

# Navigating Your Library Account

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WHAT CAN I  
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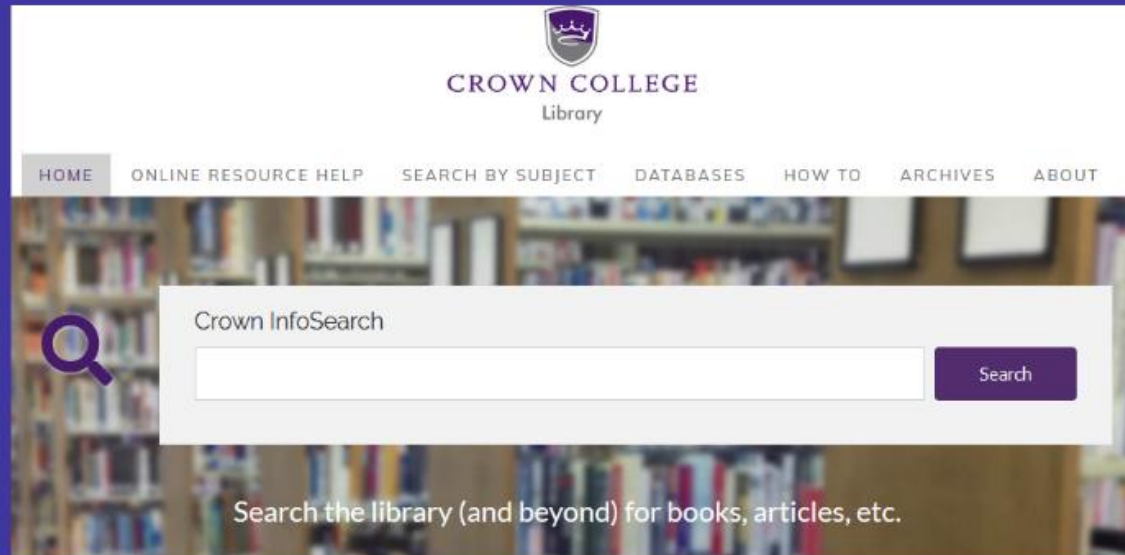
PLACE A HOLD

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# How do I view my account?

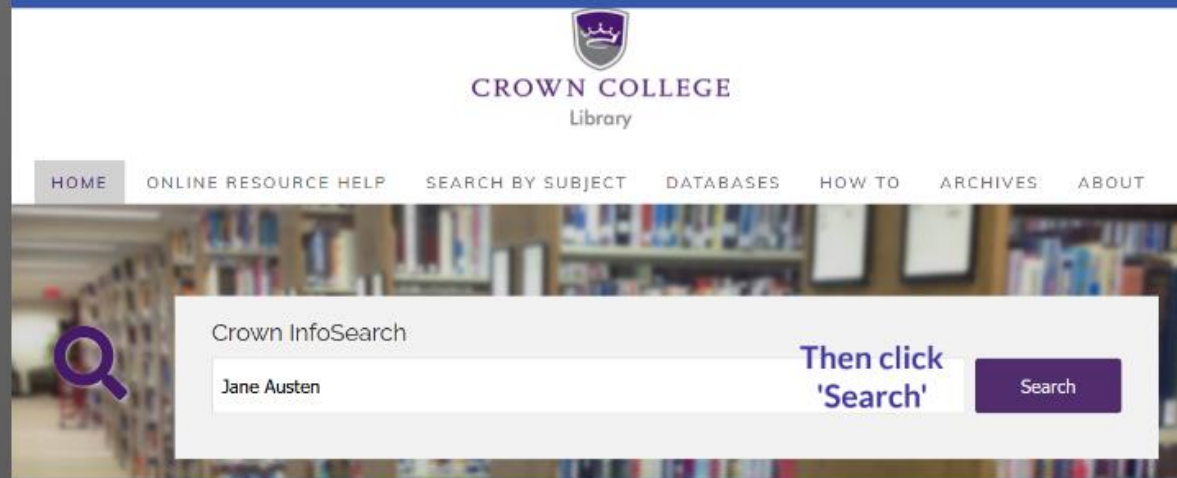
Go to the Crown Library website  
crownlibrary.com



From the  
Library  
Website

# Crown's Library Website

Type anything into the Crown InfoSearch  
box.



