



Renewing items

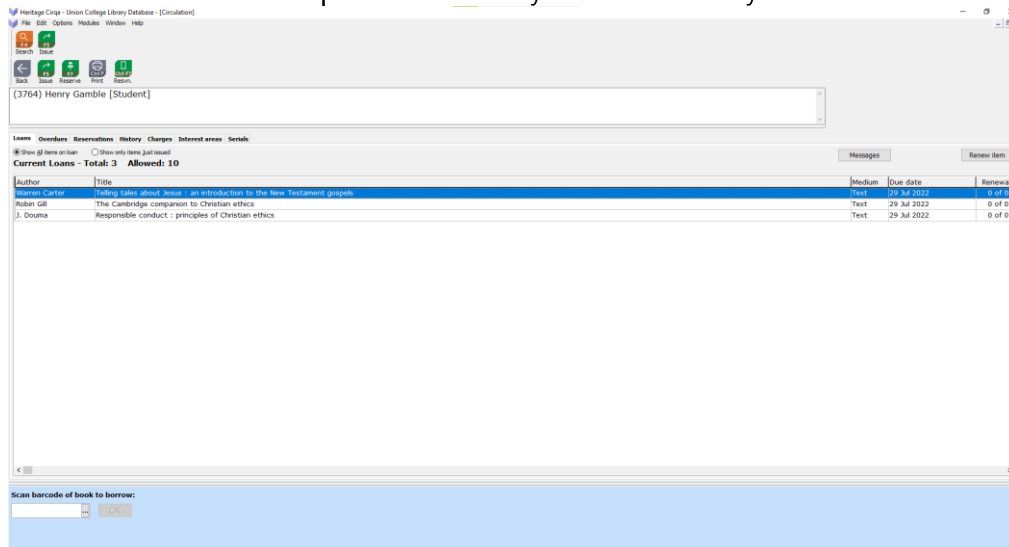
Gamble Guides

Please note – it is very 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.

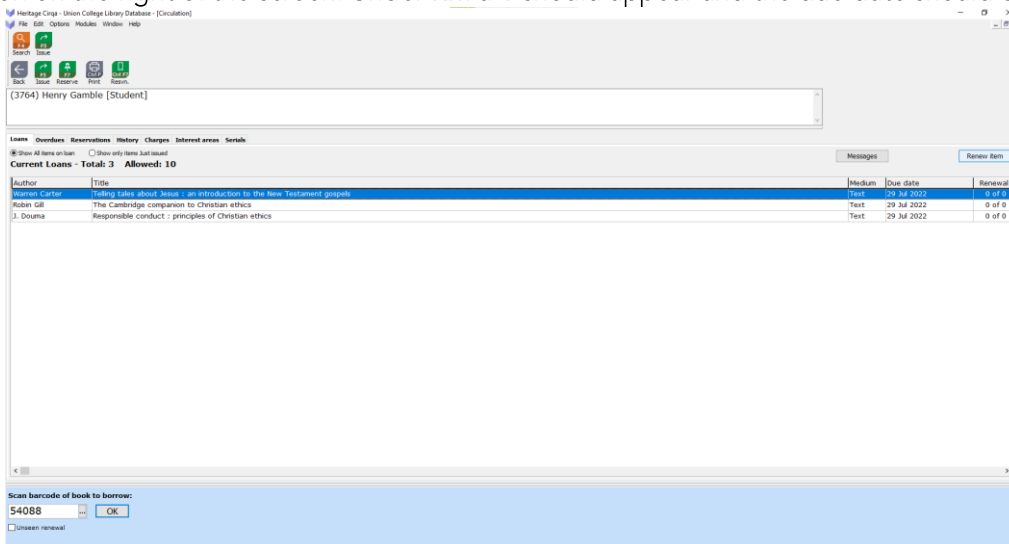
Only standard loan books can be renewed when they are still **within their due date**. Items which have been reserved by other users cannot be renewed. Students and members can renew their loans **once**. Staff, research students and research members can renew their loans up to **three times**. After 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.





Heritage Cirp - Union College Library Database - [Circulation]

[3764] Henry Gamble [Student]

Loans Overdues Reservations History Charges Interest areas Serials

Current Loans - Total: 3 Allowed: 10

Author	Title	Medium	Due date	Renewal
Warren Carter	Telling tales about Jesus : an introduction to the New Testament gospels	Text	26 Aug 2022	1 of 0
Robin Gill	The Cambridge companion to Christian ethics	Text	29 Jul 2022	0 of 0
J. Douma	Responsible conduct : principles of Christian ethics	Text	29 Jul 2022	0 of 0

Scan barcode of book to borrow: Title: Carter, Warren: Telling tales about Jesus : an introduction to the ... [B9255.2 C325]
Copy data: No. 54808 Location: Reading room 1, New classification
Due date: 26 Aug 2022
Rule data: Student - Text - Standard loan, Total: 3, Allowed: 8
Status now: On Loan

Do this for all the items you need renewed.

Heritage Cirp - Union College Library Database - [Circulation]

[3764] Henry Gamble [Student]

Loans Overdues Reservations History Charges Interest areas Serials

Current Loans - Total: 3 Allowed: 10

Author	Title	Medium	Due date	Renewal
J. Douma	Responsible conduct : principles of Christian ethics	Text	29 Aug 2022	1 of 0
Robin Gill	The Cambridge companion to Christian ethics	Text	26 Aug 2022	1 of 0
Warren Carter	Telling tales about Jesus : an introduction to the New Testament gospels	Text	26 Aug 2022	1 of 0

Scan barcode of book to borrow: Title: Douma, J.: Responsible conduct : principles of Christian ... [B11240 D738]
Copy data: No. 53460 Location: Reading room 1, New classification
Due date: 26 Aug 2022
Rule data: Student - Text - Standard loan, Total: 3, Allowed: 8
Status now: On Loan

Click 'back' once to return to the issue screen.

