

## How to Renew Items Online



- 1) Log on to the library website at <http://www.ecrlib.org>
- 2) Click on **ECRL catalog** on the left
- 3) Click on the **My Account** option in the lower right hand portion of screen
- 4) Enter your **Username** or **Library Barcode** and then your **Password** (*ask library staff for assistance, if needed*)
- 5) Your “**Account Summary**” screen appears
- 6) Click on the **Items Checked Out** column
- 7) A list of the items you currently have checked out will appear.
- 8) Check the box for each item you would like to renew
- 9) Choose the **Renew Selected Items** box at the right hand top of the screen.
- 10) A box will appear asking if you want to renew the item(s), Choose **Okay** or **Cancel**.
- 11) Another box will appear telling you how many items you have renewed.
- 12) If the number in the **Renewals Remaining** column is “**o**”, the item may **not** be renewed.

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