Meet Apollo by Biblionix
Your On-Line
Account

The Panorama Library on-line catalog is available for your use from any Internet capable computer in the *library,* at *home, or anywhere*. There are two primary capabilities: the catalog and your library account. Instructions on your account are provided here. On-Line Catalog information can be found in a different document. If you need help, please don't hesitate to ask us for assistance, or email us at library@panorama.org.

Overview: Our new catalog maintains an account for each resident. The many features and functions are available from any Internet capable computer, anywhere:

- view items checked out and their status
- renew items
- reserve items

- designate a vacation delay so you won't miss your turn
- designate how you wish to be contacted

Let's take a quick tour of an on-line account.

Logging In:

To log in to your account, enter the last six digits of your card number in the box labeled "card number" and then your phone number (with or without the dash – no area code) in the "Phone Number or Password" box. For example: 4385xxx.Then click on the "Log In" box.

Click *"My Account"* There will be several sections and other information displayed. You can scroll down or go directly by using the links at the top tabs to pinpoint the desired sections and bring them quickly to the screen's top

.
Let's look at each section.

Account Info
Here you will find your name, address, phone numbers, email address, etc. Changes can be made here for personal information seen in blue. Just click on what you want to change and a box will appear. Make your changes and click *save*.

Notification Options
The library will notify you of various situations as shown in this section. To change an option, click the drop down box. The options are derived from your "basic" information above.
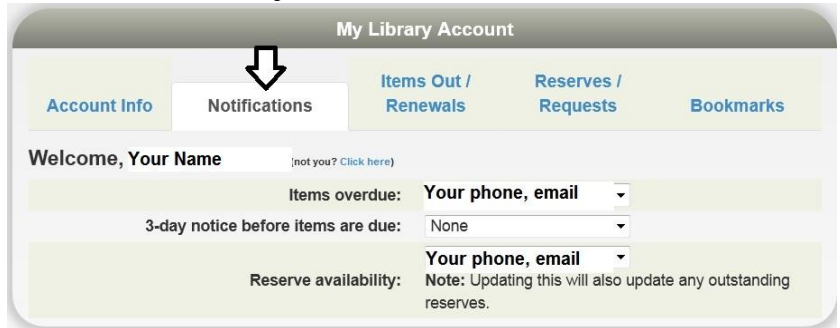
Items Out / Renewals
This next section shows all items currently checked out to your card number. You'll see the title and due date, among other things. If a renew button is shown to the right of the due date, you can just click on it to renew the item.
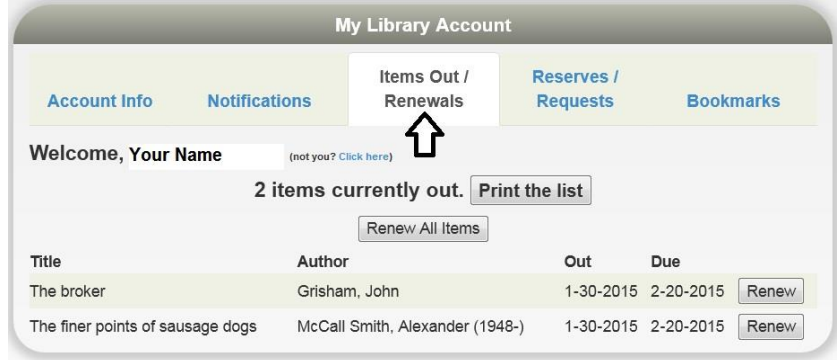
Reserves / Requests
This section lists any reserves you have placed and notes your place on the reserve waiting list. It also shows how you elected to be notified. The "Copy" column indicates how many copies the library has. Note that you can cancel the reservation on any item.


Have Some Favorite Authors? **–** Click the "receive new books" link and a list of popular authors will appear. Select your favorite(s) from the list and a reserve will automatically be placed for you when any new titles arrive.

