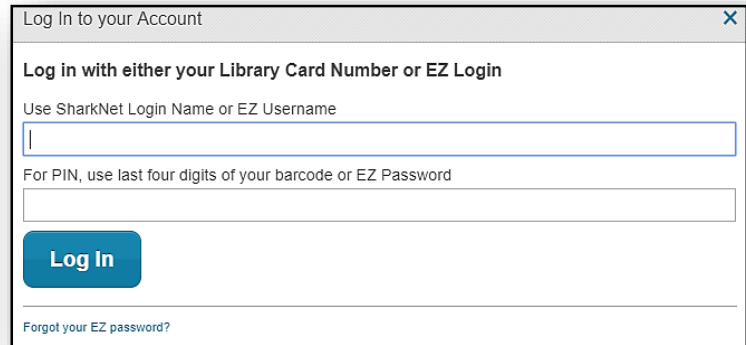# The Library Catalog:
Set Up an Account to View Your Checkouts, Renew Your Library Items, Create Lists, & Place Items on Hold

Set Up an Account
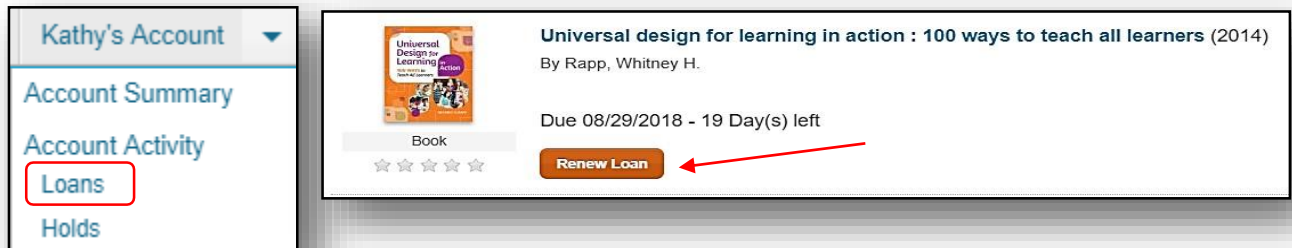
1. Navigate to the Library's Catalog:
   https://libcat.landmark.edu:8480/

2. Click the blue **Log In** link near the top right of your screen.

   Use your SharkNet login name (without "@landmark.edu") and the last 4 digits of your ID's barcode to sign in for the first time. Ask us for a new PIN if that one doesn't work.
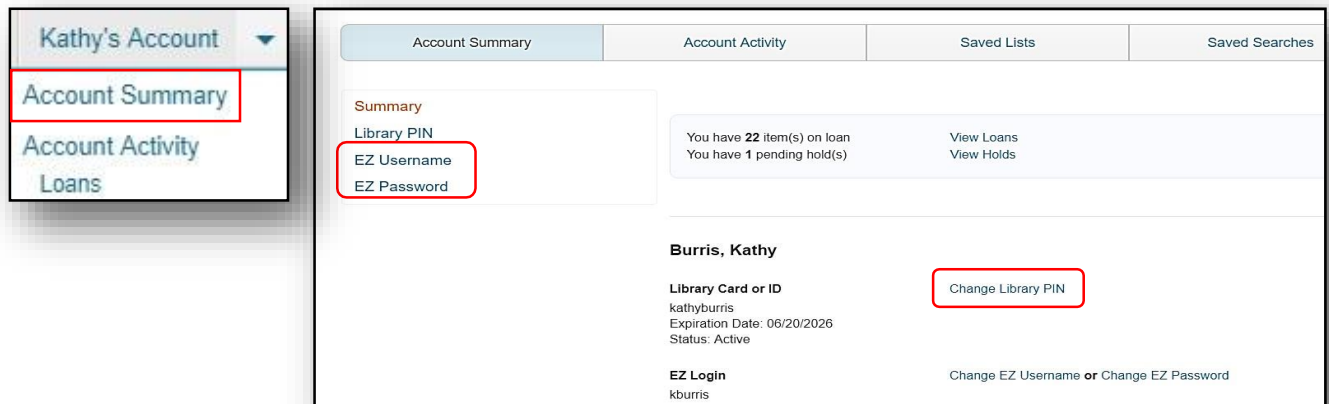

Renew Your Library Items

Use the **Account drop-down menu** near the top right of your screen to locate your **loans**. (You may renew one item at a time or all items at once if they are not on hold for another user.)

