

Library ELF allows you to receive e-mails about your overdues and items on Hold. Follow these simple steps to set up your account.

**STEP 1**

1. Type your e-mail address twice
2. Type your *password* twice
3. Type your *first* and *last* name
4. Tick the box to agree to the *terms of use*
5. Click the *create ELF Account* button

**STEP 2 – part 1**

1. Type the *first* and *last* name that appear on your card
2. Select **UK – Bracknell Forest Libraries** from the list
3. Type your *library card number* (if this is your E+ card, type only the last 8, Red, digits)
4. Type your *four-digit pin number* (you must confirm this by going into your local branch)
5. Click the *Save* button

**STEP 2 – part 2**

First Name	Last Name	Library	Card Number	PIN	Retype	Delete
Richard	Howse	BracknellForest	0215****	****	****	X

1. You may add more cards (perhaps your entire family's)
2. Click the *Continue to Step 3* button

**STEP 3**

Sign Up  
Email, RSS and Text Message Options

Specify your reminder preferences.

Step 3 of 4

Reminders - Email and RSS  
Email will be sent to: r1x@hotmail.com

Remind me of items due: three days before due date

Remind me of overdues:  No  Once  Everyday

Remind me of holds:  No  Once  Everyday

Cc notices to:   
e.g. joe@hotmail.com, jan@yahoo.com

Delivery method:  Email  RSS  RSS and Email  XML

Text Message Alerts\* (Holds, Due - on day only)  
\* US and Canada only \*

Cell number:   
e.g. 6045551234 (no spaces or dashes)

Carrier: - Select carrier -

Note: Your carrier's usual text messaging fees apply.

Finish

1. Select *number of days* reminder you require
2. Select *how many times* you want overdue reminders
3. Select *how many times* you want holds reminders
4. Input an alternative e-mail address for CC
5. Select your *delivery method* (E-mail recommended)
6. Click the *Finish* button

**STEP 4**

An e-mail will be sent to your e-mail account. You will need to read that e-mail and follow the link to complete your ELF account activation.

Sign Up  
Verify your address

Step 4

\*\* An email has been sent to r1x@hotmail.com. It should arrive shortly.  
\*\* Please click the link within the email to complete your registration.

If you use spam filters you will need to add the domain libraryelf.com (or elf@libraryelf.com) to your address book or your list of acceptable senders.

Note: You must verify your email address to activate notification.

Account ID

Name: Richard Howse  
Your Elf Account ID: r1x@hotmail.com

Library Cards

Name on Card	Library	Card Number
Richard Howse	Bracknell Forest Libraries	0215

Options

Advance notices will be sent: three days before due date  
Send overdue notices: Once  
Send hold notices: Once  
Send copies of email notices to: none specified  
Cell number for Hold alerts: none specified  
Send reminder notices by: Email

Once you have *signed in*, you may:

1. Click *Check My Cards* to view your items and overdues
2. View *Due Dates*
3. View *your current items out*
4. View *existing holds*

Please visit:

<http://www.bracknell-forest.gov.uk/libraries>

and access the Library Catalogue to view, reserve or renew stock.

User Services  
Sign-Out  
Check My Cards  
My Account

Sign Up/Help  
Sign Up  
FAQ  
List of Libraries  
Demo

Request Services  
Feedback/Help  
Tell-a-Friend

Other  
Bestseller Lists  
What's New  
Testimonials  
About Elf

Search Titles:  
Amazon.com  
Amazon.ca  
Amazon.co.uk  
Barnes & Noble.com  
AbeBooks.com  
AbeBooks.co.uk  
chapters.indigo.ca

Library Items on Loan  
Friday, July 20, 2007 -- r1x@hotmail.com

July 2007							August 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5						
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

(Hover over dates to see titles; click Due to go to the library.)

Not Due Yet (4)

Library	User	Title	Due Date
BracknellForest	Richard	The writer's Journey : mythic structure for storytellers and screenwriters /	Jul 24
BracknellForest	Richard	Writing dialogue for scripts /	Jul 24
BracknellForest	Richard	Writing fiction.	Jul 24
BracknellForest	Richard	Sputnik sweetheart /	Aug 07

Holds Not Ready Yet (2)

Library	User	Title	Status
BracknellForest	Richard	Norwegian wood /	Place 1
BracknellForest	Richard	South of the border, west of the sun.	Place 1

Summary

User	Library	Overdue	Due Within 3 Days	Not Due Yet	Total
Richard	BracknellForest	0	0	4	4

Report bugs and problems via Feedback.