Going Out Of Town? **–** You can avoid losing your place in any reserve line by indicating when you will not be available. If your turn comes up, you simply move one place down in line (and the item doesn't sit idle on the reserve shelf!). You'll get that favorite item you've been waiting for without going to the end of the line. To indicate your unavailable dates, click "defer" and you'll see a calendar pop-up. Click any date to mark it is an unavailable. It will turn pink. Click again to mark it is as available. It will return to white. You can move to different months as necessary with the arrows in the top left and right.
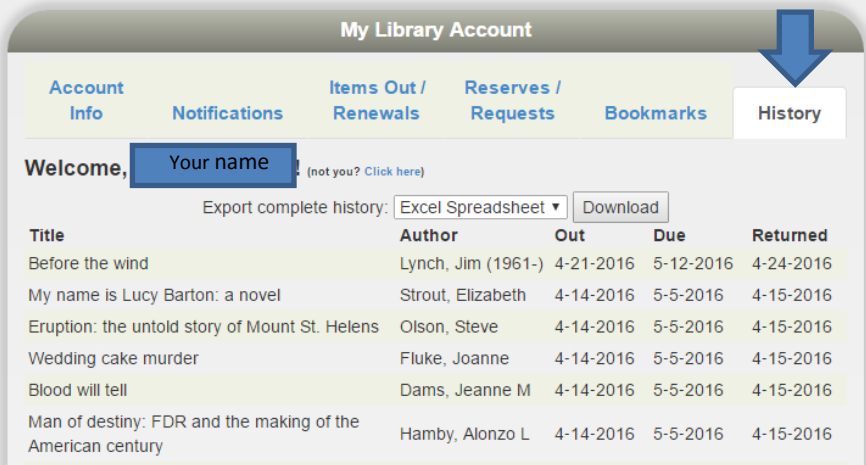
Bookmarks
The bookmark section is for your convenience. You may wish to use bookmarks as a reminder of things you want to read in the future or have read in the past. When you are logged-in and search the catalog, you can simply click the, *"Bookmark This Item" button.* Your book marked titles will now be visible from your account.
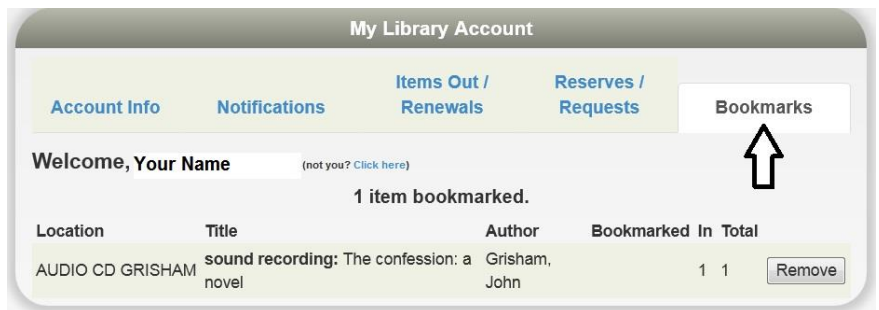
The Panorama Library

History

The history section contains a list of all the books that you have checked out from the Panorama Library using Apollo. You may export this list to an Excel spreadsheet.

My Library Account

Account Info	Notifications	Items Out / Renewals	Reserves / Requests	Bookmarks	History

Welcome, Your name (not you? Click here)

Export complete history: Excel Spreadsheet ▾ Download

Title	Author	Out	Due	Returned
Before the wind	Lynch, Jim (1961-)	4-21-2016	5-12-2016	4-24-2016
My name is Lucy Barton: a novel	Strout, Elizabeth	4-14-2016	5-5-2016	4-15-2016
Eruption: the untold story of Mount St. Helens	Olson, Steve	4-14-2016	5-5-2016	4-15-2016
Wedding cake murder	Fluke, Joanne	4-14-2016	5-5-2016	4-15-2016
Blood will tell	Dams, Jeanne M	4-14-2016	5-5-2016	4-15-2016
Man of destiny: FDR and the making of the American century	Hamby, Alonzo L	4-14-2016	5-5-2016	4-15-2016

We hope you enjoy using Apollo. Let us know what you think.
email: library@panorama.org