

HOW TO RENEW ITEMS

<u>STAFF</u>

- 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

Search the Library Catalo
Sign in here to Renew or Request items

TAFEWA		
Sign in with your organizational account		
Username		
Password		
C Keep me signed in		
Sign in		

Loans	
DeLuca, Matthew J.	e 201 most frequent
Due: 04/06/19, 19:00	ous Library General Col
Aston, Manuel,	de to successful stu
Due: 04/06/19, 19:00	pus Library General Col

Loans Active loans 💌	
2 loans	
All loans have been successfully renewed.	× DISMISS
1 Study smart : a guide to successful Aston, Manuel,	Due: 25/06/19, Returner:Perth