HOW TO
RENEW YOUR BOOKS

HOW DO YOU EXTEND THE DUE DATE OF THE BOOKS YOU HAVE OUT ON LOAN?

By going into your library record, it is possible to extend the due date of the items you currently have out on loan. Loans can be extended for a further 14 days (or - if the due date falls on university holiday or the weekend - to the next working day thereafter).

Go to the library catalogue: http://www.vu.edu.au/library

Click on login to 'my library' in the Search the Library Catalogue section.

Please enter the following information:

ID Number: Key in Vic Uni ID Number or, if non Vic Uni, use barcode

Key in a PIN: Use numbers only - first time users the default pin is date of birth ddmmyyyyy

Once you have entered the information, click on Login

Your My Library record will then be displayed – select (no) Items currently checked out

This will display a list of items you currently have checked out:

For example:

<table>
<thead>
<tr>
<th>RENEW</th>
<th>TITLE</th>
<th>STATUS</th>
<th>CALL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item Title / Author</td>
<td>DUE 12-12-04</td>
<td>001.001994 BER</td>
</tr>
</tbody>
</table>

To RENEW ALL items, click: RENEW ALL

OR, to RENEW selected items, click on the check boxes for the item(s) you would like to RENEW, then click: RENEW SELECTED ITEMS

Note the NEW DUE DATE when items are due.

<table>
<thead>
<tr>
<th>RENEW</th>
<th>TITLE</th>
<th>STATUS</th>
<th>CALL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item Title / Author</td>
<td>DUE 12-12-04 RENEWED Now due 25-01-05</td>
<td>001.001994 BER</td>
</tr>
</tbody>
</table>

Please ensure you click on the button when you have finished checking your patron record.

Items more than 7 days overdue, short-term (ie: Reserve and 7-day loan items) and books on hold cannot be renewed.