

Renewing Your Library Books Online

A link to log in to your library account to renew your checked out items is included in all of the courtesy and overdue notices that the library system automatically emails to your @gobbc.edu email account(s). The instructions below describe how to renew your items online.

To get to the login screen:

- In a courtesy or overdue notice, click on [Click here to log in to your account](#).
- From the BBC Library website, click on “Library Catalog” (in the blue band near the top of the screen. This will take you to the SWAN catalog. In the SWAN catalog, click on “My Library Account” (at the upper right in the blue band).

You will then see the following login page.

SWAN Library Catalog /BBC - Mozilla Firefox

File Edit View History Bookmarks Tools Help

S. SWAN Library Catalog /BBC

https://swan.searchmobius.org/patroninfo

Most Visited Getting Started Latest Headlines SWAN Catalog MOBIUS Catalog J.Finder Admin LC Authorities LC Catalogs BBC&S Catalog OCLC Bibs AWS KSMU HD2 Moody Radio a BF

BAPTIST BIBLE COLLEGE

SWAN Southwest Academic Network

BBC Library Home SWAN MOBIUS New Search My Library Account Help

Login

Please enter the following information:

Your Name:
Joe Student
For example, type "Jane Smith" and press TAB

ID followed by your institution code:
.....
For example, "1236541855BU"

Please enter or create your PIN:
.....
Type your PIN. Remember this number. Contact Circulation for help.

Forget Your PIN? Submit

Institution Code Help

For example, a student at Southwest Baptist University would enter 1236541855BU.

- Assemblies of God Theological Seminary - AGTS
- Baptist Bible College - BBC
- Cottey College - COTT
- Crowder College - CC
- Drury University - DU
- Forest Institute of Professional Psychology - FIPP
- Missouri Southern State University - MSSU
- Missouri State University - MSU
- Ozarks Technical College - OTC
- Southwest Baptist University - SBU

Please contact your library if you have any questions.

https://swan.searchmobius.org/patroninfo#

Inbox - Google A... SWAN Library Cat... Renewing Your Li... iirunner.exe Millennium Circul... 4:24 PM 8/22/2012

- **Your Name:** Enter your name as it appears on your BBC ID.
- **ID followed by your institution code:** Enter the “Library Patron Barcode” number on your BBC ID followed by “BBC.” Note that since the “Library Patron Barcode” number starts with “BBC,” what you will enter will both begin and end with “BBC.” It is not case-sensitive, so you can use upper or lower case letters. *Note: Forgetting to put “BBC” at the end of the “Library Patron Barcode” number is the most common reason people cannot log in to their accounts. If you cannot log in, check to see if you have included “BBC” at the end of your barcode number.*
- **Please enter or create your PIN:** The PIN is your password to access your account online. If this is the first time you have logged in to your account, decide what password

