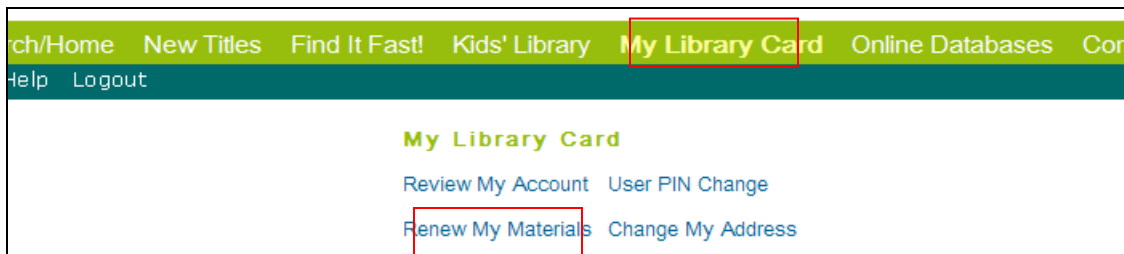


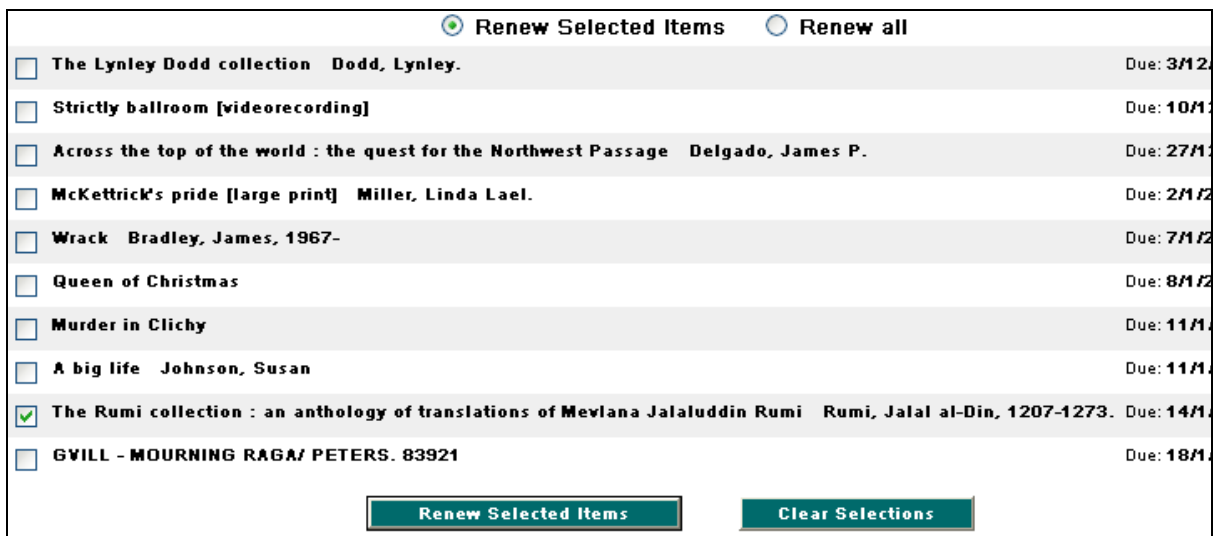
5. Renewing items on your card

Click on the **My Library Card** link at the top of the catalogue. A menu will appear. Click on the **Renew My Materials** link.

Enter your **User ID** (library card number) and **PIN** and then click **List Charged Items**. Contact library staff to find out your PIN if you are unsure of it.



A list of items checked out on your card will appear. This list may also include items that cannot be renewed because they are on hold for someone or have been renewed previously.



To renew **SELECTED** items

1. Click in the circle next to **Renew Selected Items**
2. Click in the checkbox next to the title(s) you wish to renew
3. Click the **Renew Selected Items** button

OR



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To renew ALL items

1. Click in the circle next to **Renew All Items**
2. Click on the **Renew Selected Items** button
3. A renewal response will appear advising if the renewal was successful.

Items cannot be renewed if:

- there is a hold on the item
- you have exceeded the renewal limit of 3 times
- there are bills on your card exceeding \$10
- the item is an Inter Library Loan item