## **Renew or Reserve Online**

## **Renew Online:**

- 1. Sign into My Account with your library card and password.
- 2. If you do not know your password, please call your Branch.
- 3. Your current loans will be displayed and there will be a Renew button to the right of your items. You have to renew each item separately.

You cannot renew online on the due date; you will have to call the Library.

## **Reserve Online:**

- 1. Follow steps 1 & 2 under Renew Online.
- 2. Search our Catalogue to find your item.
- 3. Click on Details and when they are displayed you will see Reserve to the right hand side of your screen.
- 4. Click on Reserve to place your item on reserve or hold.