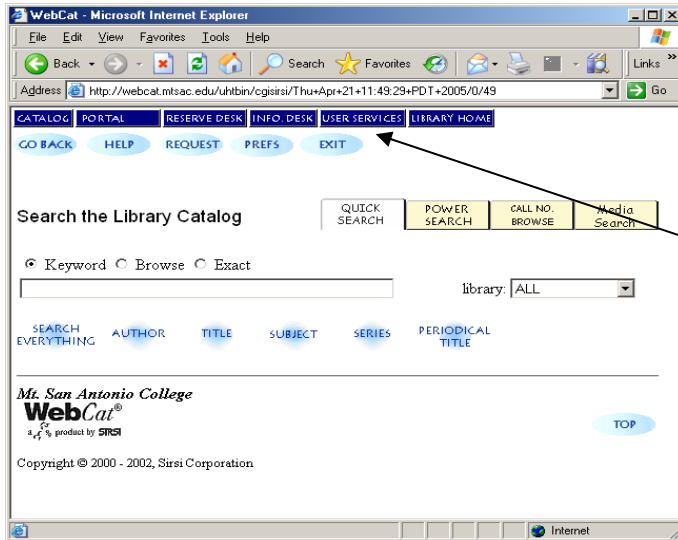


## RENEWING LIBRARY MATERIALS ONLINE

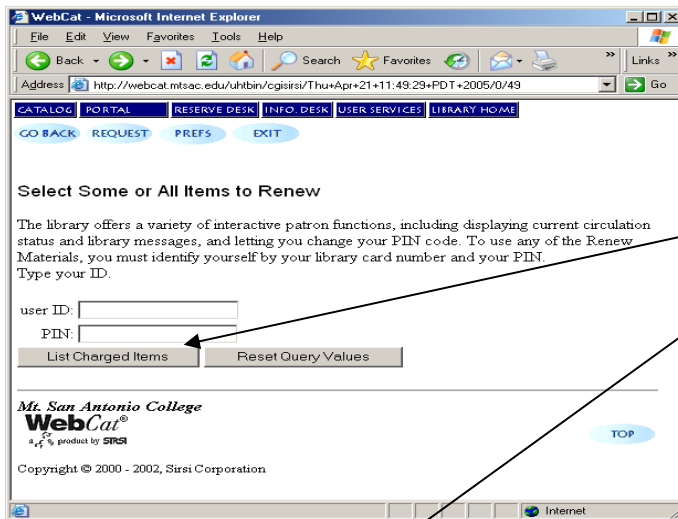


1. Go to the Library web page at <http://library.mtsac.edu>. Click on the link to look for materials in the library (the Library Catalog link).

2. In the library catalog, click on the blue User Services button.

3. From the User Services menu, select Renew Materials.

4. Enter your user ID#. Your user ID# is your student or staff ID#. It should be entered with no dashes or spaces, eg. 123456321.



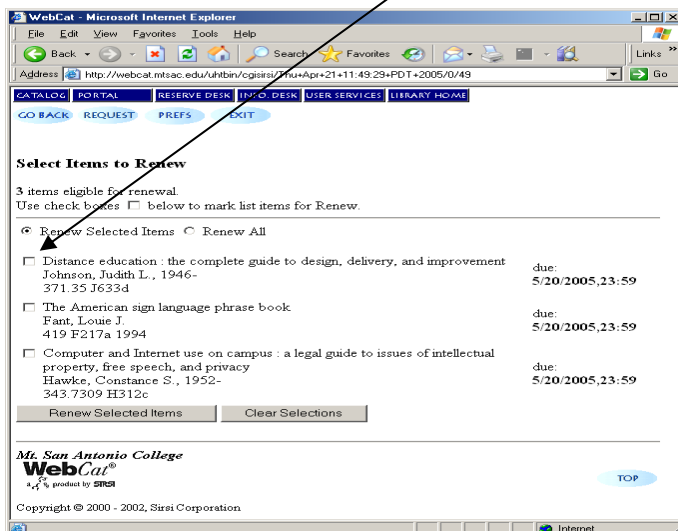
5. Enter your PIN. Your PIN is either the four digits, mmdd, of your birthday or your registration PIN. Your PIN is four digits only, no dashes or spaces.

6. Click on the List Charged Items button.

7. Place a check in the box next to each item you wish to renew.

8. Click on the Renew Selected Items button.

9. A new due date will be listed for each item renewed.



**Please Note: Materials may be renewed one time as long as there are no holds pending. Late materials may not be renewed. See reverse side for instructions on placing holds.**