

Renewing items

Gamble Guides

Only standard loan books can be renewed when they are still within their due date. Items which have been reserved by other users cannot be renewed. Students and members can renew their loans once. Staff, research students and research members can renew their loans up to three times. After this you must bring your loans back to the library. You can renew loans in several different ways:

Using the self-issue computer

- Scan your card on the self-issue computer in the library. You should see your name and loans. Select the item you want to renew by clicking on the title. This should highlight it in blue. Click the “renew item” button on the right of the screen. Under Rn. a 1 should appear.

(3764) Henry Gamble [Student]

Loans Overdues Reservations History Charges Interest areas Serials

Show All items on loan Show only items just issued

Current Loans - Total: 3 Allowed: 10

Accession	Author	Title	Status	M	Class	Due date	Rn	Rn	Type
40245	Carson, D.A.	Worship by the Book	On Loan	Te	BV15 C32	26 Jul 2019			Stand
50856	Doehring, Carne	The practice of pastoral care : a postmodern approach	On Loan	Te	BV4012 D	26 Jul 2019			Stand
51588	Alexander, T. Desmond	From Paradise to the promised land : an introduction to the Pentateuch	On Loan	Te	BS1226 A	26 Jul 2019			Stand

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Scan barcode of book to borrow: 40245 CK

☐ Unseen renewal

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Show All items on loan Show only items just issued

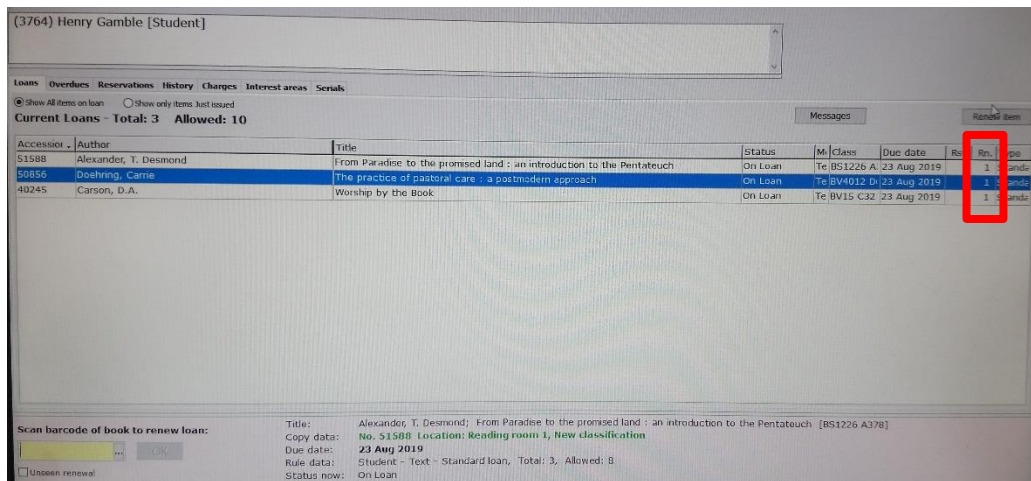
Current Loans - Total: 3 Allowed: 10

Accession	Author	Title	Status	M	Class	Due date	Rn	Rn	Type
40245	Carson, D.A.	Worship by the Book	On Loan	Te	BV15 C32	23 Aug 2019		1	Stand
50856	Doehring, Carne	The practice of pastoral care : a postmodern approach	On Loan	Te	BV4012 D	26 Jul 2019			Stand
51588	Alexander, T. Desmond	From Paradise to the promised land : an introduction to the Pentateuch	On Loan	Te	BS1226 A	26 Jul 2019			Stand