The screenshot shows the Crown College Library website. At the top center is the Crown College Library logo, which includes a crest with a crown and the text "CROWN COLLEGE Library". Below the logo is a navigation menu with the following items: HOME, ONLINE RESOURCE HELP, SEARCH BY SUBJECT, DATABASES, HOW TO, ARCHIVES, and ABOUT. The main content area features a search box with a magnifying glass icon on the left. The search box contains the text "Crown InfoSearch" and "Jane Austen". To the right of the search box is a purple button labeled "Search". Above the search button, the text "Then click 'Search'" is displayed. The background of the search area is a blurred image of a library with bookshelves.

Here for  
example, I typed  
Jane Austen.

What's  
next?

# Crown's InfoSearch



Look here, in the upper right


When you are searching within InfoSearch, find the 'Sign In' button.

Jane Austen


Library Links Sign In

Course Reserves My Items (0)


Jane Austen >> 1,114 results in Crown College Library

- 

**Jane Austen**  
by [Harold Bloom](#)  
eBook ©2000 | [Explore all editions & formats](#)  
Provides plot summary, list of characters, and critical views for several Austen works: Sense and sensibility, Pride and prejudice, Mansfield Park, Emma, Persuasion.  
Held by Crown College Library  
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Cite Link Email Save
- 


**Jane Austen**  
by [Robert P. Irvine](#)  
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Robert P. Irvine's guide to Jane Austen and her work is essential reading for students of English Literature. It is suitable both for students at introductory level, as extended reading,.... [Read More](#)  
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**Jane Austen**  
by [Gabrielle Malcolm](#)  
eBook 2015 | [Explore all editions & formats](#)  
Held by Crown College Library  
[View eBook](#)

Library Links ▼

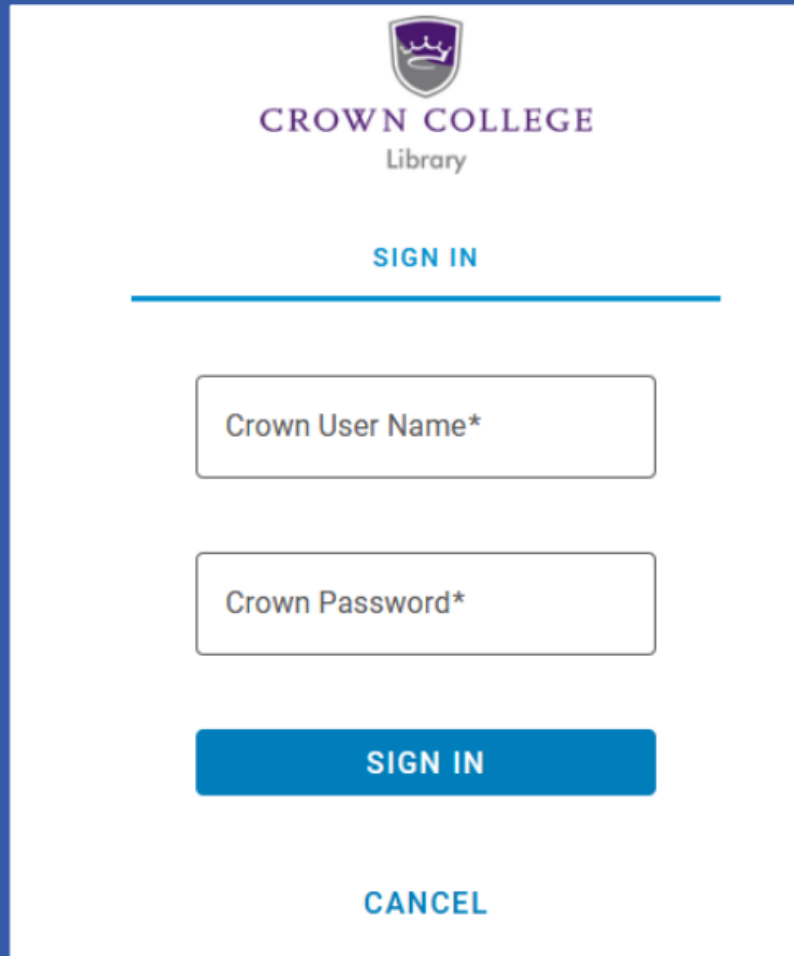
Sign In

 Course Reserves

 My Items (0)

# Next, Sign In

Login using your  
Crown Username &  
Password



The screenshot shows the sign-in interface for the Crown College Library. At the top is the Crown College Library logo, which includes a crest with a crown and the text "CROWN COLLEGE Library". Below the logo is a blue "SIGN IN" link. A horizontal blue line separates this from the input fields. There are two text input fields: "Crown User Name\*" and "Crown Password\*". Below these fields is a blue "SIGN IN" button. At the bottom of the form is a "CANCEL" link.

