# Renewing items
Gamble Guides

Please note – it is <u>very</u> important that you make sure you return your loans on time, or else get them renewed. It helps other Library users and staff if you do. The Library Borrowing Policy gives further details of the consequences of having overdue loans.
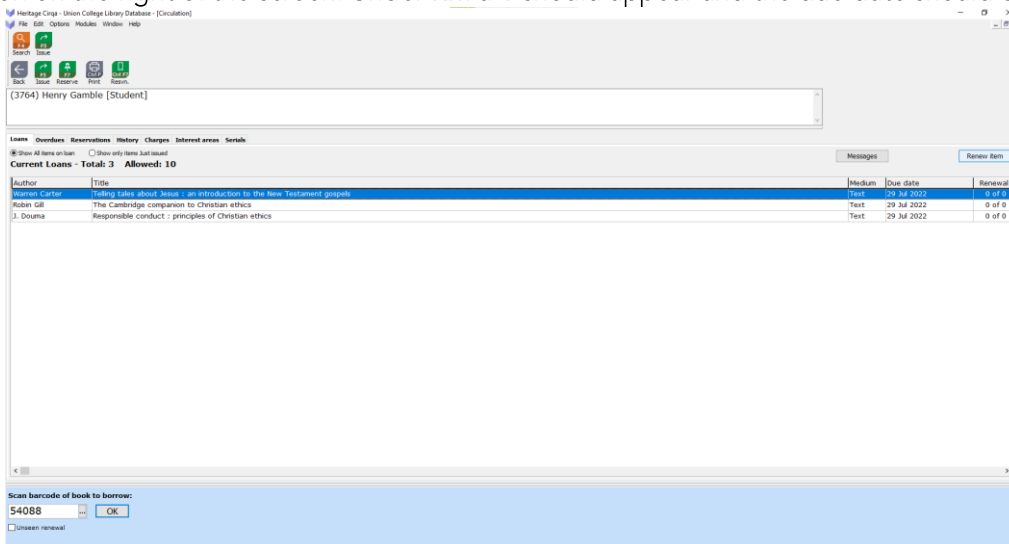
Only standard loan books can be renewed when they are still **within their due date**. **Items** which have been **reserved by other users cannot be renewed**. **Students** and **members** can renew their loans **once**. **Staff, research students** and **research members** can renew their loans up to **three times**. **After this** you must **bring your loans back** to the library. You can **renew** loans in **several different ways**:

1. Using the self-issue computer

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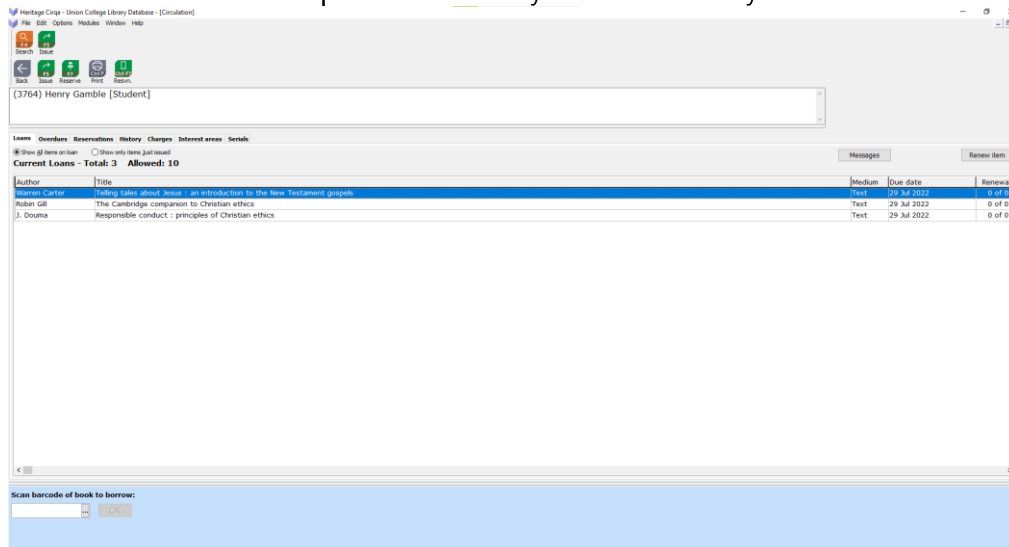
Select the item you want to renew by clicking on the title. This should highlight it in blue. Click the "**renew item**" button on the right of the screen. Under **Rn.** a **1** should appear and the due date should change.

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.
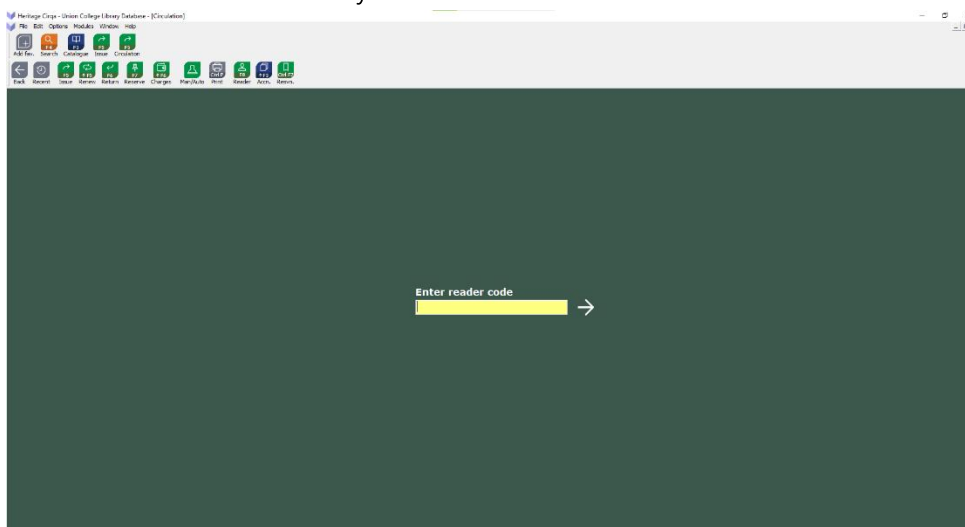
2. By asking Library staff at the issue desk

Ask Library staff at the issue desk to renew your loans.

3. By emailing renewal requests to any of the following:

librarian@union.ac.uk

Joy Conkey, 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.

4. By phoning the Library and requesting a loan renewal

Call 02890205093 and ask for your loans to be renewed.