



# Library Staff Instructions

## Managing Your Account

Once you have created a staff account, use the My account link on the bottom of the DueNorth home page to:

- Edit your information
- See All Requests PLACED By Your Library
- See All Requests RECEIVED By Your Library
- Manage your Library Lending Profile including suspending ILL for staffing issues or library renovations and relocations.
- You may also select “Filter Own System” in order to filter your home system from the request screen:

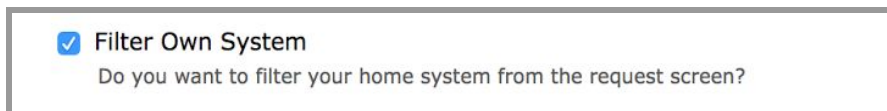


Figure 3: Filter Own System

- If DueNorth is your primary catalog, ensure that this box is unchecked in order to access all items including your own in catalog searches.

If you have questions about using the DueNorth catalog, please contact Christi Sommerfeldt at [christi@nynln.org](mailto:christi@nynln.org) or call (315) 265-1119.