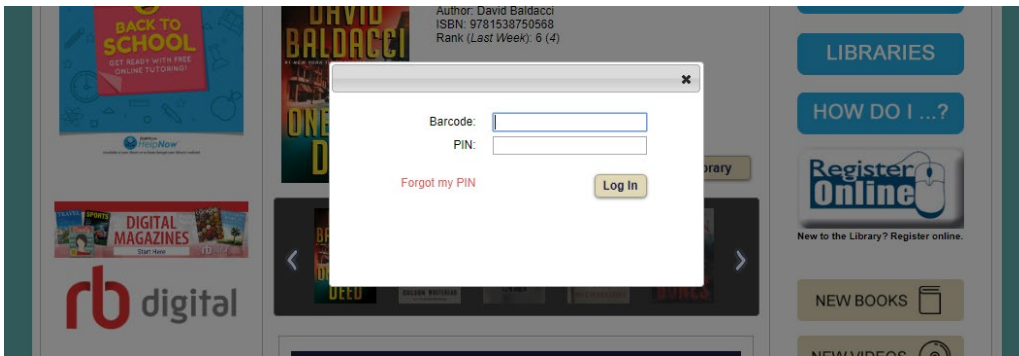


To renew books online you will need to log in to your online catalog account through Readokaloosa.org. To log in click on the Log In button in the upper right-hand corner of the Readokaloosa.org homepage.



This will cause a popup to appear on your screen.



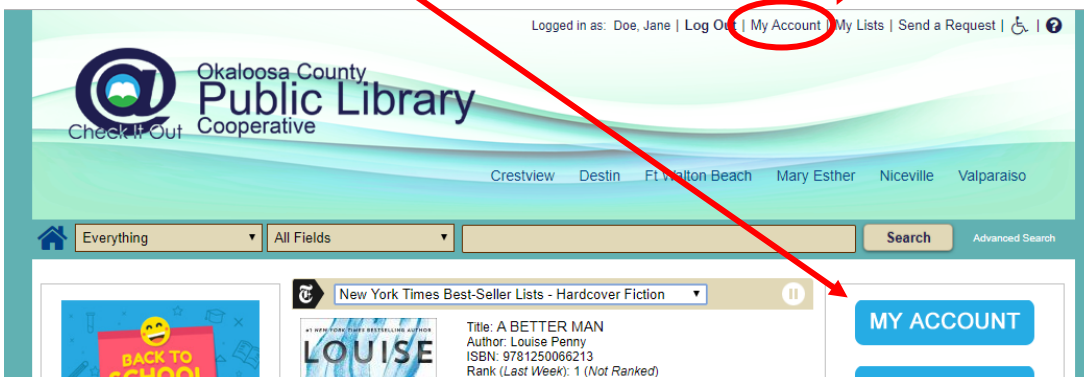
You need two pieces of information to access your online catalog account:

- Your library card number (located on the back of your card beneath the barcode)
- Your online catalog account PIN

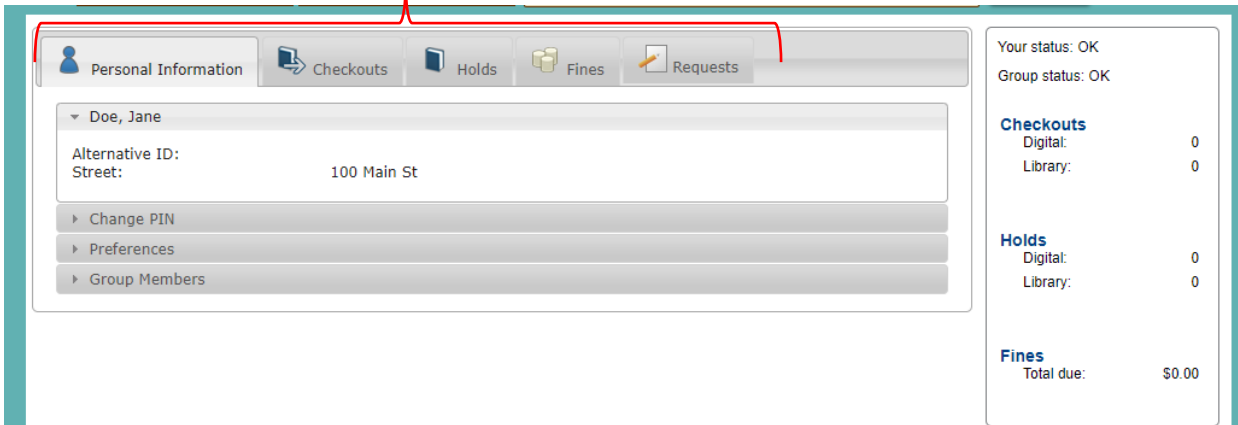
All accounts come set with a default PIN of CHANGEME. If you do not know your PIN, you can request a PIN reset link by clicking the 'Forgot my PIN' link in the login popup. An email will be sent to the email address associated with your library card account.

Once you have successfully logged in the name associated with your library account will be displayed in the upper right-hand corner of the page.

