

Personalize the Library website

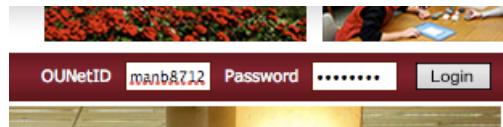
“My Library”

“My Library” is a way to personalize the University Libraries website so that the resources you use most frequently will be at your fingertips *via* links located on the right margin of the Libraries home page.

Steps

Follow these steps to set up your “My Library”:

1. Log in to the Libraries website by entering your 4x4 and password in the red bar. After you click the Login button, the red bar will display links to view the books you have checked out, with their due dates, and any items you may have requested on ILL.
2. After you have logged in, you will see a grey rectangle on the right side of the home page. This is the “My Library” area. Click the “Manage My Library” link located at the bottom of the grey rectangle. You will then view a page that lists the features you can display in this area (shown below-left). Click the checkboxes of each feature you wish to select, and then click the “Save Features” button to return to the home page. Your “My Library” area should now appear similar to the screenshot below-right.



My Library

My Library is a feature that allows you to personalize your OU Libraries' homepage, adding features and links most useful to you for quicker and easier access to the information you need. Once you have created your personalized homepage, you will see this information when you are logged into the University Libraries' website in the gray bar on the right of the screen.

Please select the features you would like to appear on your "My Library" page. You may change these options at any time by selecting "Manage My Library" at the bottom of the My Library area when you are logged in to the OU Libraries' website.

- My Account**
Displays information about materials checked out to you either from the library's collection or from Interlibrary Loan with information about when the items are due.
- Search the Catalog**
Allows you to search the library catalog directly from your personal library homepage. The default search using this feature will be a keyword, search everything search.
- Find Articles**
Allows you to use the Search Multiple Resources feature for the General & Multidisciplinary subject area directly from your personal library homepage.
- My Databases**
Enables you to select a list of databases that you use most often and make links to these databases available from your personal library homepage.
- My E-Reference Materials**
Enables you to select a list of electronic reference materials that you use most often and make links to these materials available from your personal library homepage.
- My Subjects**
Enables you to select a list of subject areas that you use most often and make links to these areas available from your personal library homepage.
- My Services**
Enables you to select a list of library services and make links to these services available from your personal library homepage.
- Recently Added Databases**
Provides a list of the 10 newest databases. This feature enables you to stay abreast of new electronic databases available to you through University Libraries.

My Library

My Account ^ x

- Overdue - 0 Books
- Due Soon - 0 Books
- Checked Out - 0 Books
- My Interlibrary Loans

Search Catalog ^ x

Enter search term:

Advanced Search

Find Articles ^ x

Enter search term:
 All

Include Catalog

Databases ^ x

No Databases Found

E-Reference Materials ^ x

No E-Reference Materials Found

My Subjects ^ x

No Subjects Found

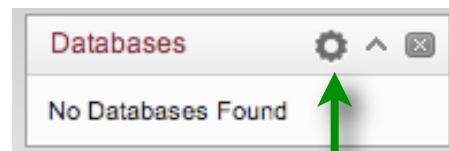
My Services ^ x

No Services Found

Manage My Library

“My Library,” continued

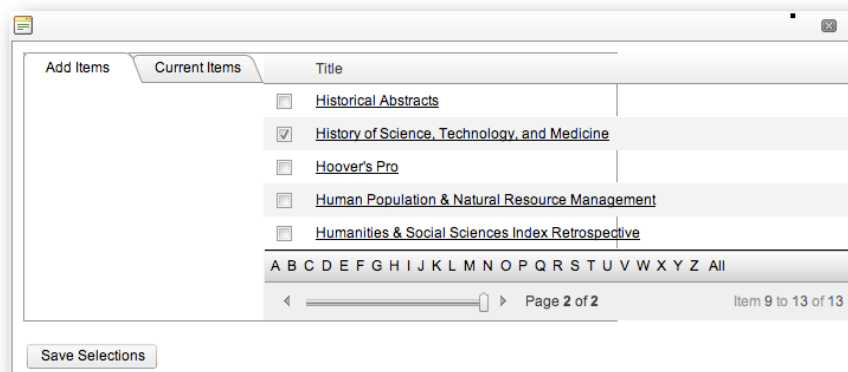
3. Widgets in the “My Library” area share a few similar features, including a close button (x) to remove the feature from your “My Library” area; a collapse or expand button (^); and a gear button (that looks like a wheel) to add resources to the widget.



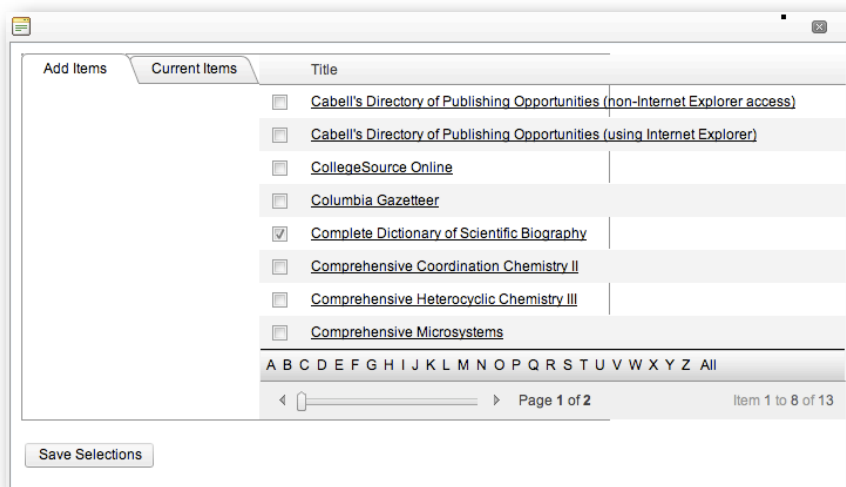
Gear button: click to add resources

4. To add a database to your “My Library” area, click the gear button in the databases widget. A list of available databases will appear, listed by each letter of the alphabet.

Check each database you wish to appear on your Library home page, such as the “History of Science, Technology and Medicine.” Click the little arrow buttons beneath the alphabet key, as necessary, to move between multiple “pages” of available results. Then click “Save Selections,” and repeat this process for the other widgets.



5. You may wish to add the “Complete Dictionary of Scientific Biography” to your e-References widget (see screenshot below). Also consider adding “History of Science” and “History” to your Subjects widget.



6. When you are finished, your “My Library” area might look something like the screenshot to the right.

