

## How to Renew Items Online



To renew an item(s) online, please follow these procedures:

- 1) Log on to the library website at <http://www.ecrlib.org>
- 2) Click on **ECRL catalog** on the left
- 3) Enter your **USER ID & PIN** number in the upper right hand corner to login to the catalog
- 4) Choose the **My Account** option in the middle of the screen
- 5) Then choose the **Renew My Materials** option
- 6) Choose either the **Renew Selected Items** or **Renew All** option
- 7) If you choose, **Renew Selected Items**, then click which item you wish to renew
- 8) Click **Renew Selected Items**
- 9) If message pops up saying “**items failed to be renewed**” - either you have already renewed the item, or the item is on hold for another user

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