HOW DO I:

<mark>RENEW AN ITEM</mark>

NOTE: Patrons whose accounts have been blocked due to fines or bills over $5.00 will not be allowed to renew their items and need to contact their local library during normal operating hours.
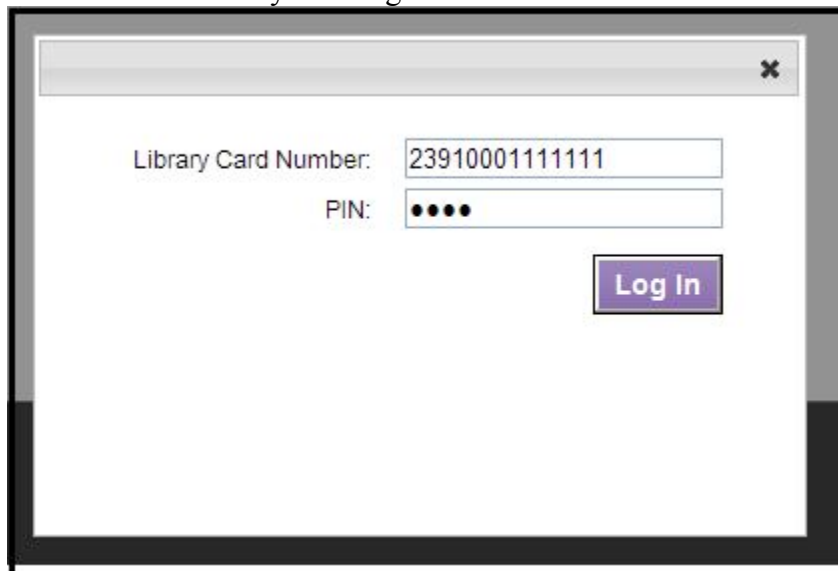If an item has holds on it, or is a "Walk-in" item, it will not be able to be renewed. Please do not wait until the last minute to renew an item or you may incur fines if the item becomes overdue.
*Most items can be renewed two times.

1.) First go to the Library Catalog: http://dlc.lib.de.us/client/default/?
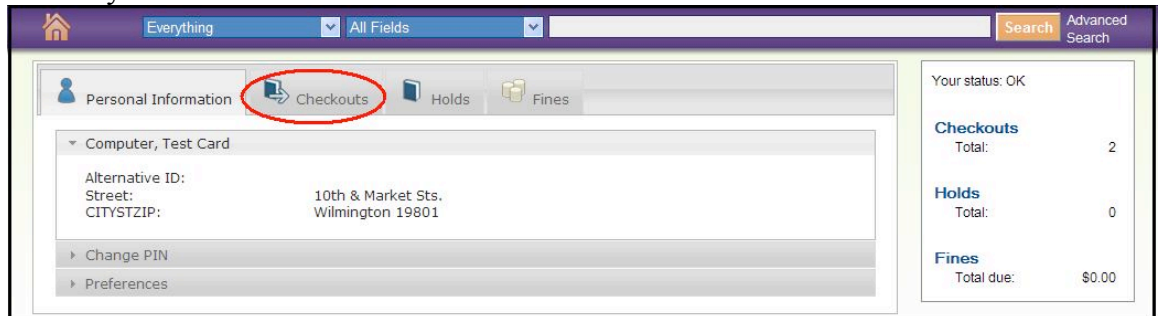2.) Click on "MY ACCOUNT" in the upper right corner.

