

## 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.



select for renewal	Barcode	Title	Due Date	Status
<input checked="" type="checkbox"/>	1077462	You were not born to suffer : how to overcome fear, insecurity and depression and love yourself back to happiness, confidence and peace / Blake D Bauer.	06 Jul, 2018	Checked Out
<input type="checkbox"/>	W1077027	One plus one equals three : a masterclass in creative thinking / Dave Trott.	11 Jul, 2018	Checked Out

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

The screenshot displays the 'Renewal Results' page of the TARUMT Library InfoWeb. At the top, there is a navigation menu with links for Home, Login, Cart, Search History, Clear Session, New Books, and Video Tutorials. Below the menu are two search bars, one with a 'Search' button and another with an 'Advanced Search' button. The main content area shows the text 'Renewal Results' followed by a red-bordered box containing the message '1 items were successfully renewed.' Below this, a table lists the renewed item:

Title	Barcode	Due Date
One plus one equals three : a masterclass in creative thinking / Dave Trott.	W1077027	06 Aug, 2018

At the bottom of the page, there is a link to 'Return to My Account'.