

Government of Western Australia
North Metropolitan TAFE

HOW TO RENEW ITEMS

STAFF

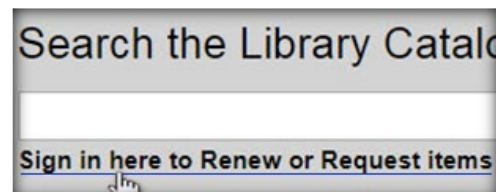
1. To access the Library Catalogue:
 - From the Staff intranet, under the heading *My Apps*, click on **Library Services**.

OR

- From the North Metro TAFE website, roll over **Info for, Current Students**, and then click on **Library**.

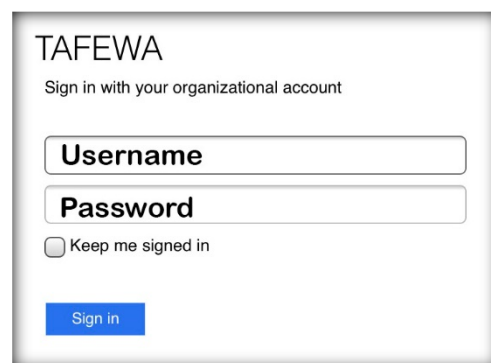
2. Scroll down to the heading *Search the Library Catalogue*.

Click on **Sign in here to Renew or Request items**.



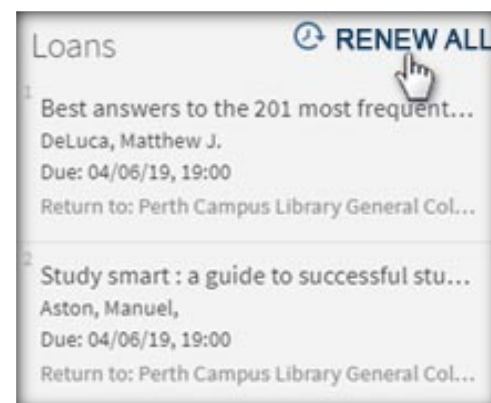
NOTE: On campus you will login automatically.

Off campus, you will need to sign in with your staff network login.
Username is your 500 number.



3. Under the *Loans* header, click on **RENEW ALL** to renew all items on your account.

NOTE: To renew an item individually, from the navigation menu, next to *Overview*, click on Loans and then Renew.



4. If the renewal request was successful, a confirmation message will appear.

Please take note of the new due date.

NOTE: If the item has a hold request or is overdue, you will not be able to renew your items.

If you're having any problems, phone your closest NMT Library or email us: library@nmtafe.wa.edu.au

