

# HOW TO RENEW YOUR LIBRARY MATERIALS

**\*\*In order to renew your library materials, you need to have your library card in hand and know your pin number (by default this is the last 4 digits of your phone number.) *There are 2 ways to renew your library materials.***

1. You can renew your materials by visiting [www.westchesterlibraries.org](http://www.westchesterlibraries.org)
2. You can call the automated phone service at **(914) 674-4169**.
3. If you are looking for Spanish version of this tutorial, scroll down to page 3.

**Please note items can only be renewed once (1 time).**

1. Follow the instructions below if you are using a computer. If you are using a smartphone please jump to page 2.
  - Assuming you are already at our website [www.portchester-ryebrooklibrary.org](http://www.portchester-ryebrooklibrary.org), you're going to scroll down and on our menu on the left hand side, click on "**Renewals**".
  - Once you've clicked Renewals you will be given a dialog box. In the Dialog box you are going to be given 2 options. "**Renew Online**" and "**Renewal Tutorial**". Click on the "**Renew my items**" button.
  - You should now be at the WLS Catalog website ([www.westlibs.org/client/en\\_US/wls\\_catalog](http://www.westlibs.org/client/en_US/wls_catalog))
  - At the top of the page you will be given several options. Click on "**Log In**" or "**My Account**",
  - You should now have a dialog box that is prompting you to enter your library card number and your pin number.
  - By default your pin number is the last 4 digits of your phone number. If you do not know your pin number or you are unsure of whether your pin was set, call the library at **(914) 939-6710**.
  - Once you've successfully logged in go ahead and click on "**My Account**".
  - Once there you will be given 4 Categories, "**Personal Information**", "**Checkouts**", "**Holds**", and "**Fines**"
  - Click on "**Checkouts**" and you will be given a list of your checked out items.
  - To renew one item at a time click on the checkbox next to the item and click the "**Renew**" button located on both the top and bottom of the page. To renew all your materials click the checkbox labeled "**Select All**" and click "**Renew.**"

- If this is your first time renewing your items then the process should have been successful.

2. If you are using a smartphone please follow the instructions below



- If you are using a smartphone you're going to click on the menu (see image →) □ Once you've tapped the menu button scroll down and tap on "**Renewals**".
- Once you've tapped "**Renewals**" you are going to be given a dialog box that will display 3 options: "**Renew Online**", "**Renew by Phone**" and "**Renewal Tutorial**".
- The easiest and simplest way for you as a smartphone user would be by tapping the "**Call Renewal Line**" button.
- Once you've tapped that button your phone app will open with the renewal line number. Hit the dial button and follow the instructions on the renewal line.
- If you are unable to make calls and you would still like to renew your items, click on the "**Renew my Items**" button.
- Once you've clicked that button you can jump to the 3<sup>rd</sup> bullet point on page 1.
- If this is your first time renewing your items then the process should have been successful.

**Please note items can only be renewed once (1) time. If you have any questions about renewals please call the library at (914) 939-6710.**