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## HOW TO RENEW BOOKS AND VIEW YOUR LRC ACCOUNT ONLINE

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1. Go to the LRC Catalogue: <http://michener.polarislibrary.com>
2. Under the **Patron Account** tab, select **Items Out**.



3. Enter your **Michener ID/Library card #** and **Password**.
  - Borrowers with a Michener ID card: Enter your student # **in both fields**.
  - Borrowers with a paper library card: Enter the letters/numbers on the back of your card **in both fields (e.g. MEM1234)**.
4. A list of items checked out to you and their due date will display.

Items Out							
<input type="checkbox"/>	i	Format	Call Number	Title	Assigned Branch	Due Date	Renewals Left
<input type="checkbox"/>	i		WN 185 WES.2 2010 c.1	<a href="#">MRI at a glance</a>	The Michener Institute LRC	10/30/2015	2
<input type="checkbox"/>	i		WN 185 WES.1 2005 c.3	<a href="#">MRI in practice</a>	The Michener Institute LRC	10/30/2015	2

5. You may renew individual items by placing a check mark next to the titles you wish to renew and clicking **Renew Selected Items** or renew all the books on your account by clicking **Renew All Items**.
6. You will then see a message confirming which books can be renewed and/or informing you if books cannot be renewed. Click the **Back** button to view the Items Out page again and confirm the due date.

If you have issues accessing your account or any questions, call or drop by during business hours and LRC staff can assist you immediately. Anytime, feel free to send us an email.