This is a tutorial from the librarians at Lone Star College – North Harris. The purpose of this tutorial is to teach users how to check out, renew, and return library items.

You can check out any circulating item at the library. Once you have a book, video or other circulating library material, take it to the circulation desk on the second floor of the library building.

Look for a library staff person behind the circulation desk.

Hand over your student ID and the items that you’d like to check out.

The library staff person will use the computer to check the item out to you.

Then the library staff person will give you back your ID and the items that you’ve checked out. You can keep most books out for two weeks at a time, and most videos out for one week at a time. You can check out up to ten videos or twenty books.

If you need to keep an item longer than two weeks, then you should renew it before it’s due. You can renew an item for up to two times – which means that it’s possible to keep a book out of the library for up to six weeks.

You can renew your items by coming to the circulation desk with your student ID.

Or you can call the library on the phone.

Or you can renew using the Internet.

To renew an item over the Internet, go to the library homepage. Click on “Library Catalog.”

Next, click on “Login.”

The catalog will ask you to type in the number beneath the barcode on the back of your student, staff, or faculty ID. Do so.

Next, type in your personal identification number, or PIN. If you’re a Lone Star College student, this will be the last four digits of the phone number which you gave the college when you first registered for classes.

If this number doesn’t work, or you don’t remember your PIN, call the circulation desk at the library and ask for your PIN.
Once you have your PIN, type it in and click on “Login.”

You are now logged into your personal library account.

Click on the tab marked “My Account.”

Click on “Checked Out.”

The catalog will present you with a list of all items that you have checked out. Select which items you would like to renew, and click on “Renew.”

The item has been renewed. You can now logout by clicking on “Log Out.”

When you’re ready to return your library materials, you can place them in the return slot at the circulation desk.

If the library is closed, you can return them using the outdoor bookdrop on the first floor of the library building.

You can also return your library materials at any Harris County or Montgomery County Public Library.