Heritage Cirp - Union College Library Database - [Circulation]

[3764] Henry Gamble [Student]

Loans Overdues Reservations History Charges Interest areas Serials

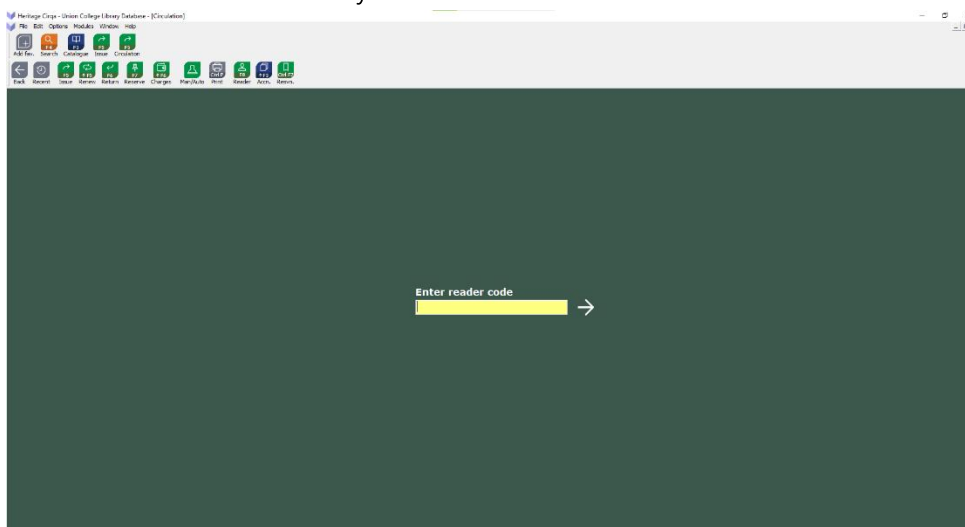
Current Loans - Total: 3 Allowed: 10

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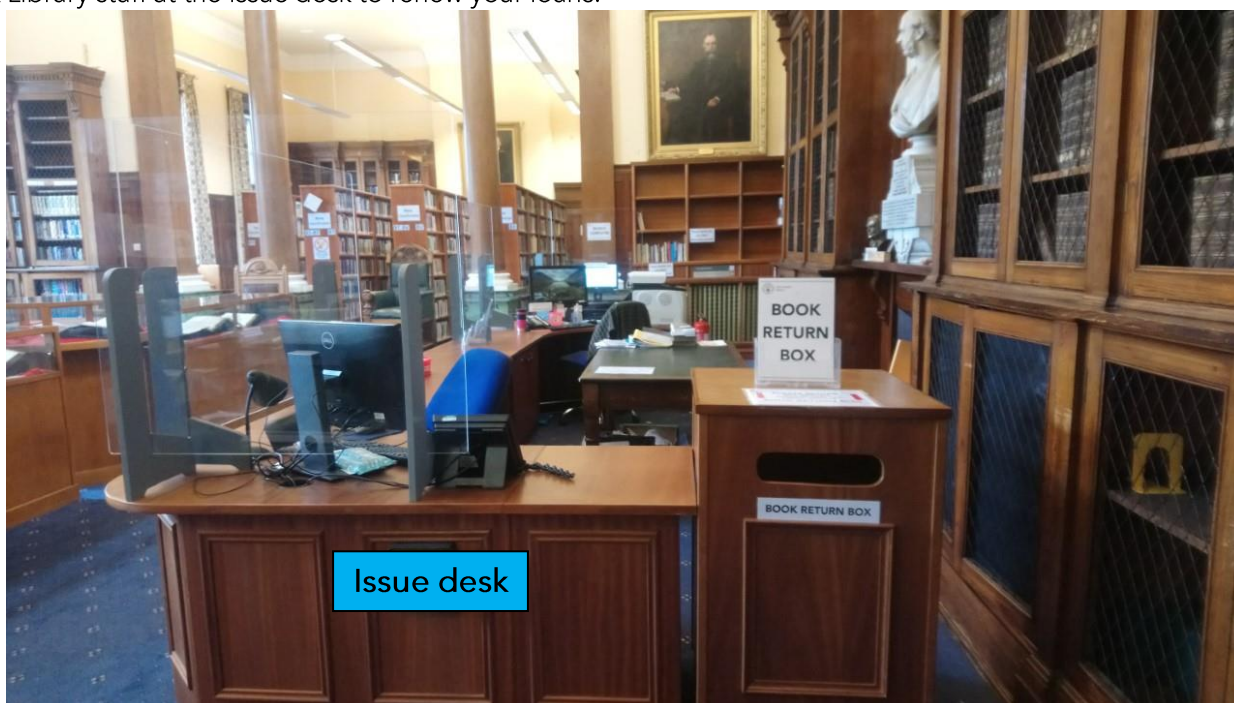
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Copy data: No. 53460 Location: Reading room 1, New classification
Due date: 26 Aug 2022
Rule data: Student - Text - Standard loan, Total: 3, Allowed: 8
Status now: On Loan



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.