Renew

Renew individual titles or multiple titles. Overdue items can also be renewed.

**Renew a Single Title**

1. Log in with your library credentials. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Loans**.
3. Locate the title you want to renew. Click **Renew Loan**. Refer to the example below.

4. A green banner displays a message at the top of the screen advising, **The following title(s) were successfully renewed. [selected title]**. A new due date displays above the **Renew Loan** button.

   In the example above, after clicking the **Renew Loan** button for the first title, the due date is updated, as shown below.
Note: Overdue items can also be renewed. If there is a problem with a renewal, a pop-up message will advise, The following title(s) could not be renewed: [selected title]. See your library staff regarding your library's renewal policy. You may have reached your limit on the number of renewals allowed.

Renew Multiple Titles

1. Log in with your library credentials. [Your first name] Account slides out to the left.
2. Click the arrow to open the drop-down list of Account options, and then click Loans.
3. Select the check box to the right of the title for each item you want to renew. Renew becomes enabled. Click Renew. Refer to the example below.
4. A green banner displays a message at the top of the screen advising, The following title(s) were successfully renewed. [selected title(s) listed]. New due dates display for each of the items renewed.

**Not Able to Renew?**

If you tried to renew a title and get the message, *Item cannot be renewed at this time*, consider these possibilities:

- Another borrower has placed a hold on this item.
- You have reached your maximum number of allowed renewals.
- The expiration date of your library card has expired.
- Fines are due on your account and renewals have been blocked.

Contact library staff for assistance if you are not sure why you could not renew the selected item.