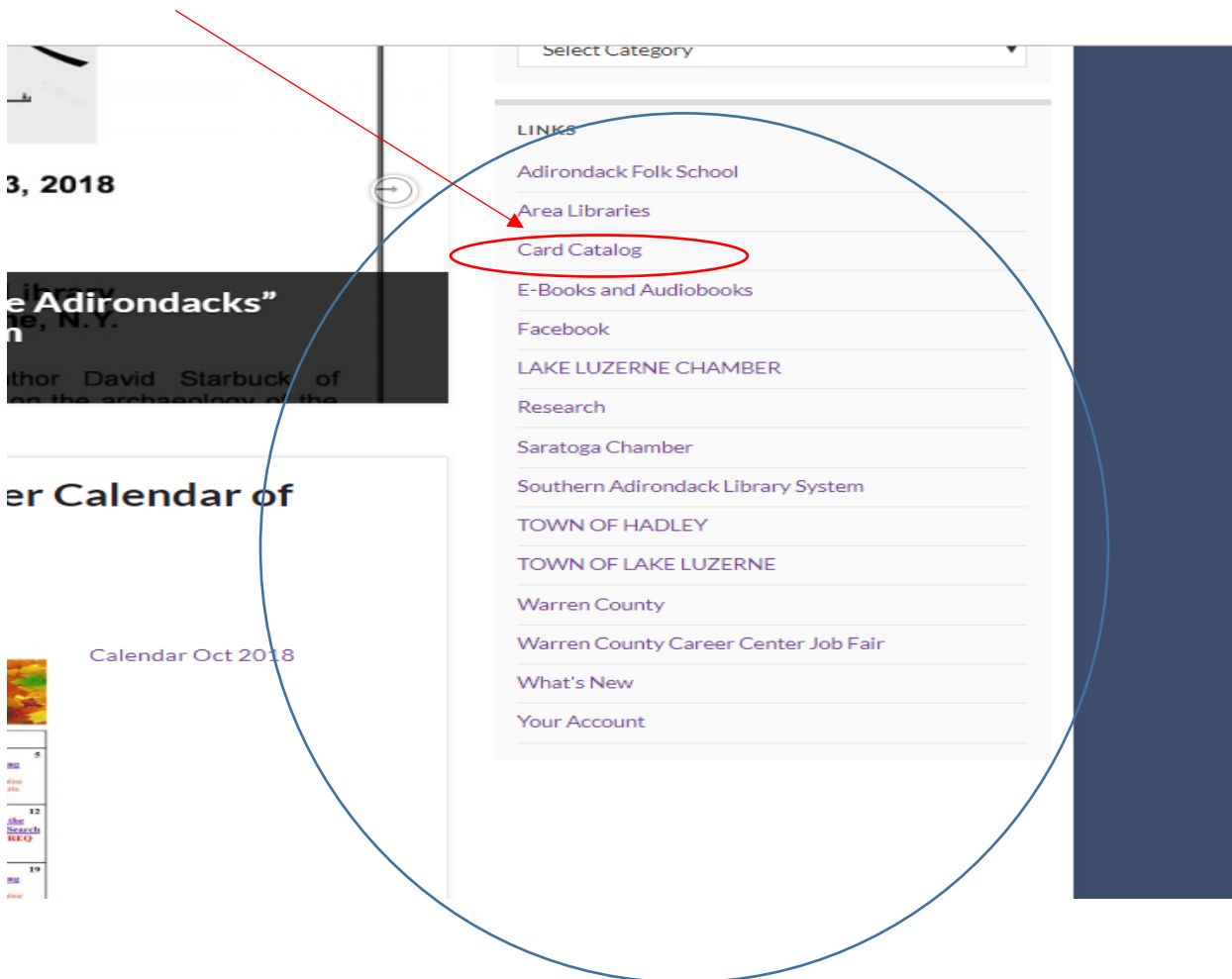


HOW TO RENEW YOUR LIBRARY BOOKS ONLINE

1. Please log onto our website: <https://hadluzblog.sals.edu/>

On the right side of the screen there will be list of links. Please see blue circled below.