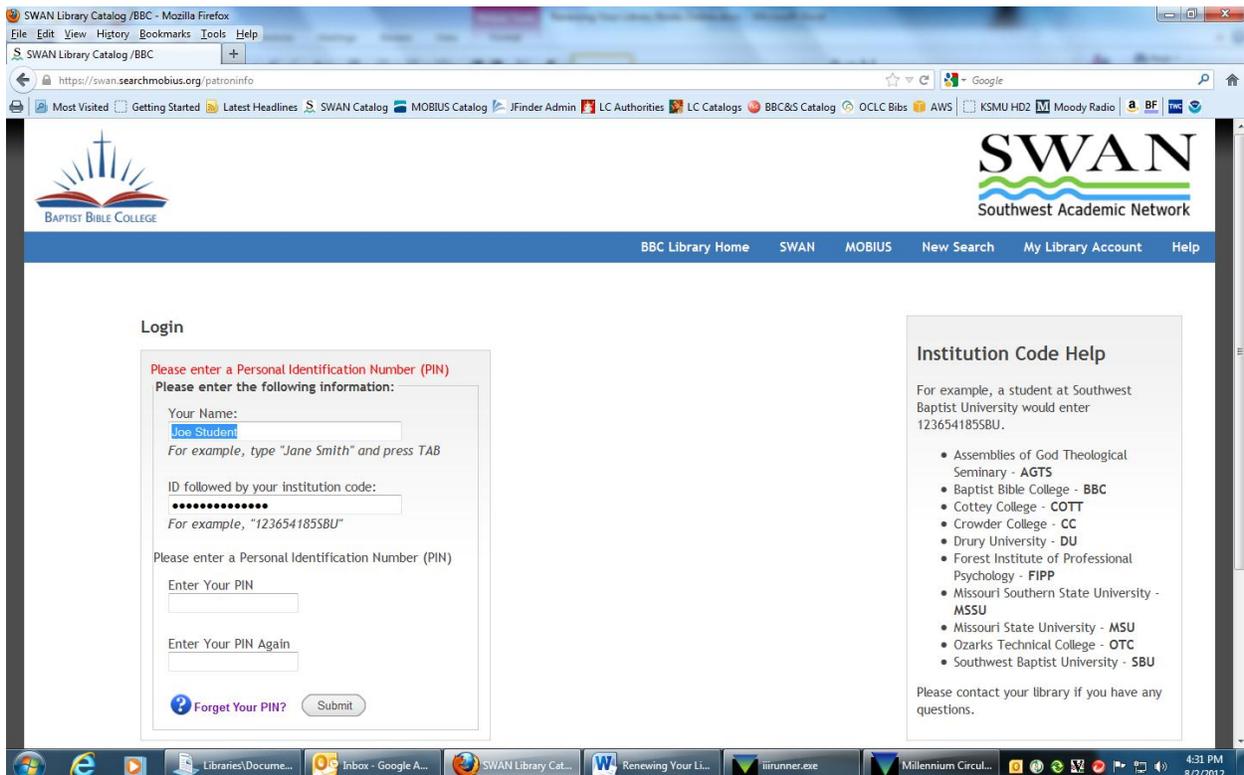
you want and enter it to begin the process of setting your PIN. If you have previously logged in to your account, enter the PIN you previously set. If you have forgotten your PIN, bring your ID card to the circulation desk and ask to have your PIN deleted so you can set a new one.

There are several parameters for PINs.

- PINs must be a combination of 4 to 30 letters and numbers.
- PINs must have at least one letter and at least one number.
- Pins are not case sensitive (i.e. there is no difference between “123ab” and “123AB”).
- PINs can contain only letters and numbers. Special characters (@, #, *, etc.) are not allowed.
- PINs cannot contain the same character consecutively repeated three or more times or a set of two to four characters repeated two or more times. Note that a PIN cannot contain these patterns, even as a part of the whole PIN. Because of this, the following PINs are invalid:
 - ABC999 – invalid because “9” is consecutively repeated three times;
 - 123123 – invalid because the pattern “123” is repeated;
 - 123ababcd – invalid because “ab” is repeated, even though it is part of a larger PIN.

After you have entered the requested information, click on the “Submit” button.

If you have not previously created a PIN, you will be directed to the following page. Enter your new PIN two more times and click on “Submit” to set it.



Once you are logged in to your account, you will be taken to the following page where there are various options in the menu on the left. In this example, the patron owes the library money, so unpaid fines and bills are displayed by default. If this patron had not owed any money, his items checked out would have been displayed by default. To see items checked out, click on the link on the left.

The screenshot shows the SWAN Library Catalog interface. At the top left is the Baptist Bible College logo. At the top right is the SWAN Southwest Academic Network logo. A navigation bar contains links: BBC Library Home, SWAN, MOBIUS, New Search, Return to My Account, Log Out, and Help. Below the navigation bar, it says "You are logged in as Student, Joe I." and "Student, Joe I." is displayed in a box. On the left side, there is a menu with the following items: "0 requests (holds)", "5 Items currently checked out" (with a mouse cursor over it), "Modify Personal Information", "Modify PIN", "Preferred Searches", and "My Record Feeds". In the center, there is a "FINES" section with a table showing overdue items and a total of \$18.25. On the right, there is a "Search Options" menu with items like Advanced Search, Keyword, Author, Title, etc. At the bottom, a Windows taskbar is visible with various application icons and a system clock showing 4:46 PM on 8/2/2012.

