



## RENEWING ITEMS ONLINE

1. If you are at home, go to the Fort Collins Public Library catalog at <http://fcgov.com/owl>.
2. From OWL, click on either the green tab or the sidebar link named [My Library Account](#).
3. Type your last name in the box that says *Your Last Name*.
4. Type in the entire barcode number from your library card with no spaces in the next box.
5. Click on the **DISPLAY RECORD** button.
6. Click on the link that says **ITEMS CURRENTLY CHECKED OUT**.
7. You may wish to click on the  button to show which items are due the soonest.
8. You will see a list of your currently checked out items and their due dates.
9. Click in the boxes to the left of the titles that you want to renew. Checkmarks will appear in all of the boxes that you click in.
10. Click on the  button.
11. The **Status** for all of the renewed items will say **RENEWED Now due**      **[DATE]**      .
12. *The new due date will be three weeks from the day that you renew the item, not three weeks from the original due date. (Videos will be a one week renewal.)*
13. You can renew items that are overdue. This will stop fines from accruing.
14. Items will **not** be renewed if:
  - You have already renewed them 2 times.
  - A hold has been placed on the item and someone is waiting for it.
  - You have over \$5.00 in fines on your card.

## Fort Collins Public Library

**Main Library**  
201 Peterson 221-6380

**Harmony Library**  
*A joint-use facility of Front Range Community  
College and the City of Fort Collins*  
Harmony & Shields 204-8206



Reasonable accommodations will be made for access to services, programs, and activities and special communication arrangements will be made for persons with disabilities. Please call 221-6680 for assistance.