

Renewal Policies

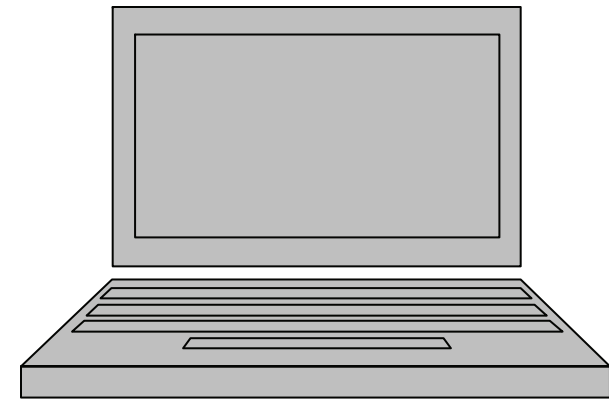
- ♦ *An item may only be renewed twice.*
- ♦ *Movies (DVDs and video-cassettes) are not renewable.*
- ♦ *If a hold has been placed on an item you have checked out, you cannot renew it.*
- ♦ *If you have an overdue item or an unpaid fine, you cannot renew online.*
- ♦ *Items borrowed from outside of the Kent/Sussex library network usually cannot be renewed.*
- ♦ *For more information and instructions on account functions, visit lib.de.us/howdoi.html*

Delaware Division of Libraries

43 S. Du Pont Highway
Dover, DE 19901

Phone: 302-739-4748
Website: lib.de.us

Managing Your Library Account Online



How to Access Your Library Account Online

What you need:

- Any computer connected to the Internet
- Your Delaware Library Card & PIN number

Go to: www.lib.de.us

Click on **CLICK HERE TO SEARCH THE CATALOG** in the top left corner of the screen.

Enter your library card number in the **USER ID** box, and your **PIN** number in the **PIN** box (in the purple area).

After the screen refreshes, click on **My Account** in the green area.

When you click on **My Account**, you have four options to choose from:

- **Review My Account**
- **Renew My Materials**
- **User PIN Change**
- **Contact local library to change address**

When Are My Books Due?

Review My Account is the place to go to:

- Check the due dates of the items you have checked out
- Check the status of the items you've placed on hold
- Cancel or temporarily suspend a hold

Although you can view the items you have checked out on this **Review My Account** screen, you cannot renew them here. You must click on the blue **Go Back** button, then select **Renew My Materials** from the **My Account** menu.



Renewing Your Items

Renew My Materials is the place to go to renew your library items.

To renew all of your items at once, click on **Renew All**. To select individual items for renewal, click on the box next to each title to select it.

To complete the renewal, click on **Renew Selected Items** at the bottom of the screen. A confirmation screen will show the new due date. If not, an error message will indicate which items could not be renewed. (See the back of this page for renewal policies.)

If something isn't renewing properly, or you are having difficulty with the online catalog, please call the library. You may also click on **Contact Us** in the green area of the home page, and send us a message. Your question is routed to the library you received your card from, and staff will reply with an answer.