

Renewals

Each of the borrowed items is able to renew **four times** only.

A process of renewal can be done at the Lending Services Counter in person or through the **My Account** on the Library website.

How to Renew Borrowed Items on the web:

1. Access the "**eSearch for Teaching & Learning Resources**" on the library website.
2. Click "**My Account**".
3. Input **Patron Barcode and PIN** (If it is not yet updated, they are same as the student number (all eight digits) or the staff number).
4. Then click "**Sign in**".
5. A list of borrowed items will be displayed in the "**Items Checked Out**".
6. User is able to select the borrowed item(s) and click "**Renew Selected Items**" or "**Renew All Items**".
7. New due date will be displayed if the borrowed item(s) successfully renewed.
8. The reasons for unsuccessful renewal are shown for reference.