Jane Austen



Advanced Search

Library Links

Mary

Click the arrow by your name for the dropdown menu. Select 'My Account'

- My Account
- Import My Lists
- My Personal Lists
- My Saved Searches
- Sign Out

In the upper right, now you will see your name

Jane Austen >> 1,114 results in Crown College Library

1.



### Jane Austen

by [Harold Bloom](#)

eBook ©2000 | [Explore all editions & formats](#)

Provides plot summary, list of characters, and critical views for several Austen works: Sense and sensibility, Pride and prejudice, Mansfield Park, Emma, Persuasion.

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2.



### Jane Austen

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Robert P. Irvine's guide to Jane Austen and her work is essential reading for students of English Literature. It is suitable both for students at introductory level, as extended reading.... [Read More](#)

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3.



### Jane Austen

by [Gabrielle Malcolm](#)

eBook 2015 | [Explore all editions & formats](#)



# Library Account Page

The screenshot displays the library account interface for Mary Meehan. At the top, there is a navigation bar with the Crown College Library logo and search options. Below this, the user's name and profile link are visible. A horizontal menu includes 'CHECKED OUT (4)', 'REQUESTED', 'FEES (\$0.00)', 'SAVED SEARCHES (2)', and 'PROFILE'. A table header shows columns for 'Title A-Z', 'Due Date', and 'Status'. A 'Select All' checkbox and a 'RENEW ITEMS' button are present at the bottom of the table area. A blue arrow points to the 'RENEW ITEMS' button. On the right, a 'My Account' dropdown menu is open, listing options like 'Checked Out', 'Requested', 'Fees', 'Import My Lists', 'Saved Items', 'Saved Lists', 'Saved Searches', 'View Profile', and 'Sign Out'. A callout box points to the 'My Account' dropdown with the text 'Check out the dropdown menu'.



Look here too!

Check out the dropdown menu

Hello Mary Meehan

My Account ^

My Account

[Checked Out](#)

[Requested](#)

[Fees](#)

[Import My Lists](#)

[Saved Items](#)

[Saved Lists](#)

[Saved Searches](#)

[View Profile](#)

[Sign Out](#)

Mary Meehan

[View Profile](#)

Click within these tabs

CHECKED OUT (4)


REQUESTED

FEES (\$0.00)

SAVED SEARCHES (2)

PROFILE

Title 

Due Date 

Status

Select All

RENEW ITEMS



Checked out books will appear below here.

# Basic Account Information

- renew checked out materials

- see when items are due

- view course reserves

- view holds or fines

## Plus,




- search the library website

- see saved searches

- import lists, etc!

# Books on your Account



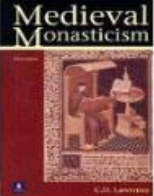
See when books are due,  
how many times  
renewed, etc

<b>CHECKED OUT (4)</b>	REQUESTED	FEE (\$0.00)	SAVED SEARCHES (2)	PROFILE
Title 	Due Date 	Status		
<input type="checkbox"/>  <b>Medieval Monasticism</b> Medieval monasticism : forms of religious life in Western Europe in the Middle Ages 3rd ed. by Lawrence, C. H New York : Longman, 2001 <a href="#">Print Book</a>	12/17/2020 by 9:48 AM	Due in 99 days		

Find similar  
books

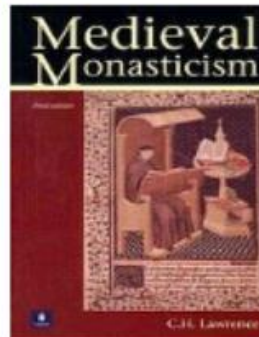
# Books on your Account

See when books are due,  
how many times  
renewed, etc

<b>CHECKED OUT (4)</b>	REQUESTED	FEES (\$0.00)	SAVED SEARCHES (2)	PROFILE
Title 	Due Date 	Status		
<input type="checkbox"/>  <b>Medieval monasticism : forms of religious life in Western Europe in the Middle Ages</b> 3rd ed. by Lawrence, C. H New York : Longman, 2001 <i>Print Book</i>	12/17/2020 by 9:48 AM	Due in 99 days		

