



A Guide to Renewing Books On line

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LOGON

www.library.ittralee.ie

MY LIBRARY

logging on to

“My Library” allows you to do a host of different functions on line:

- View my Record
- Renew Books online
- Request Books
- View Reading History
- Request Interlibrary loans
- Book a Room

FAST FIND

Allows you to do the following:

- View My Records
- Request an Interlibrary loan
- Renew My Books
- Request a Book
- Book a Room
- View My Library History



Log on to the Library Information Resource Page
[@www.library.ittralee.ie](http://www.library.ittralee.ie).

Click on “My Library”
A series of options appear.

Select “Renew Books”.



Alternatively you can log on and under “Fast Find”, hit the drop down key and select the option to “Renew My Books”

Enter Your T Number
Enter Your Password

User Services

Log in to Library Online Resources and Services

Please enter the following information:

Enter Your T number e.g T00012345
Your T Number
Use your college password. First-time users will b
Your Password



BORROWING RULE

Once a Hold has been placed on a book you cannot renew the book on line but must return it to the library

MANAGING YOUR RECORD: RENEWING BOOKS

- Sort your books
- Renew all books
- Renew selected items

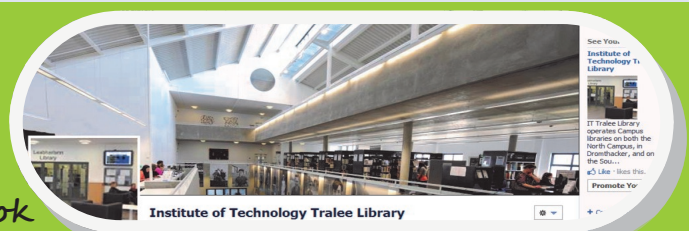
BOOKS CANNOT BE RENEWED:

- When fines are due.
- If you have renewed six times On line.
- If there is a hold on the book placed by another patron.
- If your account is suspended.
- If a book is overdue on your library account.
- If it is too early to renew books.

You can phone the library desk and renew your books over the phone.



Find us on facebook



Home | Information | My Library | Facilities | Resources | Help

My Record | LOGOUT

You are logged in Inst. of Technology, Tralee as Test Student

Modify Your PIN | ILL Form | Book a Room | Search Catalog | Preferred Searches | My Reading History | My Ratings

SORT BY DUE DATE

RENEW ALL

RENEW SELECTED ITEMS

2 ITEMS CHECKED OUT

RENEW	TITLE	Ratings	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	The Web designer's idea book. Volume 2 : the latest01 themes, trends and styles in website design /	☆☆☆☆☆	38888000738330	DUE 03-09-12	006.7 MCN
<input type="checkbox"/>	Teaching evidence-based practice in nursing : a guide for academic and clinical settings / Rona F. L	☆☆☆☆☆	38888000772792	DUE 03-09-12	610.73071 TEA

SORT BY DUE DATE

RENEW ALL

RENEW SELECTED ITEMS

A sample record as it appears. Two items on loan . Their "Status" tells us when they need to be returned. A series of option keys allows us to carry out functions.

Click the box near the items you wish to renew.

Message from webpage

ⓘ This will affect all items. Are you sure?

OK Cancel

When you click to renew items messages may appear. Continue to click on the appropriate function keys to progress. Messages will appear on screen to Inform you of changes.

SORT BY DUE DATE

RENEW ALL

RENEW SELECTED ITEMS

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SORT BY DUE DATE

RENEW ALL

RENEW SELECTED ITEMS