

## Why accumulate library fines when it is so easy to avoid them?

### Follow these easy steps and end the semester FINE-FREE

1. **Check your UW Colleges email account daily.** You'll get a reminder notice a day or two before your materials are due!
2. **Return materials to the circulation desk** when we're open (Mon-Thurs 8am-8pm, Fri 8am-3pm).

If the library is closed, return materials to the Administrative Services office on the first floor.

Use the "night depository" box if the Administrative Services office is closed.

3. **Want to keep that book or DVD a little longer?** You can renew materials from home OR from campus using the library home page at <http://www.manitowoc.uwc.edu/library/>
  - All you need is your student ID barcode # to sign in to your account. *But you can't renew online if the item is already overdue.* In that case you must contact library staff to renew and avoid further fines.



Find Information	Get Help
<a href="#">Books, CDs, DVDs</a>	<a href="#">Ask a Librarian</a>
<a href="#">Articles &amp; Databases</a>	<a href="#">Renew library materials online</a>
<a href="#">Electronic Journals, A-Z</a>	<a href="#">NoodleTools (citation help)</a>
<a href="#">Ereserves &amp; Course Pages</a>	<a href="#">Guides, Handouts, Tutorials</a>

#### Renew by item:

- Look for the Renew box to the left of the screen. Then go to the bottom of the screen and select the "Renew items" button.

#### Renew all items.

- Look for the drop down menu at the bottom of the screen. Select “Renew all items from UW Colleges.” If you have materials out from other libraries, you will be given the opportunity to renew those items, for example, “Renew all items from UW Milwaukee.”

**Look here for more information about [Circulation Periods and Fines](#).**

**Questions? Get help at [manlib@uwc.edu](mailto:manlib@uwc.edu)**