

RENEWING ITEMS ONLINE



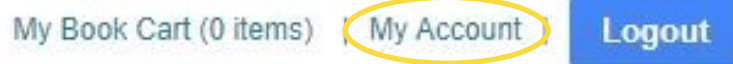
General Information

- The Library offers autorenewal! If you do not manually renew an item, it will automatically renew up to three times so long as no one has a hold on it and your account is in good standing. Automatic renewals occur 3 days prior to when the item is due. Patrons will receive an email notice when this occurs.
- Items may be renewed three times before they must be returned. Items are renewed for a full borrowing period, which may be 1-3 weeks, depending on the item type.
- Items may be renewed at any point during the loan period.
- An item may not be renewed if there is another patron on hold for it.
- The new due date is 1-3 weeks (depending on item type) from the date that the item was renewed.
- You may not renew items if your account has a blocked status or fine of more than \$10.00.

Renewing

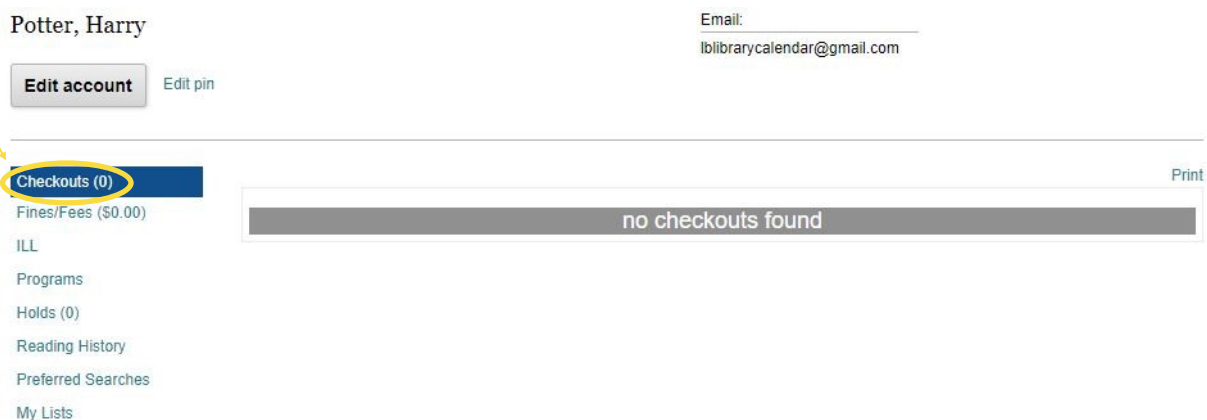
1. Log in to your account and view your account.

Once you've logged in, your name will appear at the top right hand corner of the page. Click on your name to view your account.



2. Your page should automatically open to the "checkouts" screen.

If it doesn't, click on "Checkouts" to display your current checkouts.



3. If you want to renew everything on your account, click on “Renew All”
The system will ask you to confirm your renewal. Click “yes” to proceed.

Sort by Due Date Renew All Renew Marked

2 items checked out				
RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Harry Potter and the prisoner of Azkaban / by J.K. Rowling.	30401001639594	DUE 04-08-14	JF Row Vol. 3
<input type="checkbox"/>	Harry Potter and the goblet of fire (Motion picture)	30401001836372	DUE 04-01-14	J DVD Harry Vol. 4

Sort by Due Date Renew All Renew Marked

4. If you only want to renew a couple of items, check the box to the left of the title and click “Renew Marked.”
The system will ask you to confirm your renewal. Click “yes” to proceed.

Sort by Due Date Renew All Renew Marked

2 items checked out				
RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input checked="" type="checkbox"/>	Harry Potter and the prisoner of Azkaban / by J.K. Rowling.	30401001639594	DUE 04-08-14 RENEWED Now due 04-08-14 Renewed 1 time	JF Row Vol. 3
<input type="checkbox"/>	Harry Potter and the goblet of fire (Motion picture)	30401001836372	DUE 04-01-14 RENEWED Now due 04-01-14 Renewed 1 time	J DVD Harry Vol. 4

Sort by Due Date Renew All Renew Marked

Other Features of Note

- Click on the “Sort by Due Date” button to sort your items by due date.
- If you’ve forgotten how many renewals you have used, the Status column provides you with a current count of renewals, as well as the date that you last renewed the item.

STATUS
DUE 04-08-14 RENEWED Now due 04-08-14 Renewed 1 time