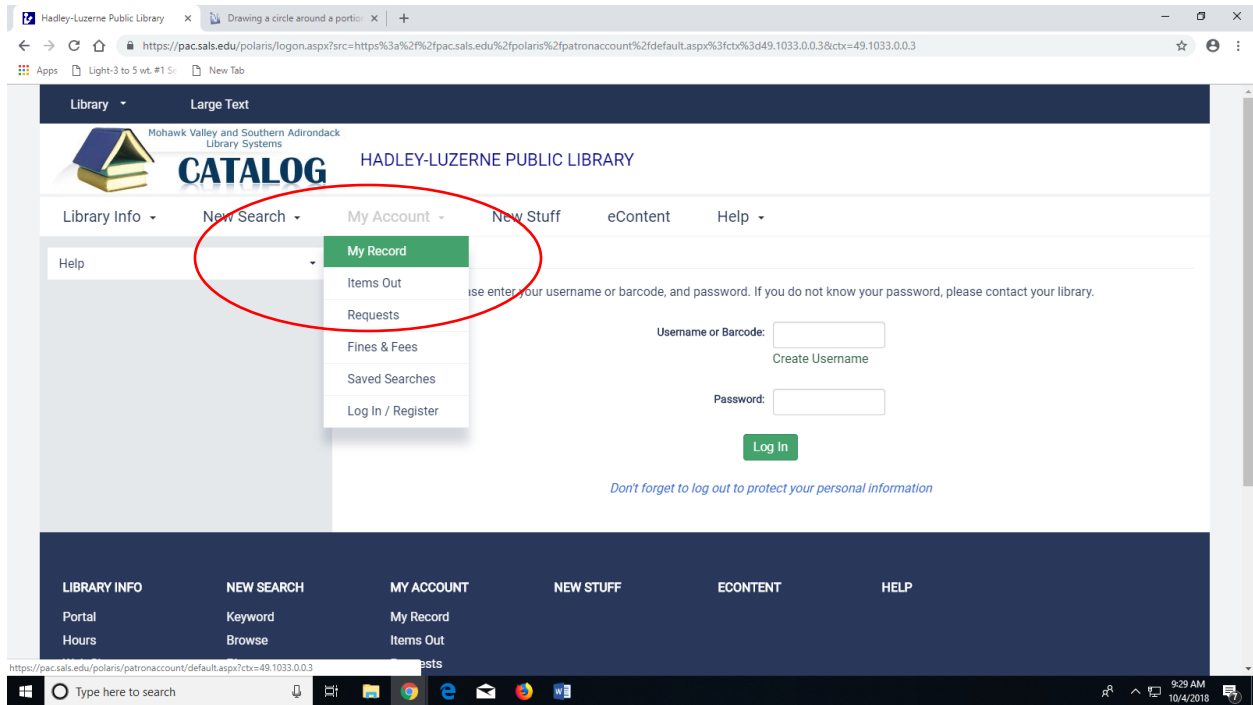
2. Select Card Catalog.



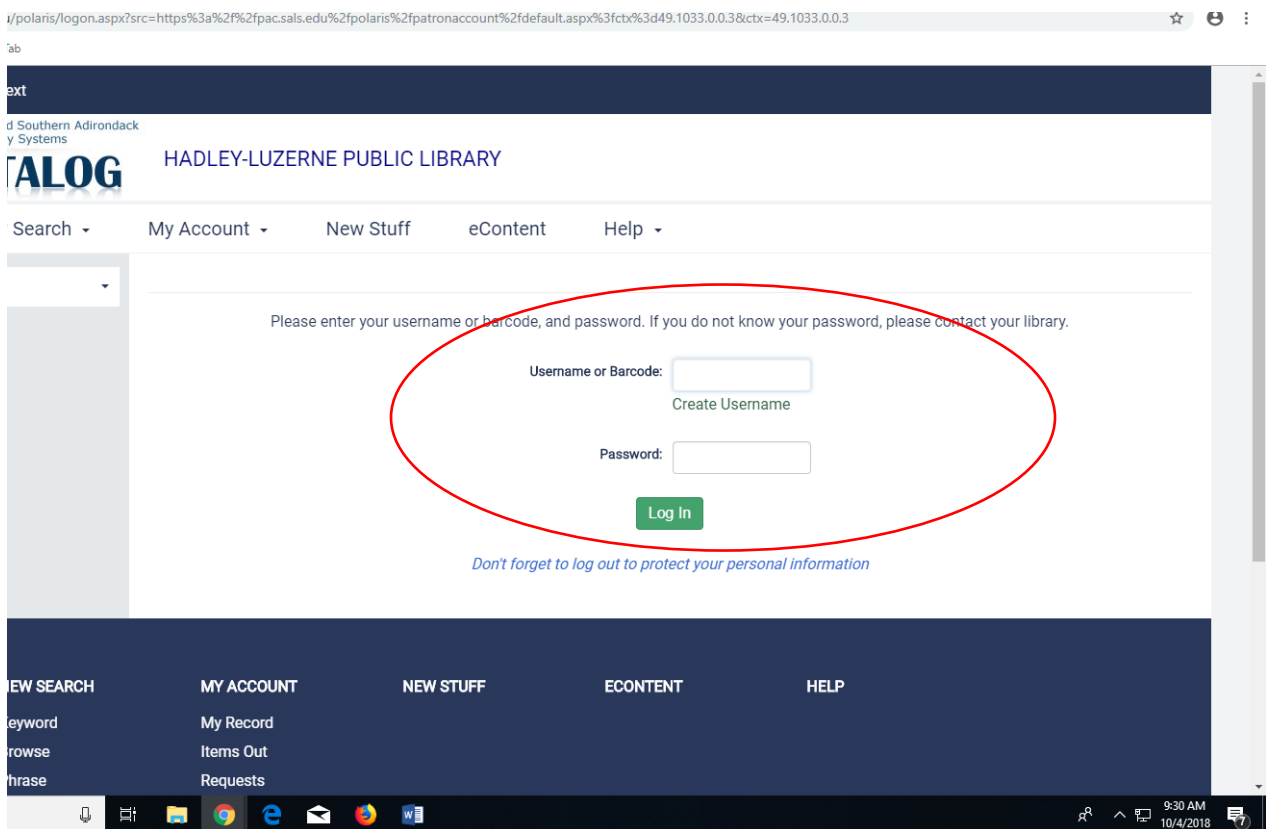
3. You are now on the Hadley-Luzerne Card Catalog.
4. Please click on My Account: as circled in red below.