Change Your Username and/or Password (Optional)

Click the **Account** drop-down menu and choose **Account Summary**. On the left, you can create an EZ Username and/or an EZ Password (PIN) if you'd find them easier to remember.

Create Lists

Why create lists of items from our Catalog? You can:

- Remind yourself of books & films you wish to check out in the future
- Share with colleagues the most recently published books & films in your areas of interest
- Be able to print out the locations of the items you wish to check out before heading to the library stacks to find them
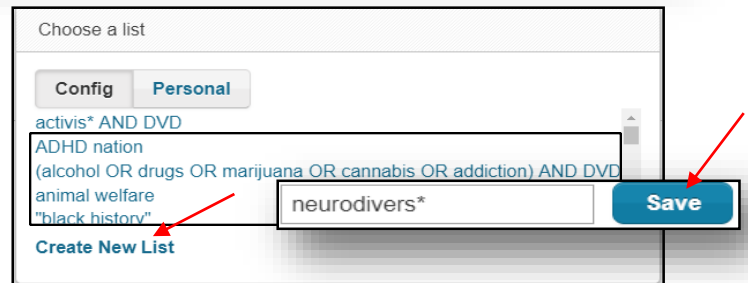
Create a new list from your search results:

When choosing your first item, click **Add To List** at the bottom of its record.
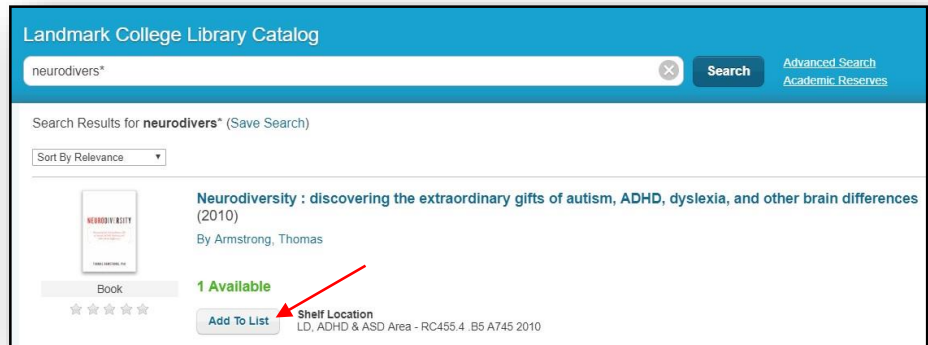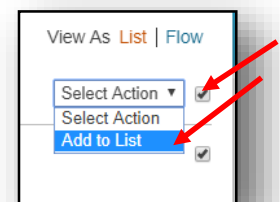
Create New List:
Your search keyword(s) becomes the default title for your list, but you can change it here.
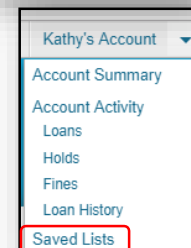
To select all the titles on the page:
Click the checkbox next to the **Select Action** dropdown menu at the top right of your results list. Then choose **Add to List**.
(You must repeat this step on subsequent pages of search results.)

To View, Print, Share, Rename, or Delete a List:
Click the **Account** dropdown menu near the top right of your screen and choose **Saved Lists**.

Place Items on Hold

1. You must be logged into your account to place items on Hold. Clicking on **Place Hold** will open a login screen if you're not already logged in.
   Only those items that are marked **Not Available** are eligible for being placed on Hold.

2. **Click the checkbox** next to the item, then click **Submit Hold**.
   (You will not receive a confirmation, but rest assured that you are now in the Holds queue for that item.)
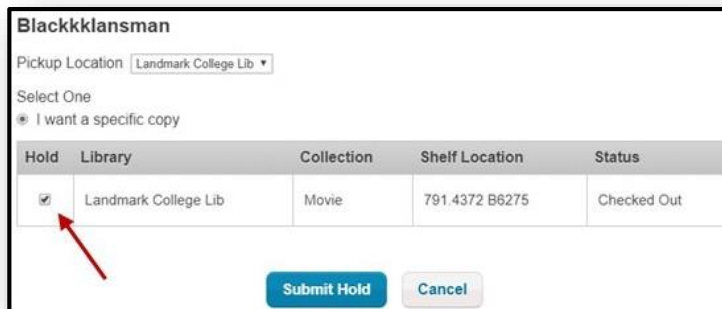
   You will receive an email from the Library as soon as the item is available for you to check out. We will place it on our Holds shelf, and you can ask for it at the Library front desk.