

Renewing Library Materials

You can renew any 28, 14 or 7-day loan item provided it has not been requested by another borrower. You can renew materials up to 20 times after which you will have to return the items to the library and have them re-issued to you. Please note that renewals are not possible for DVDs, CDs, 2 day or short loan items.

There are several ways in which you can renew library items:

- Via the library catalogue, using the My Account facility.
- Via the self-service machines located within the libraries.
- Bring your ID Card to a library helpdesk and we will renew the item for you.
- By telephoning UniHelp Online on 020 8411 6060. Please have your Middlesex University ID Card available as we will require the number to renew items on your library account.

Renewing Library Items Using the ‘My Account’ option on the Library Catalogue:

Select the My Account option and enter your Borrower ID (which is the number as printed on your Middlesex University ID Card e.g. M00001234) and your PIN (date-of-birth in six digits, e.g. 060682)

Click on the Borrowed option to display the items you currently have on loan.



The screenshot shows the Middlesex University Library Account/ Renewals page. At the top left is the Middlesex University logo. To the right is a 'Logout of your ID' button. Below the logo is a navigation bar with links: Library Catalogue, Library Account/ Renewals (highlighted), Summon, Reading Lists, and Help. Below the navigation bar is another set of links: Account Summary, Borrowed (highlighted), Requests, Charges/ Messages, and My Details. The main heading is 'Currently Borrowed'. Below this heading is a warning message: 'WARNING! If you renew an item online after the library has closed on the item's due date, a charge will be incurred. To avoid charges, only renew items on the last day of the loan. To view charges after renewal, log out and then log back into My Account. If your charges total £2 you will not be able to renew online.' Below the warning are statistics: Borrowed: 5, Overdue: 0, Lost: 0. At the bottom of the statistics is a 'Renew' button.

Click in the box located on the left of each of the items you wish to renew. A tick will appear in the box next to the items you have selected.

Renew			
<input type="checkbox"/>	Title	Out	Due Date
<input checked="" type="checkbox"/>	The underworld by Campbell , Duncan , 1944- Penguin : BBC Books 1996 xxii,330p. ; 20 cm 0140267446 364.106041	08/09/2003	22/09/2003

When you have finished selecting the items you wish to renew, click on the button marked Renew. A new due-date will appear when the item/s you have selected have been successfully renewed.

Renew			
<input type="checkbox"/>	Title	Out	Due Date
<input type="checkbox"/>	The underworld by Campbell , Duncan , 1944- Penguin : BBC Books 1996 xxii,330p. ; 20 cm	08/09/2003	14/11/2003

When you have finished using your Library Account to renew items, it is important that you Log Out from your account. This will ensure that all your personal details are kept confidential and not misused.

To Log out, select the Logout option at the top right-hand corner of the screen.



You will not be able to renew items if you have:

- Charges of £20.00 or above
- More than 3 items which you have claimed you have returned
- Items selected for renewal which have been requested by another borrower
- An expired Library Account or one that is about to expire
- A 'Financial Hold' or 'Requested Item overdue block'
- A long overdue item that has been marked as 'Lost'

Please Note: Any item that has been requested by another borrower cannot be renewed and must be returned on time. A requested item that is not returned within 7 days of the due date will automatically incur a charge of £10:00 in addition to the overdue charges.

Please consult with library staff if you are unable to renew items.