

Monaghan County Library Services

Customers Online Account Guidelines

You can access your library account online at
www.librariesireland.iii.com/iii/encore/myaccount

You will need your library card number and a pin. If you haven't got a pin number, please contact your local library (or see notes below to set up new PIN)

Note: For all Monaghan Libraries customers, you will need to put MONA and the 6 digit number on your library card. (see sample below)




Login to your Library Account

LIBRARY CARD NUMBER (don't enter any blank spaces)

PIN


New to the library? [Join the Library](#)
[Forget Your PIN?](#) | [Need Support?](#) | [Home](#)

Your Account will open as follows:



My Account | Join the Library | Encore Help

My Basket (0 items) | test2 | Logout

Search: 
[Advanced Search](#)

[< Back to previous page](#)

test2

Home Library: Monaghan Ballybay

Email:

Edit account Edit pin

Loans (1)

Holds (0)

Fines/Fees (€0.00)

My Lists

Reading History

Messages

Sort by Checkout

Renew All

Renew Marked

1 item checked out

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	A history of Ireland in 250 episodes.	54070002022166	DUE 25-03-17	941.5

Sort by Checkout

Renew All

Renew Marked

[Print](#)

You can see what items you have on loan and when they are due back.

Renew items:

To avoid paying fines, you should renew your items on time. You can renew items by clicking on the **'Renew'** button beside each item or click on **'Renew all'**

Holds:

You can find out what items you have on Hold from another library, by clicking on the **'Holds'** button on the left hand side.

Fines/Fees:

You can find out what fines or fees are due on your account, by clicking on the **Fines/Fees** button on the left hand side.

Reading History:

Under Data Protection, library staff do not use have access to your reading history. To find out what you have already read, you need to first opt in by clicking on the '**Save Reading History**'

Loans (4)

Holds (0)

Fines/Fees (€0.00)

My Lists

Reading History

Messages

Save Reading History

No Reading History Available

To Receive Message by Email or Text Message

Email:

You will receive a courtesy notice 3 days before your items are due back by email.

You will receive an email for other overdue notices and when an item you requested is ready for collection.

SMS Text:

Under the new system, if you would like to be notified by SMS text message on your mobile phone for requests/overdues, you must opt in for this service to be turned on.

Go to '**Edit Account**' and the following screen will appear:

Modify Patron Information

You can update your email address in the box below. If you need to change your postal address you need to call into a library with proof of your new address and the staff will change it for you.

Email

test@monaghan.ie

I would like to receive my notices from the library by:

☒ Email

You can also receive notices by text message: just enter your mobile number (e.g. 0871234567) and select 'opt in' below.

Mobile Phone No. 0871234567

Mobile Alerts via SMS

☒ Opt In

SMS Status:

When you're finished updating your information click on submit.

Submit

Cancel

If your email address has changed, please update it here.

Tick the box beside 'Email'

Insert your mobile number – no spaces or lines

Tick the '**Opt in**' box

Check all the information again, if you are happy then click on **Submit**.

Soon afterwards you will receive a confirmation text to let you know that you have agreed to receive SMS messages from the library. You can opt out or change your mobile number at any time by editing your account.



Pin Number:

If you wish to change your PIN number, click on **Edit Pin**.

Edit account

[Edit pin](#)

The following screen will appear.

Create a Patron Identification Number (PIN)

Enter your PIN:

Please enter a new Personal Identification Number (PIN) - it must be a four-digit number (e.g. 3256)

Enter Your PIN

Enter Your PIN Again

Submit

Enter your current PIN first.

Then enter new PIN and reconfirm by entering it a second time.

No PIN number – How to Access your account



Login to your Library Account

LIBRARY CARD NUMBER (don't enter any blank spaces)

PIN

Use password for:

MONA001679

New to the library? [Join the Library](#)

[Forget Your PIN?](#) | [Need Support?](#) | [Home](#)

Click on 'Forget Your Pin'.

The following screen will open up:



PIN Request

Please enter the following information:

