

RENEWING PARMLY BILLINGS LIBRARY MATERIALS

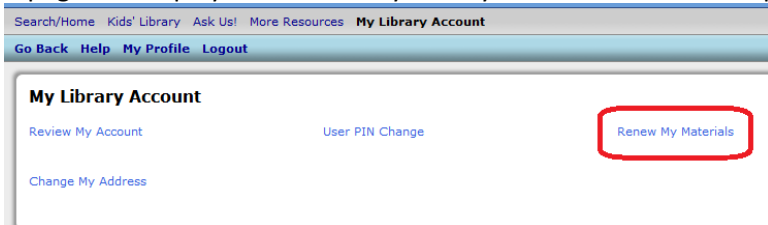
1. After connecting to the Library Catalog, enter your library card number and PIN in the fields provided at the top right corner of the Catalog Homepage. Click the LOGIN TO MY LIBRARY ACCOUNT button.



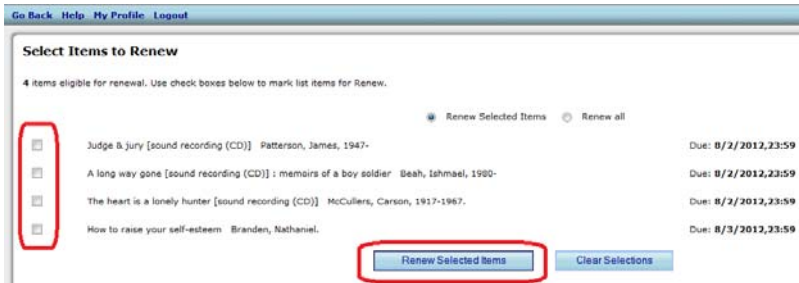
2. On the horizontal menu, choose "My Library Account"



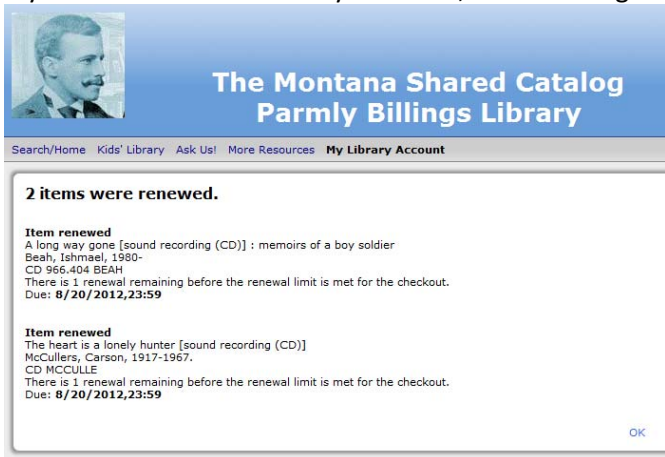
3. A page will display that has a "My Library Account" box with 4 options. Click on RENEW MY MATERIALS.



4. When the "Select Items to Renew" screen pops up, check the box next to the item(s) you wish to renew. Then click the button "RENEW SELECTED ITEMS". A page will pop up with a message that the item was renewed and the new due date



5. If your items are successfully renewed, the following screen displays:



NOTE: If the item has been requested by another patron or if you have reached the maximum number of renewals, it will not renew. In that case, the following message appears: "Item failed to be renewed."