3.) A box will pop up requiring you to enter in your "Library Card Number" – the 14 digit barcode number (no spaces) on the back of your Library Card.
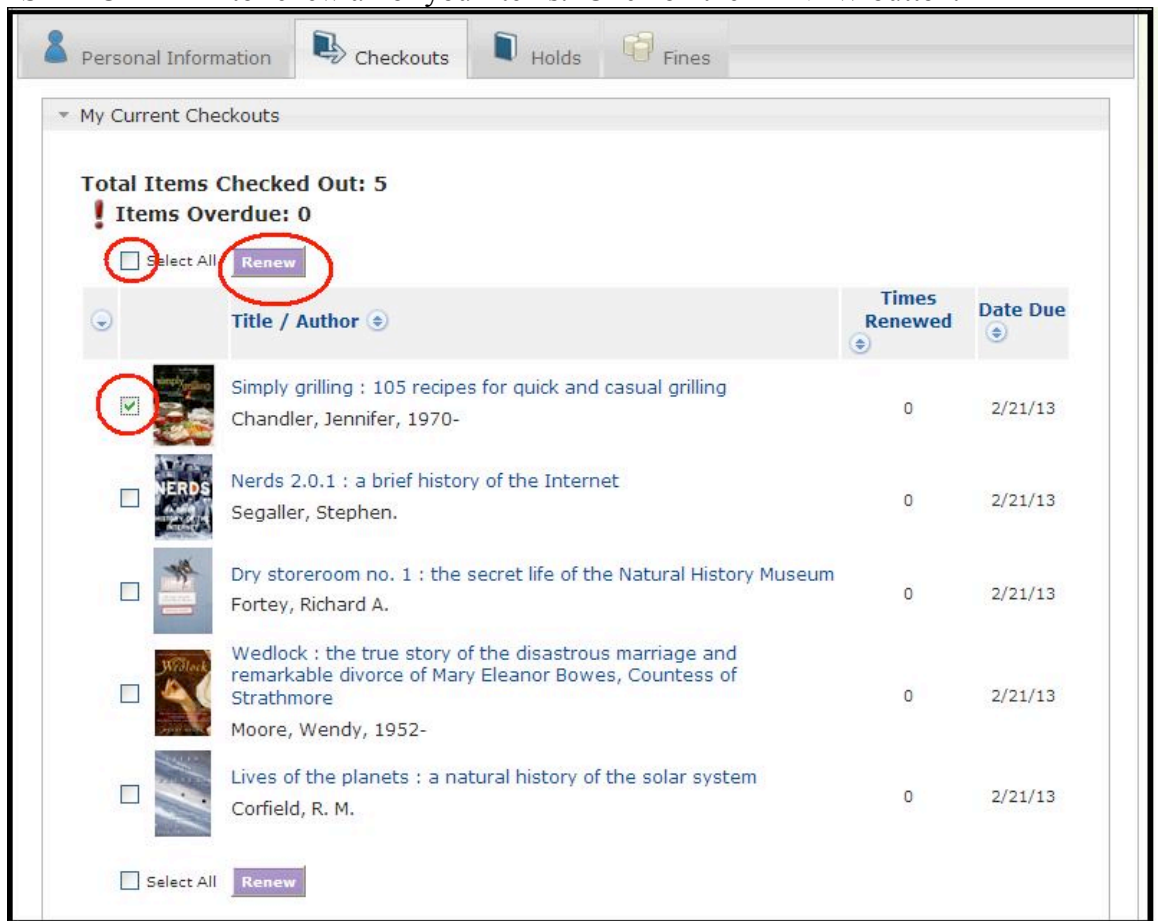Tab down and enter your 4 digit PIN number.

LOGIN FAILED? Click here for suggestions. Possible reasons for failure.

4.) When your account comes up, you will see your personal information plus tabs for checkouts, holds, and fines. Click on "CHECKOUTS" to see the items you currently have checked out.

5.) Click on the box next to every item you would like renewed, or click on "SELECT ALL" to renew all of your items. Click on the RENEW button.

PLEASE NOTE: If an item has holds on it, or is a "Walk-in" item, it will not be able to be renewed. Please do not wait until the last minute to renew an item or you may incur fines if the item becomes overdue.
Having fines over $5.00 will also prohibit you from renewing your items.

My Current Checkouts

Total Items Checked Out: 5
! Items Overdue: 0

☐ Select All   Renew

		Title / Author	Times Renewed	Date Due
	☐	Simply grilling : 105 recipes for quick and casual grilling Chandler, Jennifer, 1970- Item has holds	0	2/21/13
	☐	Nerds 2.0.1 : a brief history of the Internet Segaller, Stephen.	1	2/21/13
	☐	Dry storeroom no. 1 : the secret life of the Natural History Museum Fortey, Richard A.	1	2/21/13
	☐	Wedlock : the true story of the disastrous marriage and remarkable divorce of Mary Eleanor Bowes, Countess of Strathmore Moore, Wendy, 1952-	1	2/21/13
	☐	Lives of the planets : a natural history of the solar system Corfield, R. M.	1	2/21/13

6.) Your new "DATE DUE" will be displayed as will the number of times an item has been renewed.
Most items can be renewed twice. Some exceptions such as "Walk-in" items cannot be renewed.