



If you are experiencing any problems, please ask a member of the library staff for help.



GMIT Library

GMIT Library  
Galway-Mayo Institute of Technology  
Dublin Road  
Galway

Phone: 091 742795  
Fax: 091 742115  
Email: [library@gmit.ie](mailto:library@gmit.ie)

GMIT Library



**PIN NUMBERS**

Library Guide



# Using PIN Numbers



## To Insert a New PIN Number

To make up a pin number for yourself, go to <http://gmitlib.gmit.ie> and click 'My Library Account'.

- Enter your **name** e.g. Jane Smith
- Enter your **barcode** from your ID card e.g. G00040122
- Enter your PIN (make up your own pin number which can be **any 4 digit number**) e.g. 1234
- Click button 'Display record for person named above'
- A screen will come up saying 'Please enter a new pin' or 'Invalid PIN'. Type in the PIN number you have just chosen and again below to verify it.

You should see your details (i.e. name and address) come up, with information about any books you have out currently, fines outstanding, requests etc.

## Services available to users with PIN numbers:

Once you log in to 'My Library Account' you have additional functionality when **searching the catalogue**, e.g. You may request items currently on loan and items held in other branches by simply clicking on the **Request** button.

You can request items by **InterLibrary loan** by entering your ID and PIN number

You also need to have your PIN number set up for **viewing and printing exam papers** on the WebOpac.

## To Modify a PIN Number



Follow the above procedure, and click 'Modify your PIN'

- Enter your old pin number
- Type in your new pin number and again below to verify it



## What if I've forgotten my PIN number?

Ask a library staff member at the Circulation desk to delete your current number and then follow the procedure for inserting a new pin.

### ELECTRONIC SERVICES LIBRARIAN:

**Kathryn Briggs.**

**Tel: 091-742784**

**Email: [libraryservices@gmit.ie](mailto:libraryservices@gmit.ie)**

### LIBRARY I.T. ASSISTANT

**Helen Flatley**

**Tel: 091-742791**

**Email: [libraryservices@gmit.ie](mailto:libraryservices@gmit.ie)**