Library Card Number

MONA123456

Please enter your library card number and press return

Submit

Enter your library card number

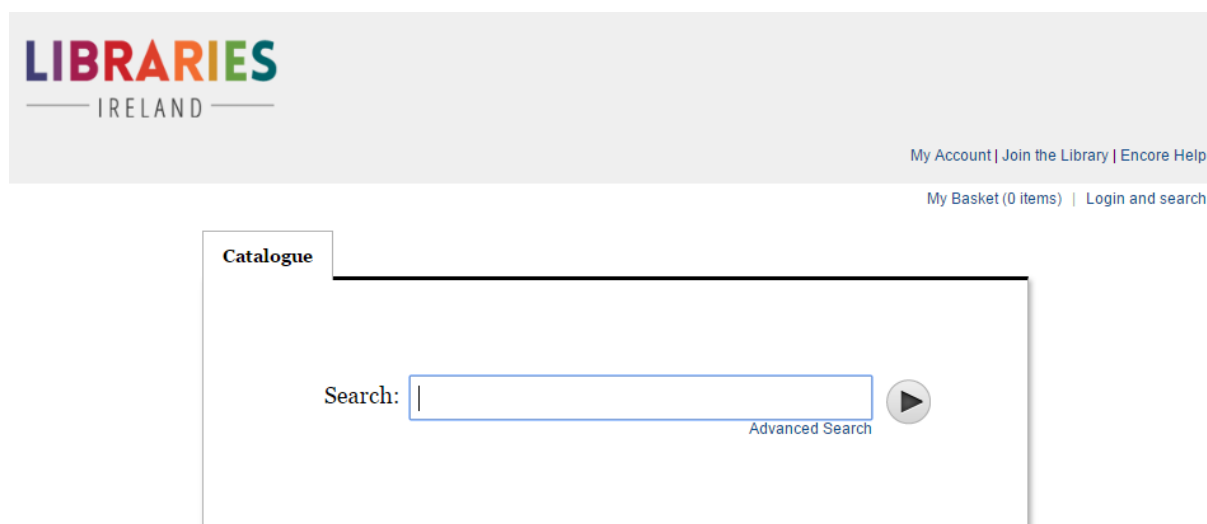
Note: if you are member of Monaghan Libraries, please put in MONA and then your 6 digit library card number (see sample above)

Follow the prompts and you will receive an email containing a link to where you can set up a new PIN.

Join Online

If you are not already a member of the library, you have the option to of joining the library online.

Click on '**Join the Library**'



The screenshot shows the top of the Monaghan Libraries Ireland website. The logo 'LIBRARIES IRELAND' is on the left. On the right, there are links: 'My Account | Join the Library | Encore Help' and 'My Basket (0 items) | Login and search'. Below the navigation bar is a 'Catalogue' tab. Under the 'Catalogue' tab is a search bar with the text 'Search:' followed by an input field and a play button icon. Below the input field is a link for 'Advanced Search'.

The following screen will appear – you simply input your information



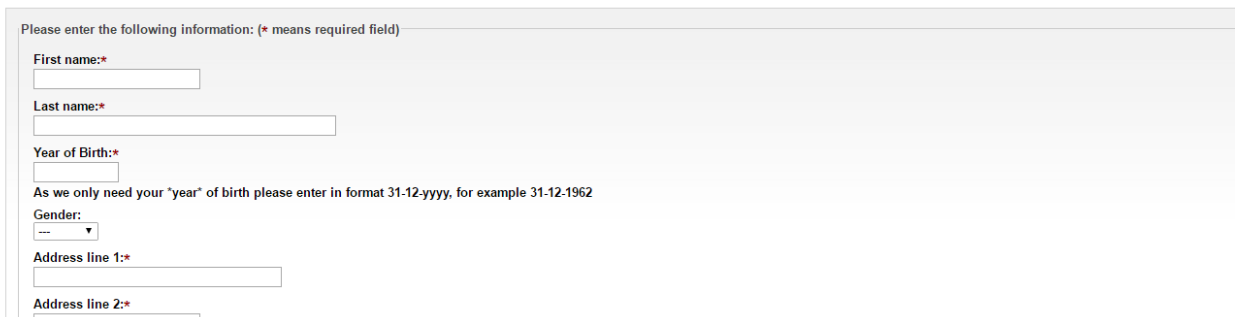
Welcome! You can apply online for a public library card here

Complete this form to apply for a public library card.

You will be able to reserve items straightaway but to borrow something you'll need to collect your library card - just call into any branch, bringing with you proof of your current address and photo ID.

If you are under 18 years of age you'll need to get your parent/guardian to go to the library with you as they need to sign a form giving you permission to use the library.

Before submitting this form please read the [terms & conditions and the data privacy statement](#) (opens in a new window)



The screenshot shows a form titled 'Please enter the following information: (* means required field)'. The form contains the following fields: 'First name: *' (text input), 'Last name: *' (text input), 'Year of Birth: *' (text input), 'Gender: *' (dropdown menu), 'Address line 1: *' (text input), and 'Address line 2: *' (text input). Below the 'Year of Birth' field, there is a note: 'As we only need your *year* of birth please enter in format 31-12-yyyy, for example 31-12-1962'.

Your membership will be activated immediately but you will have to go to your local library to verify your account and pick up a membership card.

You will need to bring proof of address and photographic ID with you.

Take note of the temporary library card number (sample below)



Online Registration

Montest3, Montest3, thank you for registering - please note that you need to visit a library to collect your library card before you can borrow or place a hold on an item.

Your TEMPORARY library card number is: 3534576

Please take a note of this number and bring it with you to your local library

Don't forget to bring photo ID and proof of your current address as well.

You'll be given a library card which will have your new barcode number.

To login to your online account and to reserve and renew items online you need to create a 4-digit PIN.