

## **How do I renew my items?**

- **Renew by phone:** You may renew items over the phone by calling us at 620-583-6222. If the library is closed, you may leave a message on the answering machine listing your name and the items you wish to renew.
- **Renew online:** You must have a PIN # to be able to log in and access your account online. First you must log in with your name (last, first), library card barcode, and your PIN #. To renew you simply click your name on the upper right side of the page. This will take you to your account where you can see all the items you have currently checked out. Select the item(s) you would like to renew and then select either the “Renew All” button or the “Renew Marked” button. If you are unable to renew the item, such as it has already been renewed once, a message will alert you. If you have any questions or concerns please call us at 620-583-6222.
- **Visit the library:** Simply visit the library, you do not have to bring the item with you in order to renew it.