

## 4. How do I renew my items?

1. Click on the catalogue link on the front page of the Casey Cardinia Library website.
2. Type in your **user ID** in the box – your user ID is your library card number with an A at the beginning eg: A1234567  
*if your card number ends in an A, replace the A with a – ie. A123456A becomes A123456-*  
Type in your **PIN** in the box – unless you have already changed it out PIN is by default the last four numbers of your library card number eg: 4567  
*if your PIN ends in an A, replace the A with a – ie. 456A becomes 456-*
3. Click on the **My Account** link under the title at the top of the screen. A menu will appear.
4. Click on **Renew My Materials**. A list of the items you have currently charged to your card will appear. You have two choices – either to select which items you wish to renew or to simply renew all of them.

**Select Items to Renew**

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

**Renew Selected Items**     **Renew all**

<input type="checkbox"/> Sesame street : "C" is for cookie	Due: 12/6/2007,23:59
<input type="checkbox"/> VCE mathematical methods 2007 Duncan, Neil, 1948-	Due: 18/6/2007,23:59
<input type="checkbox"/> VCE physics unit 3, 2007 Boydell, Sydney.	Due: 18/6/2007,23:59
<input type="checkbox"/> WordPress 2 Langer, Maria.	Due: 18/6/2007,23:59
<input type="checkbox"/> How to do everything with Mac OS X Tiger McElhearn, Kirk.	Due: 18/6/2007,23:59
<input type="checkbox"/> Insight Outcomes: English Year 12 with CD-ROM Huggard, Ross.	Due: 18/6/2007,23:59
<input type="checkbox"/> The narrows Connelly, Michael.	Due: 18/6/2007,23:59
<input type="checkbox"/> Ten days in the hills Smiley, Jane.	Due: 20/6/2007,23:59
<input type="checkbox"/> The woods Coben, Harlan, 1962-	Due: 21/6/2007,23:59

To renew individual or selected items.

1. Click in the circle next to **Renew Selected Items**.
2. Click in the box next to the item you wish to renew.
3. Click the **Renew Selected Items** button at the bottom of the list.

To renew all items.

1. Click in the circle next to **Renew All**.
2. Click on the **Renew Selected Items** button at the bottom of the list.

**1 item was renewed.**

**Item renewed**

WordPress 2  
Langer, Maria.  
006.7 LAN  
Due: **25/6/2007,23:59**

OK

You have successfully renewed your items if you get the message **Item Was Renewed** with a new due date.

**1 item failed to be renewed.**

**Renewal limit reached.**

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J CD

OK

If you get the message **Item Failed To Be Renewed** it means that the item may be:

- ◆ Overdue
- ◆ There is a reservation on the item
- ◆ The item has already been renewed once
- ◆ You have charges on your card.

This item will have to be returned to the library and can be reissued to you at that time. If you wish to borrow it again, you may do so after it has been made available for other borrowers for a reasonable time. (usually a week)