MANAGING YOUR ACCOUNT

To access your account, click on **My Account** anywhere it appears, or **Sign In** on the left side of the Advanced Search page. Enter your library card and PIN number. If you don't have a PIN, press enter and you will be prompted to enter a new PIN.

You may then view and manage your contact information, check out items, renewals, hold requests, and fines.

### My Account

- **Change account information**: email address, preferred pickup location, and notice preference
- **Change PIN**
- **My Checked Out Items**
- **My Holds**
- **My Saved Searches**
- **My Lists**
- **Unpaid Fines**

**Hold Pickup Location**: Your home library is the library that you visit most frequently. When placing a hold, your home library will automatically be selected as the pickup location for your items. Should you need to change your home library, select **Change Account Information** and choose the correct library from the drop down menu.

Should you need to change your home library, login to My Account, click on **Change Account Information** and choose the correct library from the drop down menu.

**Renewing Items**: Eligible materials must have been checked out for at least two days before they can be renewed. All materials, except Book and DVD Express, and Video Game titles, may be renewed up to five times. Materials that are on hold for another patron cannot be renewed.

To renew items: Sign in to your account, and select **My Checked Out Items**. Select the materials you want to renew by checking the boxes in the RENEW column and then click the Renew Selected button. If you want to renew everything, click Renew All.

If you cannot renew items, a message will appear on the screen. If you are successful, a new due date will appear in the STATUS column. Always check the STATUS column for information on the success or failure of your renewal.

More information about the My Holds, My Saved Searches, and My Lists features in My Account is available on separate quick start guides.

For additional assistance please contact us at 917-ASK-NYPL or www.nypl.org/ask-nypl