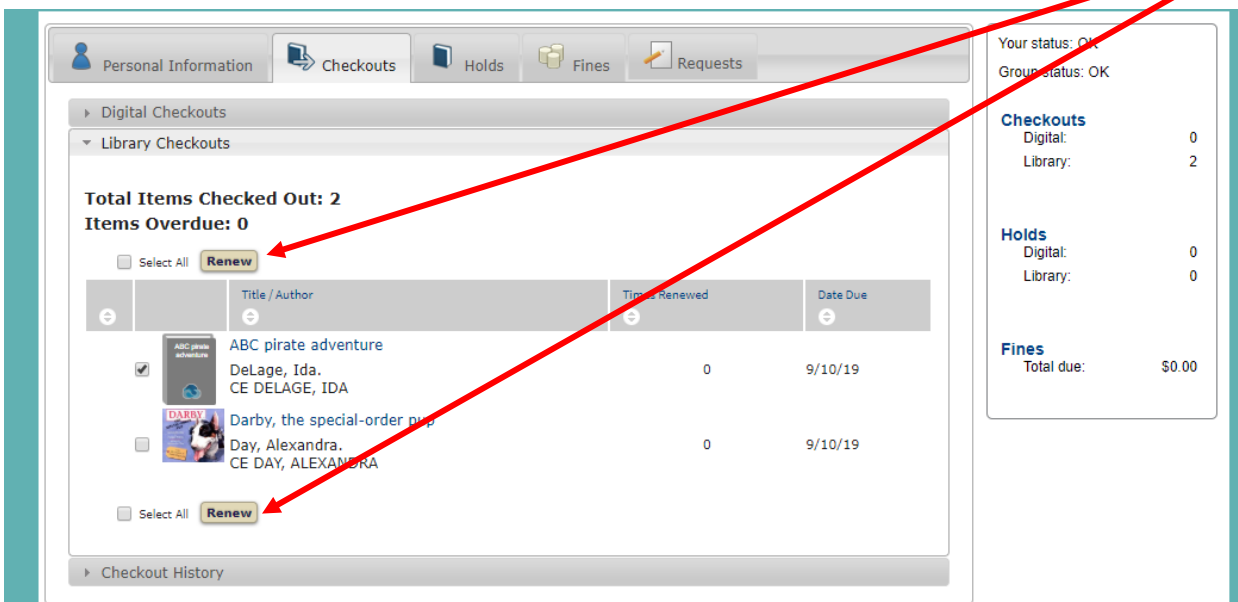
To access your account, you can click on the My Account link in the top right-hand corner of the page OR the blue My Account button in the right-hand navigation menu.



Once you have accessed your account you can view your account information, current checkouts, active holds, and overdue fines by clicking on the tabs at the top of the account window. There will also be a summary of your library activity in the box on the right-hand side of the screen.



To renew checked out materials, click on the Checkouts tab to view the items you have checked out on your card. Click the checkbox next to each item you wish to renew or click the checkbox next to 'Select All' if you wish to renew all your checkouts. Click the Renew button to renew the selected items.



Some items can't be renewed:

- Items that have reached their limit of 2 renewals
- Items that have been requested by another patron (placed on hold)

You will receive a notification below the item on your Checkouts page if items were not renewed. Some examples of renewal failure notices are shown in the image below. Two of the

items, labeled "Renewal limit reached," have already been renewed the maximum allowable number of times. One of the items, labeled "Item has holds," cannot be renewed because another patron has placed a hold on it. These notifications will always appear in red text *below* the item that could not be renewed.

The screenshot displays a library account interface with a navigation bar at the top containing: Personal Information, Checkouts, Holds, Fines, and Requests. The main content area is titled "Digital Checkouts" and "Library Checkouts".

Total Items Checked Out: 3
Items Overdue: 0

There are "Select All" checkboxes and "Renew" buttons for the items listed below.

| | Title / Author | Times Renewed | Date Due |
|--------------------------|--|---------------|----------|
| <input type="checkbox"/> | Christopher Robin [videorecording (DVD)] Taylor, Brigham, DVD (49) CHRISTOPHER ROBIN | 0 | 9/17/19 |
| | Renewal limit reached: No further renewals allowed for this item. | | |
| <input type="checkbox"/> | ABC pirate adventure DeLage, Ida. CE DELAGE, IDA | 0 | 9/24/19 |
| | Item has holds | | |
| <input type="checkbox"/> | Darby, the special-order pup Day, Alexandra. CE DAY, ALEXANDRA | 2 | 9/24/19 |
| | Renewal limit reached: No further renewals allowed for this item. | | |

At the bottom of the main area, there is another "Select All" checkbox and "Renew" button, and a "Checkout History" link.

Summary Sidebar (Right):

- Your status: OK
- Group status: OK
- Checkouts**
 - Digital: 0
 - Library: 3
- Holds**
 - Digital: 0
 - Library: 0
- Fines**
 - Total due: \$0.00

Please note that fines will be added to your total due balance after an overdue item is either renewed or returned. Fines cannot be paid online.