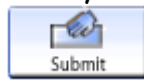


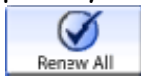
HOW TO RENEW AN ITEM ONLINE

If you are renewing an item from home begin at step 1. If you are renewing an item in the library begin at step 3.

1. Go to the Jericho Public Library website (www.jericholibrary.org)
2. Click on the **My Account** link on the right side navigation bar (skip to step 4)
3. Click on **My Account**
4. Type in the following information:
 - Your name
 - Your barcode - omit spaces (located on the back of your library card)
 - Your PIN number (any four digit number you will remember, you can use the last four digits of your phone number to make this simple)



5. Click on the Submit button
 - If this is the first time you are entering a PIN number, you may be asked to type in the number several times for verification purposes
6. Click on the link showing the number of items you currently have checked out
7. At this point you can either Renew All your items by clicking on the Renew All



button or you can renew specific items by clicking in the check box located to the left of each item

8. After selecting the specific items to renew click on the grey bar labeled RENEW SELETED ITEMS 

9. NOTE: **Not all items are renewable**

Items that cannot be renewed will **NOT** have a check box

10. If the item has been renewed successfully, the new due date will be displayed next to the item with the word RENEWED next to it

11. Once you have finished renewing your items, remember to LOGOUT



12. If you need help, always ask a librarian or call the Reference desk at (516) 935-6790... that's why we're here