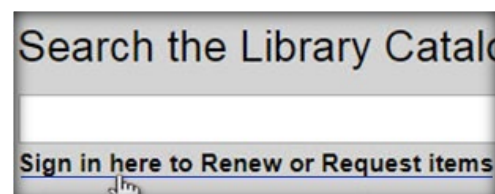


# HOW TO RENEW ITEMS

## STUDENTS

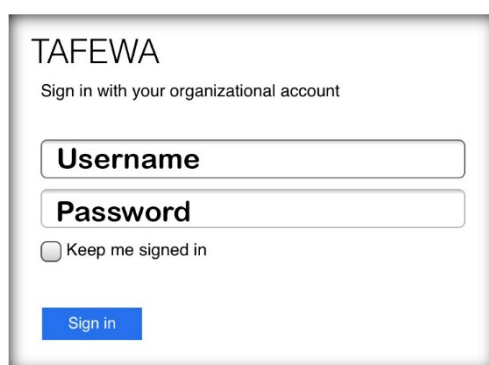
1. To access the Library Catalogue; from the North Metro TAFE website, roll over **Info for, Current Students, and then click on Library.**
2. Scroll down to the heading *Search the Library Catalogue*.

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



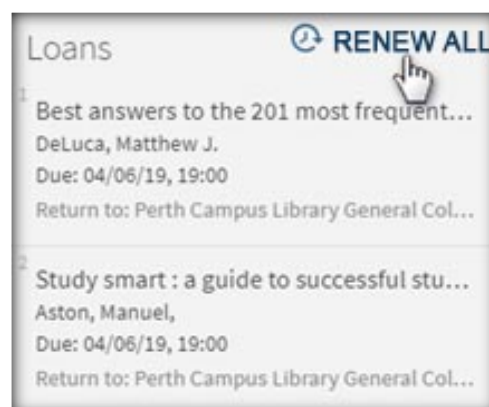
**NOTE:** On campus you will login automatically.

Off campus, you will need to sign in with your Student ID and password.



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](mailto:library@nmtafe.wa.edu.au)

