

HOW TO RENEW AN ITEM ONLINE

1. Go to the Jericho Public Library website (www.jericholibrary.org).
2. Click on the **My Account** link on the top right side of the navigation bar.
3. Enter the following information:
 - Your barcode - omit spaces (located on the back of your library card)
 - Your PIN number
4. Click on the **Submit** button.
 - If this is the first time you are entering a PIN number, you may be asked to enter the number several times for verification purposes.
5. Make sure you are in the screen that lists all of the items you currently have checked out.
6. At this point you can either **Renew All** of 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.
 - **NOTE: Not all items are renewable.**
7. After selecting the specific items to renew, click the **Renew Marked** button.
8. You will be asked to confirm your selection. If it is correct, click **Yes**.
9. 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. If it has not been renewed successfully, the status will read the reason why the item(s) has not been renewed.
10. Once you have finished renewing your items, remember to Log Out.
11. If you need help, always ask a librarian or call the Reference Desk at (516) 935-6790...that's why we're here!



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