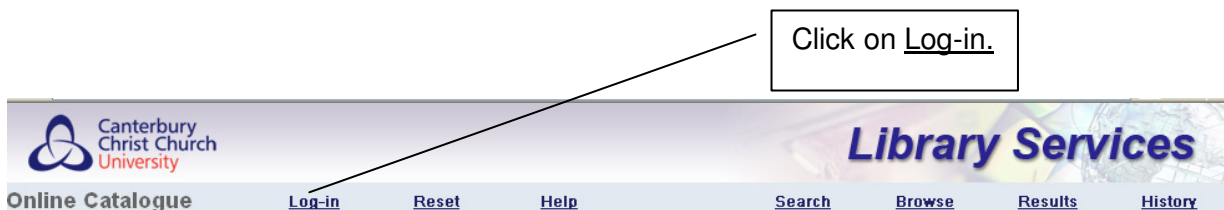


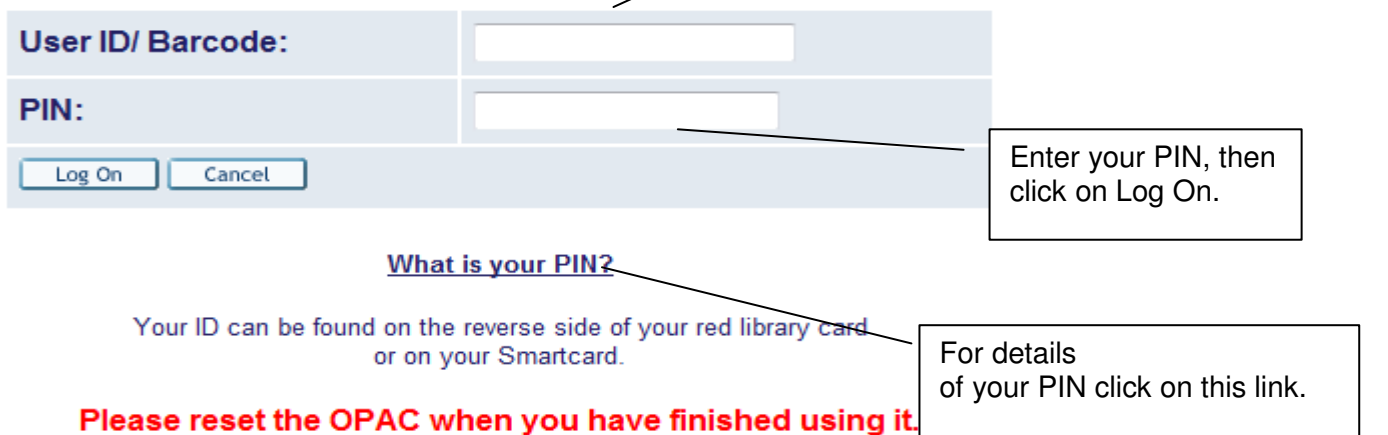
Renewing loans using the Library Catalogue

It is important that you renew or return loans on time to avoid fines. This guide is designed to show you how to renew your books online using the Library catalogue. You can also renew your loans via self issue machines.

Step 1 – Access your Library account



Step 2 – Log into your Library account



User ID/ Barcode:

PIN:

Enter your ID number.
(for students this is the ID number on your Smartcard)

Enter your PIN, then click on Log On.

[What is your PIN?](#)

Your ID can be found on the reverse side of your red library card or on your Smartcard.

Please reset the OPAC when you have finished using it.

For details of your PIN click on this link.

Please note your Library PIN is not the same as the password used to access the computer network.

Step 3 – Access your list of loans

Click on [User info](#)

You will be taken to the **User information** page.

User information for DOG, GROMIT T.

Activities (click to view more info, renew, delete, etc.)

Loans	1
Loan History List	82
Hold Requests	0
Cash Transactions	0.00

Click on the number of Loans you have.

Step 4 – Renew your loans

[User Info](#) [Loans](#) [Loans History](#) [Hold Requests](#) [Fines](#) [Renew All](#) [Renew Selected](#) [Change Password](#) [Save/Mail](#)

Items on Loan for: DOG, GROMIT T.

Note as of today's date, unreturned overdue items will incur an additional fine of £ 0.00. This additional sum will increase daily until the overdue items are returned.

For details about a loan, click on the underlined number.

No.	Author	Description	Year	Due date	Due hour	Fine To Date	Sublibrary	Location	Number of Renewals
1	Handy, Charles B. (Charles Brian), 1932-	The future of work :	1985	03/08/10	23:59		Canterbury	306.36 HAN 3 (out of 6).	

Click on this link to renew all the items you have on loan.

To renew an individual item click on the check box adjacent to it, then click on the Renew Selected link.

You are strongly advised to change your Library PIN using the 'Change Password' link

Don't forget to click on the [Reset](#) link to log out of the catalogue

Please note you will not be able to renew your items if:

- Somebody else has reserved them.
- You have already renewed them 6 times.
- You have reached the maximum limit for your fines.