To access your Library Account:
- Go to our website - 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.
- 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 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.
- 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 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 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.