

## To renew items online:

- 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.
- 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.