The screenshot shows the Hadley-Luzerne Public Library website. At the top, there is a dark blue navigation bar with a 'Log In' button. Below this, the library's name 'HADLEY-LUZERNE PUBLIC LIBRARY' is displayed. A horizontal menu contains four items: 'My Account', 'New Stuff', 'eContent', and 'Help'. The 'My Account' item is circled in red. Below the menu is a search bar with the placeholder text 'Quick library search:' and a search icon. A 'Limit by:' dropdown menu is set to 'All Items - All Libraries'. A notice about the Groversville Public Library closure is visible, along with a tip about digital downloads. At the bottom, a 'New Books' section displays several book covers, including 'Diary of a Wimpy Kid', 'The Best Trick', and 'The Daylight Marriage'.

5. Click on MY Record as circled in red below.



6. Please fill in Username or Barcode and Password as circled in red below.



7. Your password is the last 4 digits of your phone number. Click on the items out circled in red.

The screenshot shows the Hadley-Luzerne Public Library catalog website. The user is logged in as Courtney Ann Keir. The 'My Account' menu is open, and the 'My Record' link is circled in red. The account details are as follows:

Name:	Keir, Courtney Ann
Library Card # (no spaces):	*****7279
Username:	[None]
Registered at:	Hadley-Luzerne Public Library
Patron code:	Staff / Board
Date of original registration:	5/5/2016
Expiration date:	5/5/2025
Last activity date:	10/2/2018

The 'My Record' link is circled in red. Other links in the 'My Account' menu include: Items Out (5), Requests (4), Fines & Fees, Saved Searches, Log Out, My Lists, Saved Title Lists, Create new saved list..., and Help.

This will take you to the screen showing items you currently have out.

Library Large Text Welcome, Courtney (Log Out)

Mohawk Valley and Southern Adirondack Library Systems **CATALOG** HADLEY-LUZERNE PUBLIC LIBRARY

Library Info New Search My Account New Stuff eContent Help

My Account Keir, Courtney Ann [more information](#)

Items Out

* The number of actual renewals left may be fewer than the number of potential renewals displayed, based on local library policies and active hold requests. Items with active holds will not be renewed, even if there are potential renewals remaining.

<input type="checkbox"/>	Format	Due Date	Title	Potential Renewals*	Call Number	Assigned Branch
<input type="checkbox"/>	DVD	10/9/2018	Manor house [DVD]	1	DVD MAN	Chester Public Library, Town of
<input type="checkbox"/>		10/16/2018	Saratoga snapper	2	Fict Dob	Hadley-Luzerne Public Library
<input type="checkbox"/>		11/1/2018	Saratoga Fleshpot	0	Fict Dob	Hadley-Luzerne Public Library
<input type="checkbox"/>		11/1/2018	Too much money : a novel	2	Fict Dun	Saratoga Springs Public Library
<input type="checkbox"/>		11/1/2018	Unquiet spirits : a Sherlock Holmes adventure	1	Fict Mac Mystery	Clifton Park-Halfmoon Public Library

