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)
Your Account will open as follows:

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'

![Reading History](image)

**To Receive Message by Email or Test 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](image)

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.

Thank you for opting in to the Libraries Ireland SMS Alerts service. To opt out login to your library account at
**Pin Number:**

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

The following screen will appear.

**Create a Patron Identification Number (PIN)**

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

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 following screen will appear – you simply input your information
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
Monte3, Monte3, 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.