select items to be renewed.

6. After renewing, check that your items were renewed successfully. Any problems will be displayed on the screen.

Not all renewals were successful. See details below.

Items Currently Checked Out.
Here you can renew all items, or select items to be renewed.
Request holds
This screen allows you to check the status of any material on which you have placed a hold or a request. Please remember that holds are not applied immediately to your record as they need to be processed first. You have two options on this page:

- Cancel All allows you to cancel all of the holds you have previously placed on items.
- Cancel Selected Items allows you to select individual holds to cancel.

Search the Catalogue
If you select search the library catalogue from this section you will not need to enter your details to place holds and requests. Also, you can set up preferred searches by performing a search and then click ‘save preferred search’ (next to the search term and search button).

Preferred Search
The preferred search option allows you to perform searches that you have previously undertaken and saved to the preferred search list. You have two options on this page:

- Remove All Searches which allows you to delete all searches if they are no longer required.
- Update List which refreshes the list on your screen if newly added searches do not appear.

Reading History
The Reading History option allows you to keep a record of every item borrowed from the Federation University Library from when you initiate the “Opt In” option. To “Opt In” and begin recording a personal reading history, press the Reading History Button, and then the “Opt In” button.

Need more assistance?
Ask staff at the Information desk
Chat/FAQs libanswers.federation.edu.au
Phone 1300 552 567
Email libinfo@federation.edu.au
Library homepage federation.edu.au/library