Renew Selected Items Renew All Items Refresh eContent

8. Check box for items you want to renew or simply hit Renew All Items as shown by arrows below.

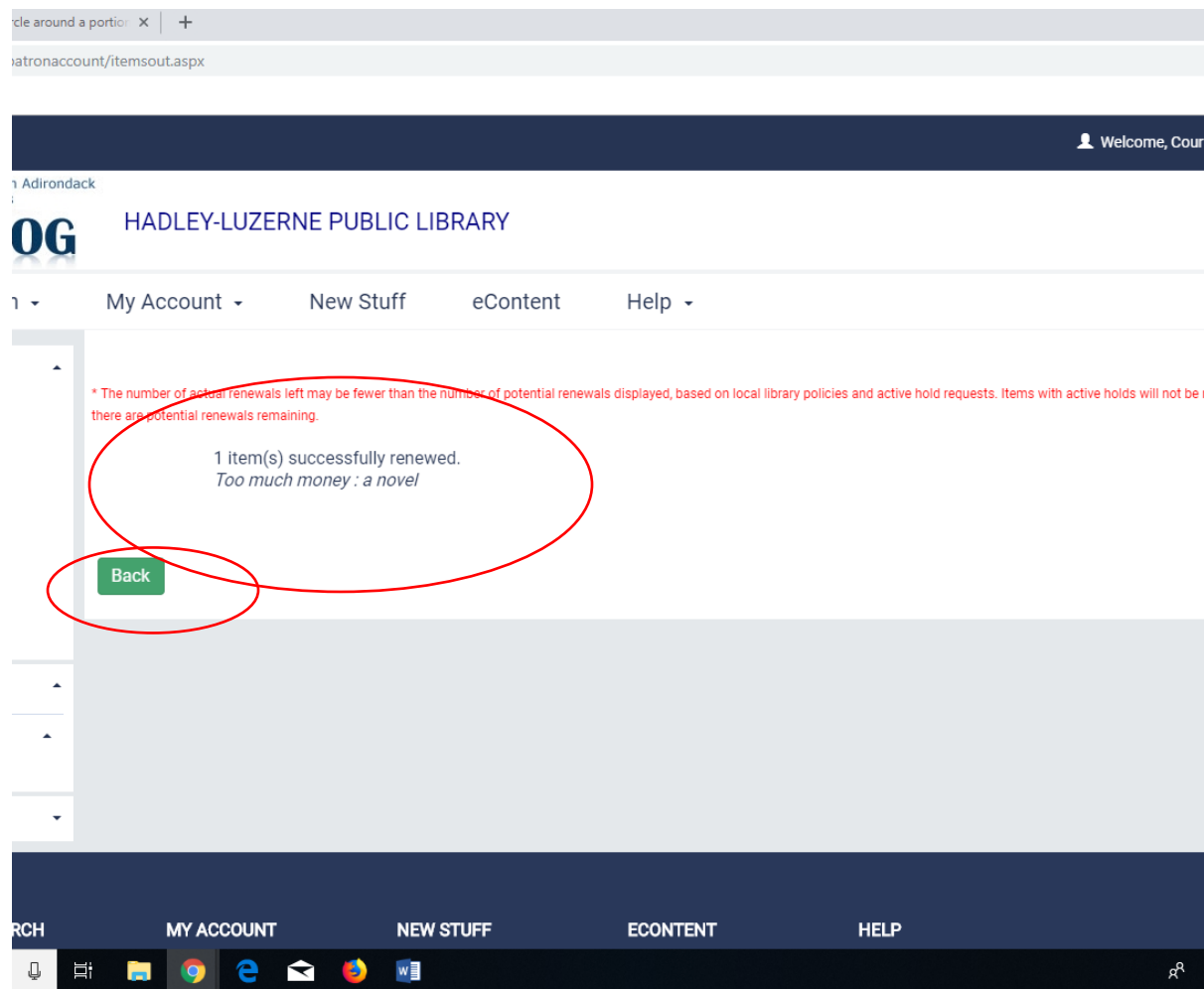
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<input checked="" type="checkbox"/>		11/1/2018	Too much money : a novel	2	Fict Dun	Saratoga Springs Public Library
<input type="checkbox"/>		11/1/2018	Unquiet spirits : a Sherlock Holmes adventure	1	Fict Mac Mystery	Clifton Park-Halfmoon Public Libra

Renew Selected Items Renew All Items Refresh eContent

ARCH MY ACCOUNT NEW STUFF ECONTENT HELP

Once items is renewed successfully, this message will come up as circled in red.



9. This means your item has been successfully renewed. Please click the back button and take note of the new due date.

10. Please log out of your record at the top right hand corner of the screen as circled in red.

