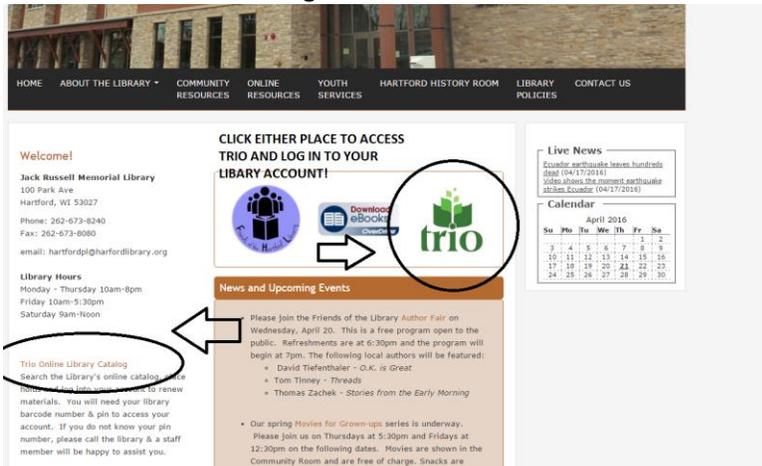


## How to renew library materials in the trio catalog

Follow the instructions and screenshots below to help you successfully renew your library items.

1. Please visit the Library's website at [www.hartfordlibrary.org](http://www.hartfordlibrary.org) and click on either trio logo as shown in the image below:



2. This will open a new page to trio where you can log-in using your card barcode and your pin number in the upper section of the screen as shown in the image below:  
*Please call the library if you do not know your pin.*



3. Once you log-in, your name should appear where the log-in button was, and right next to it is a button that says, "YOUR ACCOUNT." Click on that and a new page will appear with several options. Click on "CHECK-OUTS," which is a list of everyone on your account. There will be little check boxes next to each item. Checkmark the ones you want to renew and then scroll to the bottom of the page. There is also a "SELECT ALL" button at the bottom of the page, too, if you have many items to renew at once. At the bottom there is a green button that says, "RENEW." Click on that and everything that you selected will be renewed, if it is possible. Please note that items on hold or that have already been renewed twice CANNOT be renewed and will need to be returned to avoid late fees.

If you have any additional questions, please feel free to email back or give us a call at 262-673-8240. We are also happy to renew items for you over the phone. Thank you for your interest in YOUR public library!