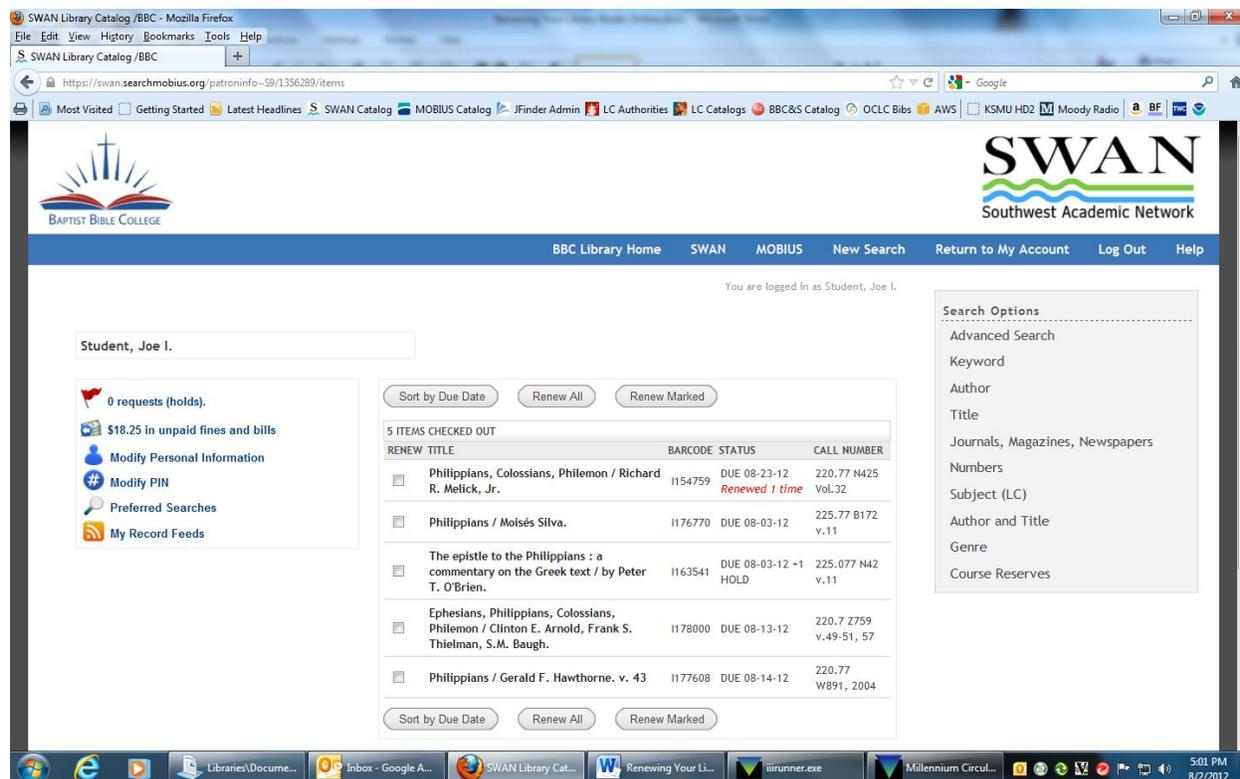
OVERDUE	ITEM	RETURNED	\$3.25
DATE CHECKED OUT:	WED JAN 25 2012 12:09PM		
DATE DUE:	TUE JAN 31 2012		
DATE RETURNED:	MON FEB 13 2012		

COST OF REBINDING BOOK DAMAGED BY PATRON
\$15.00

TOTAL FINES \$18.25

Click here to see items checked out.

The items checked out screen looks like this.



Each of the items checked out will be shown, along with its barcode number, call number, the date it is due, the number of times it has already been renewed, and any holds on the item.

The image of the example screen above was made on 8/2/2012. Of the five items shown:

- Item one has already been renewed 1 time and is due on 8/23/2012.
- Item two is due on 8/3/2012 (tomorrow).
- Item three is due on 8/3/2012 (tomorrow) and also has one hold on it.
- Item four is due on 8/13/2012.
- Item five is due on 8/14/2012.