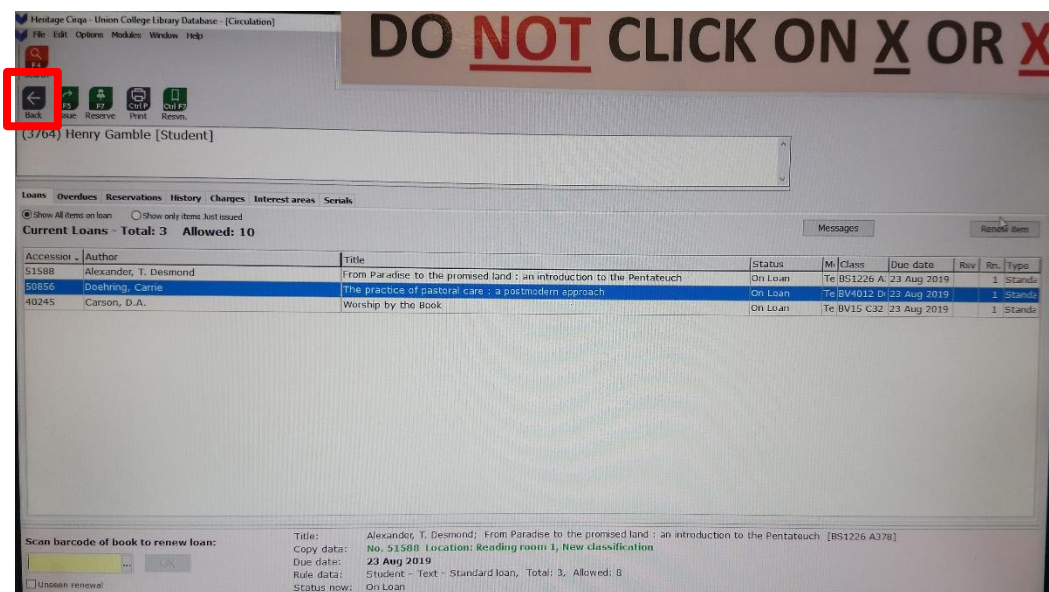
Scan barcode of book to renew loan: Title: Carson, D.A.: Worship by the Book (BV15 C32)
Copy data: No: 80245 Location: Reading room 1, New classification
Due date: 23 Aug 2019
Rule data: Student - Text - Standard loan, Total: 3, Allowed: 8
Status now: On Loan

☐ Unseen renewal

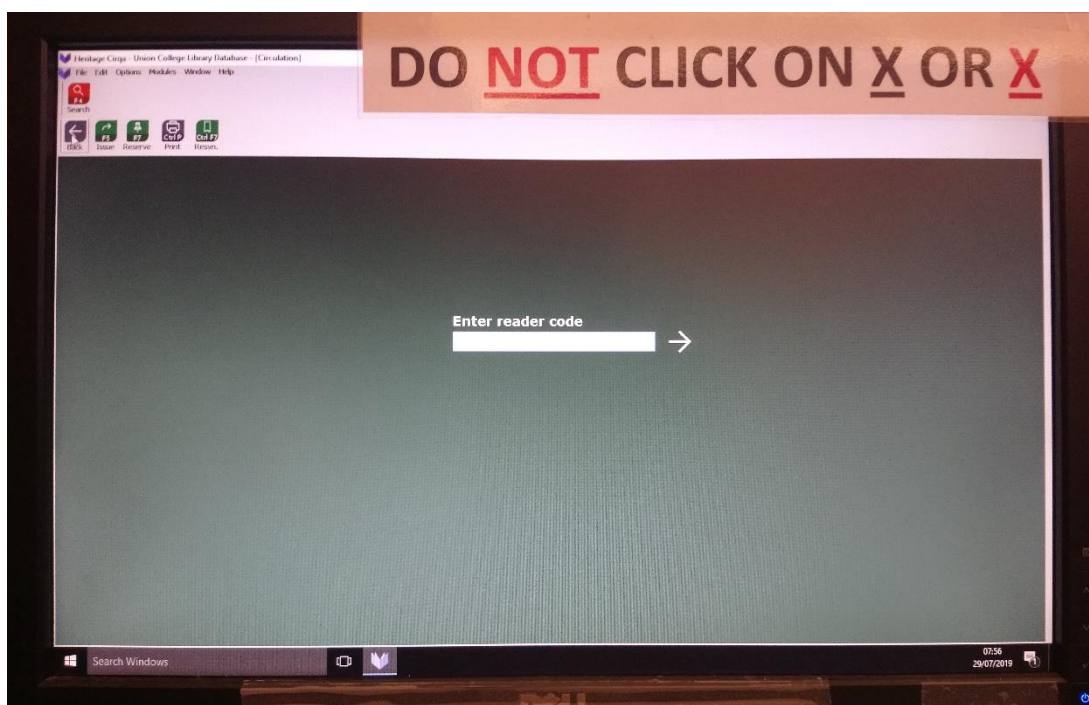
- Do this for **all** the items you need renewed.



- Click “back” once to return to the issue screen.



- Make sure the screen looks like this when you leave.



Asking library staff at the issue desk



Issue desk

Emailing renewal requests to any of the following:



librarian@union.ac.uk

Joy Conkey, **Acting Librarian:** j.conkey@union.ac.uk

Margaret Ollivier, **Library Assistant:** m.ollivier@union.ac.uk

You will get an **email acknowledging your request** and saying **when your books are next due**.



Phoning the library

Call 02890 205093 and **ask for your loans to be renewed**.



The Gamble Library vision - Every member equipped with the resources and information literacy they need to support teaching, learning, research or personal and professional development, within the context of the Union Theological College's vision, mission and ethos.