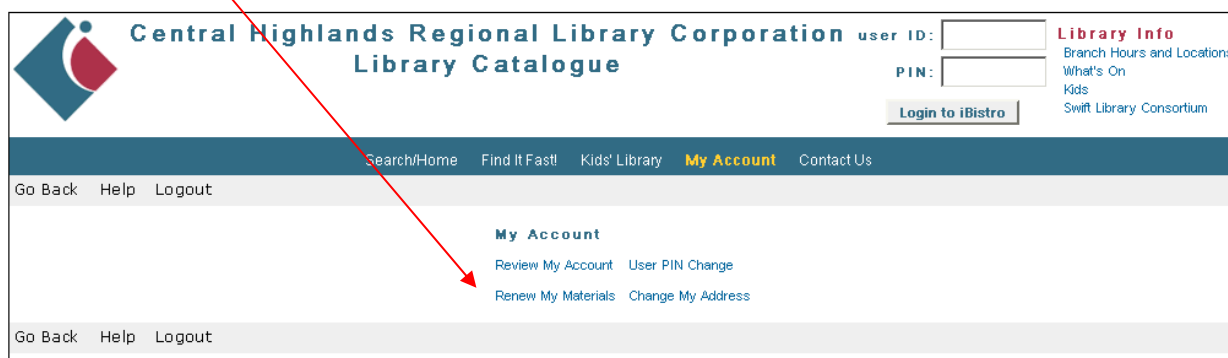


5. Renewing items on your card

1. Click on **My Account**.
2. The My Account menu will appear.
3. Click **Renew My Materials**.



The screenshot shows the library's website header with the logo, name, and navigation links. A red arrow points to the 'Renew My Materials' link in the 'My Account' dropdown menu.

Central Highlands Regional Library Corporation
Library Catalogue

user ID: Library Info
PIN: Branch Hours and Locations
What's On
Kids
Swift Library Consortium
Login to iBistro

Search/Home Find It Fast! Kids' Library **My Account** Contact Us

Go Back Help Logout

My Account
Review My Account User PIN Change
Renew My Materials Change My Address

Go Back Help Logout

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 twice 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



The screenshot shows the 'Select Items to Renew' section of the library website. It includes a list of items with checkboxes and buttons for 'Renew Selected Items' and 'Clear Selections'.

Central Highlands Regional Library Corporation
Library Catalogue

Library Info
Branch Hours and Locations
What's On
Kids
Swift Library Consortium

Search/Home Find It Fast! Kids' Library **My Account** Contact Us

Go Back Help My Profile Logout

Select Items to Renew
6 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Selected Items Renew all

<input checked="" type="checkbox"/> Tread lightly : a guide to travelling green in Australia Stewart, Robin E. (Robin Elaine), 1943-	Due: 16/9/2008,23:59
<input type="checkbox"/> Monster love Topolski, Carol.	Due: 16/9/2008,23:59
<input type="checkbox"/> The No. 1 Ladies' Detective Agency McCall Smith, Alexander, 1948-	Due: 16/9/2008,23:59
<input checked="" type="checkbox"/> Your life matters : the power of living now King, Petrea, 1951-	Due: 16/9/2008,23:59
<input type="checkbox"/> The worst witch to the rescue Murphy, Jill.	Due: 16/9/2008,23:59
<input checked="" type="checkbox"/> Batman and son [graphic novel] Morrison, Grant.	Due: 16/9/2008,23:59

Renew Selected Items Clear Selections

Go Back Help My Profile Logout

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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

A renewal response will appear advising if the renewal was successful.



Select Items to Renew

6 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Selected Items Renew all

- | | | |
|--------------------------|--|----------------------|
| <input type="checkbox"/> | Tread lightly : a guide to travelling green in Australia Stewart, Robin E. (Robin Elaine), 1943- | Due: 16/9/2008,23:59 |
| <input type="checkbox"/> | Monster love Topolski, Carol. | Due: 16/9/2008,23:59 |
| <input type="checkbox"/> | The No. 1 Ladies' Detective Agency McCall Smith, Alexander, 1948- | Due: 16/9/2008,23:59 |
| <input type="checkbox"/> | Your life matters : the power of living now King, Petrea, 1951- | Due: 16/9/2008,23:59 |
| <input type="checkbox"/> | The worst witch to the rescue Murphy, Jill. | Due: 16/9/2008,23:59 |
| <input type="checkbox"/> | Batman and son [graphic novel] Morrison, Grant. | Due: 16/9/2008,23:59 |

Renew Selected Items

Clear Selections

Items cannot be renewed if:

- they are overdue (they will need to be renewed by library staff)
- there is a hold on the item
- you have exceeded the renewal limit
- there are outstanding bills on the card.