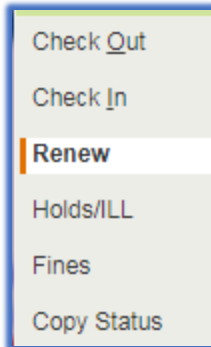


Renewal

Go the Circulation Tab

Home Dashboard Catalog Circulation Reports Back Office



From the **Options** Menu select **Renew**

To renew an individual resource item

1. Select **Circulation > Renew**.
2. Enter an item in the **Find Item** field, and then click **Go**, or scan a barcode.

NOTE: You can also enter a search term in the **Find Item** field, click **Items**, and then select the item you want to renew.

A message identifies the person or place the item is renewed to and the new due date.

3. Click **Change Date** if needed.

To change the due date of the renewal

To extend or shorten the loan period for the renewed item, click **Change**. Then, select the correct option, click the desired date on the calendar, and click **Save**. *Special Date* then appears in front of the date.

If a ceiling date was used to determine the due date, *Ceiling Date* appears before the due date.

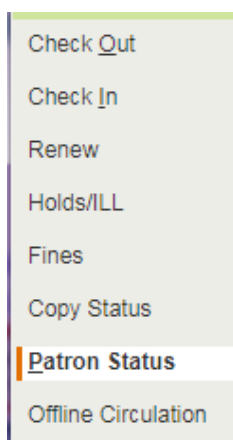
You can also change a ceiling due date by clicking **Change**.

If you need to renew any of the patron's other checkouts, or mark them lost, click the patron's barcode number to open their Patron Status page.

To perform a global resource renew

1. Select **Circulation > Renew > Global**.
2. Select a resource template from the **Renew all** drop-down.
3. At **Assign new due date**, enter or select a date.
4. Limit the search by doing any or all of the following:
 - Entering information in the **Displayable Name/Title** field
 - Scanning or entering an ISBN, including resource items with an unlimited loan period
 - Entering a specific original due date
5. Click **Preview** to see the results of your selections.
6. On the Job Manager page, find the Update Item Due Dates Preview job you just generated, and then click **View**. A Job Summary with the results of your global renew selections appears.
7. Review the resource items that will be processed with the new due date, and then click **Update** to accept the global renew.

1 2 3 4 5 6 7



From the **Options** Menu select **Patron Status**

To renew a resource by patron

1. Select **Circulation > Patron Status**.
2. Enter a name in the **Find Patron** field, and then click **Go**. The patron's information appears.
3. Click **Renew** for an individual item or **Renew All** to renew every item in the list that has a **Renew** button.