Renewing in

Open the patron’s record. The program takes you to the check out screen. Click on the Items tab.

Click in the box to the left of the item you wish to renew.

Checking the box “lights up” the Renew button. Clicking on the Renew button renews the item for the item’s owning library’s standard length of renewal, and then gives you the option to print a receipt. Simply cancel if you do not want to print a receipt.