Learn how patrons can access their accounts to renew items, remove and edit holds, and view fines in WorldCat Discovery. WorldCat Discovery allows patrons of libraries using WorldShare Management Services to access their library account and take action on their items.

**My Library Account screen**

1. From WorldCat Discovery, click your first name in the upper right corner of the screen.
2. Select My Account from the drop-down menu. The My Library Account screen appears.

A direct link to your library patrons’ My Library Account will have the following format: https://yourlibrary.on.worldcat.org/myaccount. Replace yourlibrary with your library’s identifier.

**1. Checkouts**

On the My Library Account screen, the Checkouts tab is displayed by default. From this tab, you can:

- View the status of all items you currently have checked out. Use the Sort by drop-down list to sort your checked out items by:
  - Due Date (default)
  - Title
  - Author
  - Format
• Published Date
  • Click the **Renew** button to renew an item.

2. Holds
Click the **Holds** tab to view a list of all items you have on hold, including those that are ready for pick-up. Use the Sort by drop-down list to sort your holds by:

  • Queue Position (default)
  • End Date
  • Title
  • Author
  • Published Date

You can also edit or remove hold requests from the Holds screen.

To **edit a hold request:**

1. Click the **Edit** button. The Edit a hold for this item screen appears.
2. Change the selected pick up location or hold dates.
3. Click **Submit**. The request is updated.

To **remove a hold request:**

1. Click the **Remove** button. A confirmation message appears.
2. Click **Yes, remove my hold**. The request is removed from your account.

3. Charges
Note: Fees and fines cannot be paid from WorldCat Discovery.

Click the **Charges** tab to view all outstanding and accruing charges on your account.