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:

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

ID Number:

Use numbers only - first time users the default pin is date of birth ddmmyyyy

Key in a PIN:

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:

RENEW	TITLE	STATUS	CALL NUMBER
☐	Item Title / Author	DUE 12-12-04	001.001994 BER

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.

RENEW	TITLE	STATUS	CALL NUMBER
☐	Item Title / Author	DUE 12-12-04 *RENEWED* *Now due 25-01-05*	001.001994 BER

Please ensure you click on the LOGOUT 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**.