



## Renewing Library Materials

1. Go to Clark College Library home page [www.clark.edu/Library](http://www.clark.edu/Library).
2. Click **My Library Record/Renew Books** on upper right hand and log in. If you are a community patron and never attended Clark College, your unique ID is your library card barcode.
3. The screen shows your name and contact information. Click on link marked **Items currently checked out**. Scroll down, if necessary, to see the list of items checked out to you.
4. Select the item you want to renew by checking the boxes in the RENEW column. Then scroll up and click on **Renew Selected Items**. If you want to renew everything, click the **Renew All** button.
5. After you click on **Renew Selected Items** or **Renew All**, scroll down to see what has been renewed. A new due date will appear in the STATUS column or it will say *TOO MANY RENEWALS, RENEW NOT ALLOWED, etc.* Most materials may be renewed except for materials with reserves or restricted renewals and materials for which you have been billed.
6. Remember to scroll up and logout when you are done looking at your record.

**Call (360) 992-2504 if you have  
questions or problems.  
Cannell Library Circulation**