# Liked the books you checked out? Find similar ones & more!

The books under your account, click their title



Medieval monasticism : forms of religious life in  
Western Europe in the Middle Ages

3rd ed.

by Lawrence, C. H

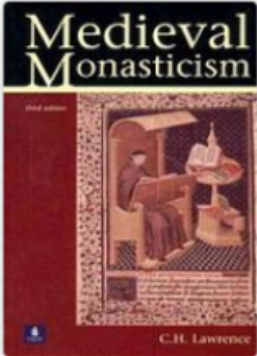
New York : Longman, 2001

*Print Book*

# Find Similar Books

Medieval monasticism : forms of religious life in Western Europe in the Middle Ages

[Cite](#) [Link](#) [Email](#) [Save](#)

 **Medieval Monasticism**  
by [C.H. Lawrence](#)  
Print Book 2001

Held by Crown College Library

[View Description](#)

[Browse the Shelf](#)

[Explore Editions and Formats](#)

**Click 'Browse the Shelf'**

# Browse the Shelf

Medieval monasticism : forms of religious life in Western Europe in the Middle Ages

Cite Link Email Save


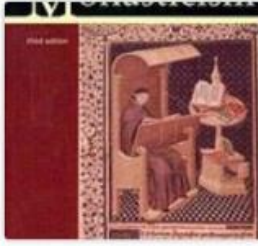


by C.H. Lawrence  
Print Book 2001

Held by Crown College Library

View Description

**Browse the Shelf**

at Crown College Library

 <a href="#">The monastic world, 1000-1300</a> by Christopher Brooke Print Book [1974] BX2470 .B76 1974	 <a href="#">Medieval monasticism : forms of religious life in Western Europe in the Middle Ages</a> by C.H. Lawrence Print Book 2001	 <a href="#">Reformation of the twelfth century</a> by Giles Constable Print Book 1998 BX2590 .C66 1996	 <a href="#">Commentary on the Rule of life</a> by Michael D Griffin, Otilio Rodriguez Print Book [1983]
Available Crown Library General Collection	BX2470 .L39 2001 Checked Out, Due 12/17/20 Crown Library General Collection	Available Crown Library General Collection	BX2840 .G75 1983 Available Crown Library General Collection

Send Feedback

Book that is checked out

Find similar titles and if they are **available**

Click arrows to see more



# Placing a hold

Is there a book you want, but it is checked out?

- View Description
- Browse the Shelf
- Explore Editions and Formats

## Check Availability

### Crown College Library

Please hold for me

Find the purple,  
'Please hold for  
me' button

0 available

#### Holding Summary

Local Holdings Available.

### Crown Library General Collection

Call Number

Status

BT841 .S3513 2012

Checked Out, Due 12/17/20

Verify Hold

Email  
Confirmation



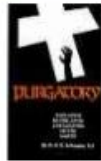
# Simple Hold Form

Submit a Place Hold Request

Required \*

 0 available from 1 copy of this title.

**Only have one  
copy of this title**



Purgatory : explained by the lives and legends of the saints  
by [F. X. Schouppe](#)

 Print Book

I need \*

Any Copy

I want it from

Crown Library General Collection

I want to pick up at \*

Crown Library

 Dates I need it

Item description(s)/Notes

Not required,  
but any other  
notes or  
questions, let us  
know :)

Submit

Cancel

Verify title

Need it ASAP?  
Click, 'Dates I  
need it'

You will get an email when the book is ready to be picked up!



In the meantime, feel free to browse our collection virtually or stop by :)



# Need Help? Contact Us

Call or email us anytime

Looking for an article  
or book we don't  
have, email us here



**Phone:**

952-446-4241



**Email:**

[library-cws@crow.n.edu](mailto:library-cws@crow.n.edu)



**Inter Library Loan:**

[interlibraryloan@crow.n.edu](mailto:interlibraryloan@crow.n.edu)

# Meet our Staff



Kathleen McBride

**Public Services Manager**

M.P.S.

Helps with library account, resource help, course reserves, general library questions

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Office: 952-446-4240

Office Hours:

Monday-Friday 7:30 am-3:30 pm



Mary Meehan

**Interim  
Director of Library and Media Services**

M.L.I.S.

Helps with reference, citations, interlibrary loan, archives

**Email:** [meehanm@crowm.edu](mailto:meehanm@crowm.edu)

Office: 952-446-4414

Office Hours:

Monday-Friday 8 am-4 pm

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