Items can only be renewed if they meet the following conditions:

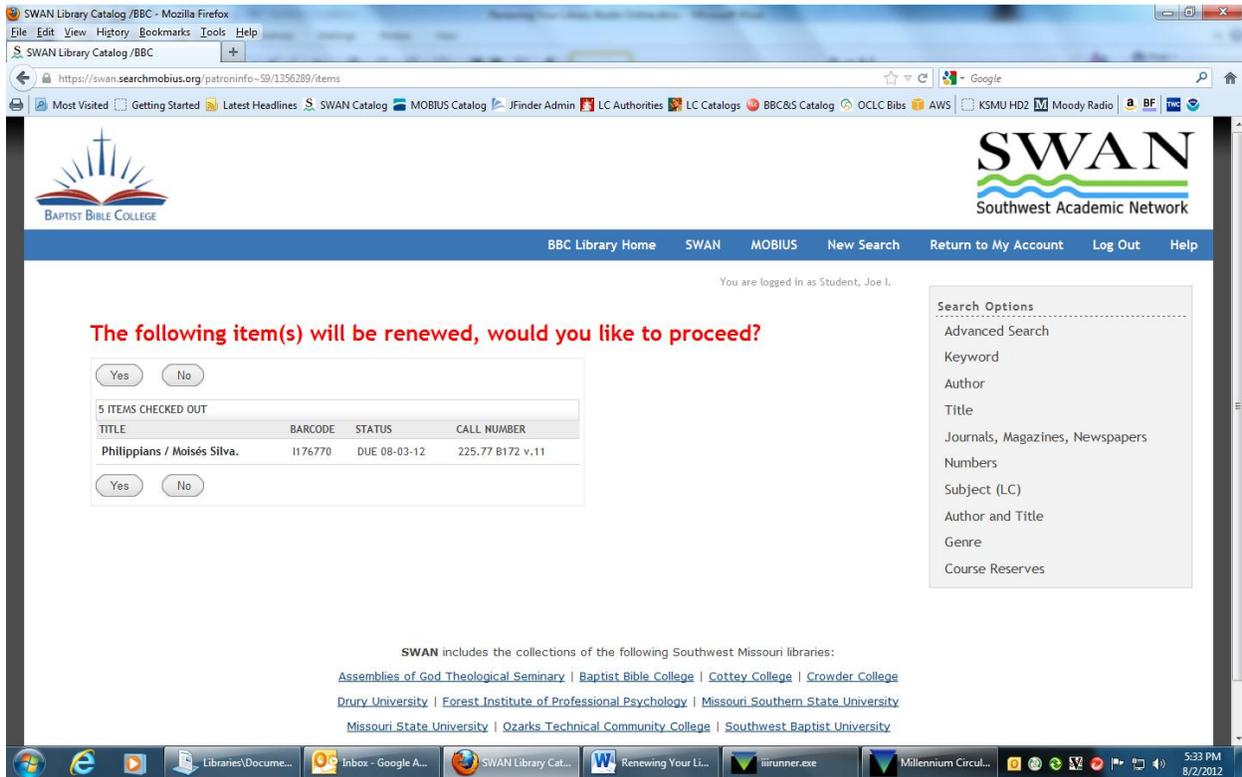
- The item is one that can be renewed (reserve items cannot be renewed).
- It is no more than 3 days before the date due that is shown in the status column.
- The item has not already been renewed two times (items can be renewed two times and then must be returned to the library). Items that are overdue can be renewed as long as they meet the other conditions. Any overdue fines accrued before the overdue item was renewed will still be owed.
- There are no holds on the item (holds indicate that someone else needs the item, so it cannot be renewed and must be returned to the library).

In the example above, the first, fourth, and fifth items cannot be renewed because their due dates are more than 3 days away. The third item cannot be renewed because it has a hold on it. Therefore, the only item that can be renewed is the second item.

