How to Renew Items Online

1. You can renew non-overdue Open Shelf books and/or Restricted Loan materials online by logging into **Library InfoWeb**. You can renew items online up to three (3) times.

2. Checked-out/borrowed items are renewable online, UNLESS
   - ✔ They were reserved by another user or recalled by the Library Management prior to your attempt to renew.
   - ✔ The item(s) is (are) overdue.
   - ✔ You have overdue book(s) or fines in your **Library InfoWeb** account.
   - ✔ Item has been renewed online thrice already.

Step 1: Login to **Library Infoweb**

Step 2a: Under 'Checked Out' sheet tab, tick (√) on the 'Select for Renewal' box.
Step 2b: Click on the 'Renew' button.

If your item is successfully renewed, you will see the 'Renewal Results' screen below: