



## How do I renew Library materials online?

In order to access your library account online, you will need your library card barcode number and your 4-digit PIN number. If you do not know your PIN number, please bring your ID to the Library Circulation Desk and a member of the circulation staff will give it to you. Please do not share this number with anyone.

### To renew an item:

1. Click on the **Search the Catalog** link on the library website.
2. Click on **My Account**.
3. When prompted to do so, enter your **user name** (the 14 digit number on the back of your library card) and your **PIN number** (the 4 digit number you chose when you received your library card).
4. Click on the **Checkouts** tab.
5. Select which items to renew, and click on the **Renew** button.

You will receive a message telling you which items were renewed and a list of new due dates. *Please take note of any failures to renew.*

Only those library items that are not overdue are eligible for renewal. If you have a fine on your record, you will not be able to renew materials. Books may be renewed twice, DVDs once.