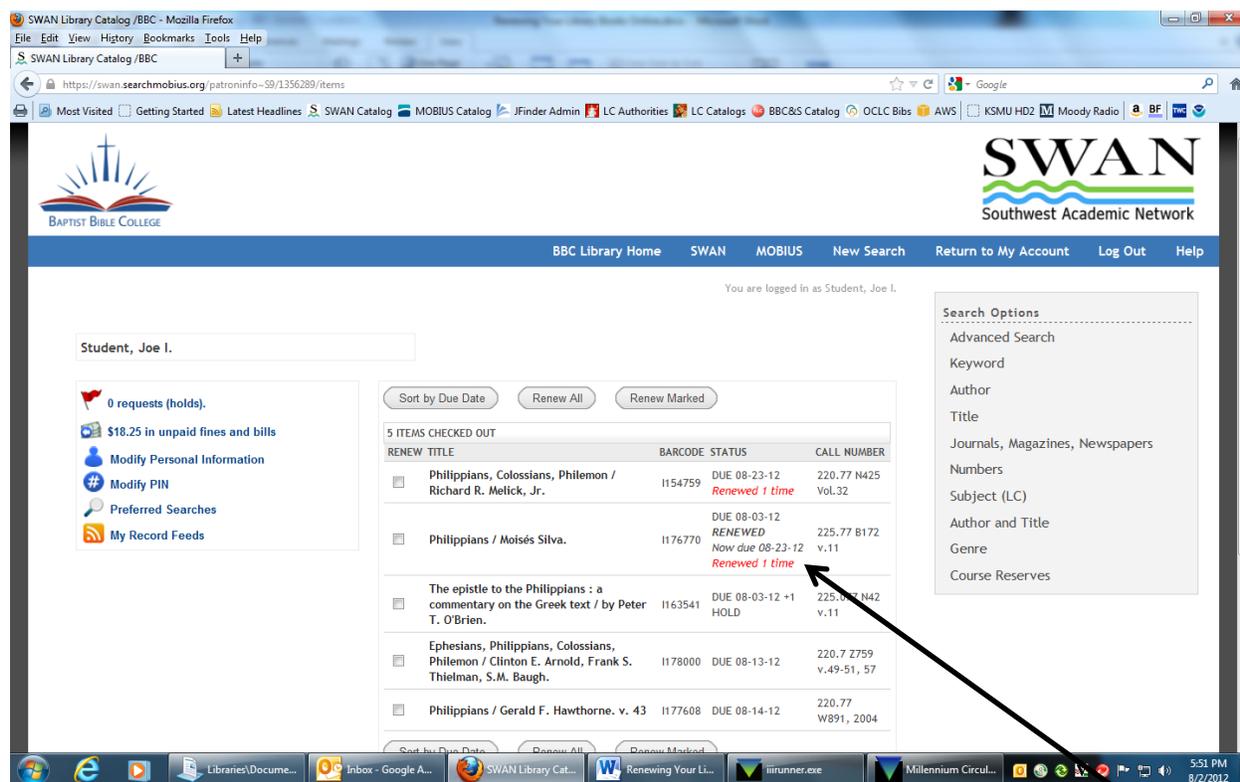
To renew items:

- Click on the box to the left of the item(s) you want to renew, and then click on “Renew Marked”; or,
- Click on “Renew All.” “Renew All” will only renew items that are eligible to be renewed.

You will then see the following screen. Click on “Yes” to renew the items listed.



After clicking “Yes,” you will be taken back to the items checked out screen where you can see that the item(s) have been renewed and the new due date(s).



The second item shows that it has been renewed and the due date is now 8/23/2012. —

When you are done, click on “Log Out” (at the upper right in the blue band).

If you need any assistance, please contact the library at (417) 268-6075 or email us at library@gobbc.edu.

While it is usually easiest to renew your items online, you can also renew your items the following ways:

- Bring your “Patriot Card” ID card to the library circulation desk and ask us to renew your items. You do not need to bring the items; all we need is your ID.
- Call the library at (417) 268-6075 and ask us to renew your items for you.
- Send an email to library@gobbc.edu and ask to have your items renewed. Be sure to include your full name and your library patron barcode number in the email.

Note that the conditions for renewing items on page 4 of these instructions also apply to renewing items in person, by telephone and by email.