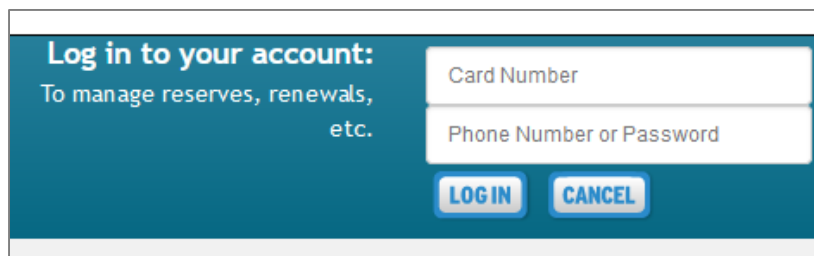


# HOW TO RENEW AN ITEM

Go to our catalog by typing <https://oneonta.biblionix.com/catalog/> into your web browser, or visiting our website <https://oneontapubliclibrary.org> and clicking the [Catalog](#) link at the top of the page. At the top right of the screen you will see the account login field.



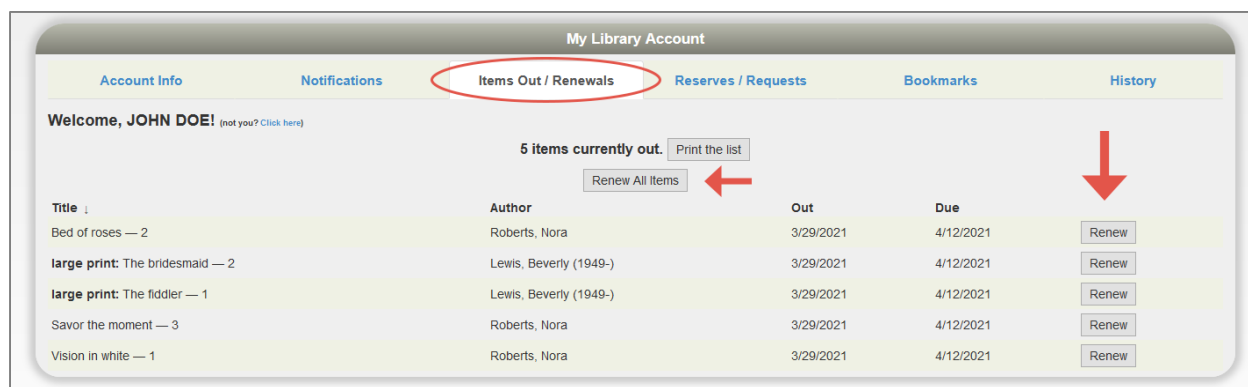
The login form is titled "Log in to your account:" and includes the text "To manage reserves, renewals, etc." It features two input fields: "Card Number" and "Phone Number or Password". Below the fields are two buttons: "LOGIN" and "CANCEL".

Log in to your account by entering your fourteen-digit card number, which is found on the back of your library card below the barcode, and the phone number we have on file for you, area code included, with no spaces or dashes. Please make sure we have the correct phone number on file in order to log in successfully.

Once you have logged in, click on [MY ACCOUNT](#).



Click on [Items Out / Renewals](#). This tab displays the items that are currently checked out to your account. You can review when the items are due back.



The screenshot shows the "My Library Account" page with the "Items Out / Renewals" tab selected. It displays a list of 5 items currently out, with columns for Title, Author, Out, Due, and Renew. A red arrow points to the "Renew All Items" button, and another red arrow points to the "Renew" button for the first item.

Title	Author	Out	Due	Renew
Bed of roses — 2	Roberts, Nora	3/29/2021	4/12/2021	Renew
large print: The bridesmaid — 2	Lewis, Beverly (1949-)	3/29/2021	4/12/2021	Renew
large print: The fiddler — 1	Lewis, Beverly (1949-)	3/29/2021	4/12/2021	Renew
Savor the moment — 3	Roberts, Nora	3/29/2021	4/12/2021	Renew
Vision in white — 1	Roberts, Nora	3/29/2021	4/12/2021	Renew

You can renew items individually by clicking the [Renew](#) button in the right hand column, or you can renew all items out by clicking the [Renew All Items](#) button at the top of the list. A renewal extends the length of your checkout by two weeks. You can also renew items over the phone.

**Please note:** Items that are currently on hold for someone else cannot be renewed. Movies are exempt from renewal. If you cannot renew any of your items, there may be a problem with your account. Please call for more information.