

## To access your Library Account:

- Go to our website - [www.kurthmemoriallibrary.com](http://www.kurthmemoriallibrary.com)
- On the left side of the screen, click on "[Online Catalog/Renew Items/Access Account](#)"
- In the upper right corner, you will see a place to enter "**User ID**" and "**PIN**". Your User ID is the barcode number on your library card. The PIN will be CHANGEME or 0000 (unless you've already changed it – If you have & have forgotten what you changed it to, come in or call the library and we can reset it for you)
- Once you've entered the User ID and PIN, those fields will disappear from the screen, and you should now see "**MY ACCOUNT**" on that first line below the KML picture (next to last on the right).
- If you click on "MY ACCOUNT", you will be given the options to **Review** your account, **Change** your PIN, **Renew** your materials", or **Change** your address.
- To log out, just click **log out** in either of the blue bars or in the upper right corner.

## To renew items online:

- Click on "**Renew My Materials**" and it will show a list of items currently checked out on your account.
- Check the box to the left of the items you want to renew and click "**Renew Selected Items**".
- A new screen will come up, telling you if the items were successfully renewed and giving you the new due date.
- If this is your first visit, be sure to change your PIN before you log out.
- To log out, just click **log out** in either of the blue bars or in the upper right corner, or click "Go Back" to return to the "My Account" screen.

## To see a summary of your account:

- Click on "**Review My Account**" and it will show a summary of your account, including account status, any unpaid fines, the number of items checked out, the number of unfilled holds and the number of requests placed by you.
- Check the word "**Checkouts**" to see a list of your current checkouts and their due dates.
- Check the word "**Holds**" to see a list of items you have requested be held for you.
- Check the word "**Requests**" to see a list of requests you have placed online. This might include suggestions of materials to purchase, Inter-Library Loan requests, address changes, etc.
- Check the word "**Bills**" to see a list of unpaid bills on your account, including both late fees and fees for damaged and lost materials.
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## To change your PIN:

- Click on "**User PIN change**".
- Look for the field labeled "**Enter new PIN**", and enter a PIN number you will be able to remember. The PIN should consist of four numbers.
- In the field labeled "**Re-enter new PIN**", type the new PIN a second time.
- Click **Change PIN** to save.
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### To notify us online of email or address changes:

- Click on “**Change My Address**”
- Fill in the corrected information in the displayed fields and click “**Send**”
- To log out, just click **log out** in either of the blue bars or in the upper right corner, or click “Go Back” to return to the “My Account” screen.