

Managing Your Books

This handout shows you how to renew your checked out books, and how to check the status of your requests.

1. Log in to your I-Share account.

- Start out on the Wiggin Library homepage at <http://www.meadville.edu/wiggin-library.php>. Open the catalog by clicking the Find a Book button, then click Login. If you're already logged in, click "Your Account."
- Use the menu on the right sidebar to navigate.

2. Renew your books.

- Click Checked Out Items to view everything you have checked out.
- You can see when your books are due, and their current status. If you want to renew a book, check the boxes and click Renew Selected Items. Your books will automatically be renewed.

Your Checked Out Items

| Title | Library | Due | Status | Renew? |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|-------------|--------------------------|
| Soul work : anti-racist theologies in dialogue / edited by Marjorie Bowens-Wheatley and Nancy Palmer Jones. cop. 2 (MAIN BX9841.3 .S68 2002) | Meadville Lombard Theological School | August 26, 2016 | Checked Out | <input type="checkbox"/> |
| Becoming : a spiritual guide for navigating adulthood / Kayla Parker, editor. (MAIN BX9855 .B436 2014) | Meadville Lombard Theological School | October 11, 2016 | Checked Out | <input type="checkbox"/> |
| Miles of dream : meditations / by Vanessa Rush Southern. (MAIN BX9855 .S675 2015) | Meadville Lombard Theological School | October 11, 2016 | Checked Out | <input type="checkbox"/> |
| Lifting our voices : readings in the living tradition. (MAIN BX9853 .L54 2014) | Meadville Lombard Theological School | December 12, 2016 | Renewed | <input type="checkbox"/> |

End of Your Checked Out Items

Renew Selected Items

3. Check on your requested books.

- Click Requested Items to view your pending requests.
- To see what the different statuses mean, click "What's the status of my request?" above the list of requested books.
- If you don't need a book anymore, you can cancel pending requests by checking the box and clicking Cancel Selected Requests. If that doesn't work, contact a member of the library staff for help.

| Title | Lending Library | Status | Cancel? |
|--------------------------------------------------------------------------------------|--------------------------------------|-------------------|--------------------------|
| Pastoral care and counseling with Latino/as / R. Esteban Montilla and Ferney Medina. | Meadville Lombard Theological School | Request submitted | <input type="checkbox"/> |

Cancel Selected Requests

Have more questions? The Library Assistant can help you by phone, email, or over videochat! Email libasst@meadville.edu to make an appointment.