

## Renewing Books

1. This brief tutorial will demonstrate how to renew Vassar College Libraries materials as well as Connect NY books. To start the process, click on the Vassar Online Catalog.
2. The next step is to click on MY RECORD. You don't have to be on campus or logged into the proxy server to access your account. You can do this from off-campus.
3. Enter your name and the barcode number that appears on the back of your Vassar ID card, and then click on LOGIN.
4. You'll see a list of the materials you have checked out, along with their due dates. Connect NY books will be on the bottom of the list.
5. This list won't include books you've requested via interlibrary loan. Renew those from within your ILLiad account.
6. If you have many items checked out, it may be useful to use the SORT BY DUE DATE button. The book due soonest will appear at the beginning of the list.
7. Check off the boxes of the titles you want to renew; then click on RENEW SELECTED.
8. You can also opt to RENEW ALL.
9. If the due date has passed, you must ask a circulation staff member to renew the book for you. Or, return the book to avoid being Blocked from borrowing.
10. The circulation staff also handles Bills and Fines you might see on your record.
11. The system only allows self-renewals if the book is due in less than a week. If you try to renew the book too early, you'll get an error message.
12. Likewise, certain types of materials such as laptops, browsing books, reserve and readings cannot be renewed. If you try, you'll also get an error message.
13. Only one renewal per book is allowed; if you attempt a 2<sup>nd</sup> renewal, it will be denied.
14. If you have questions about your circulation record, contact the circulation desk at 845-437-5760.
15. For security reasons, remember to LOG OUT of your record when you're done.