



# Renewing books online

From the Library homepage <http://campus.medway.ac.uk/library/index.php> select the 'Renew my books' link on the left. If you are already using the Library catalogue select the *My Account* link from the top of the screen.

Select the 'My Account'  
link to logon



Depending on which institution you study with you will need to enter your borrower number into the box provided and then click **Logon**. Differing borrower numbers are explained in the box below:

1. Greenwich Students: Enter your 10 digit borrower number (without the hyphen between the last two numbers)

ChristChurch students: Enter the three letter prefix and the first eight digits of your student number.

Kent students: Enter the first 9 digits on your library barcode (including the X)

  
 

2. Click on Logon

A summary of your account appears:

**Your account summary:**

<b><u>Charges:</u></b>	£8.00
<b><u>Loans:</u></b>	16 loans , 10 due back within 7 days
<b><u>Reservations:</u></b>	1 reservation
<b><u>Inter-library loan requests:</u></b>	0 active out of 0 . Total: 2 out of 0
<b><u>Bookings:</u></b>	0 bookings

This is followed by a list of outstanding charges. After this appears a list of current loans. Any overdue loans appear in red.

**Loans:**

	Title	Barcode	Loan Type	Due Date	Renews	Potential Charge
<input type="checkbox"/>	1. Blackstone's statutes on property law, 2004/2005 / edited by Meryl Thomas . - Oxford : Oxford University Press, 2004 . - 0199272956	38056001365848	Medway Short Loan	10/05/2006 23:58	22	£0.00
<input checked="" type="checkbox"/>	2. Green, Kate, 1948- Land law / Kate Green and Joe Cursley / series editor Marise Cremona . - 5th ed . - Basingstoke : Palgrave Macmillan, 2004 . - 1403915989	38056001357472	Medway Short Loan	10/05/2006 23:58	15	£0.00
<input type="checkbox"/>	3. Herring, Jonathan Family law / Jonathan Herring . - 2nd ed . - Harlow : Longman, 2004 . - 0582822807	38056001362829	Medway Short Loan	10/05/2006 23:58	4	£0.00

**To renew one or more loans:**

1. Click on the box to the left of the title(s) you wish to renew
2. Click on

**To view your past loans:**

1. Click on

To the left of each title appears a box. To renew the book click on the box. A tick will appear. When all the books to be renewed have been ticked, click on **Renew loan**.

The screen displays a list of books which have been renewed, and will also show books which can not be renewed. Books which can not be renewed should be returned as soon as possible. Fines must be paid on them if they are returned after the due date.

## Renew loans

### Successfully renewed items:

Title	Barcode	Loan Type	Due Date	Renews	Potential Charge
Ordnance Survey Gravesend & Rochester, Hoo Peninsula : Sheet 163;1:25,000; Explorer . - Southampton : Ordnance Survey, 1997 map. - 0319217744	45033943	Medway Short Loan	15/05/2006 23:58	3	£0.00

To return to your current account details, select [Account](#)

Click on **Account** to display new summary, including any new fines on books which were overdue, and a list of loans with new due dates.

## Charges: £10.00

Type	Totals	Details
Fines	£10.00	Gravesend & Rochester, Hoo Peninsula : Sheet 163;1:25,000; Explorer £5.00 Gravesend & Rochester, Hoo Peninsula : Sheet 163;1:25,000; Explorer £5.00

## Loans:

	Title	Barcode	Loan Type	Due Date	Renews	Potential Charge
<input type="checkbox"/>	1. Ordnance Survey Gravesend & Rochester, Hoo Peninsula : Sheet 163;1:25,000; Explorer . - Southampton : Ordnance Survey, 1997 map. - 0319217744	45033943	Medway Short Loan	15/05/2006 23:58	3	£0.00

### To renew one or more loans:

1. Click on the box to the left of the title(s) you wish to renew
2. Click on [Renew Loan](#)

### To view your past loans:

1. Click on [Loan History](#)

Clicking on **Loan History** at the bottom of the list displays books which you have borrowed and returned in the last few months. This will help you compile lists of references at the end of assignments.

You can also check the status of books you have reserved because they were on loan. These appear after the books you have on loan. Anything in red marked **waiting collection** is ready for collection. You may cancel reservations which still have **Active** status.

## Reservations:

	Title	Status	Reserved Date	Last Useful	Collection Site
<input type="checkbox"/>	1. Lamb, H. H. (Hubert Horace), 1913- Climate, history and the modern world; H. H. Lamb . - 2nd ed . - London : Routledge, 1995 . - 0415127343	Waiting Collection	08/05/2006	04/11/2006	Medway Campus

### To cancel one or more reservations:

1. Click on the box to the left of the title(s) you wish to cancel
2. Click on [Cancel Reservation](#)

Click on **log out of my account** (top of screen) once you have finished. This is especially important if you are using an open access catalogue machine.