

## Renew Items Online

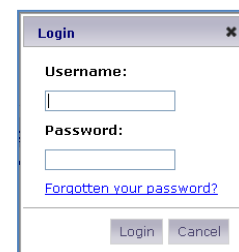
You can renew the items you have borrowed through the online library catalogue. Go to [www.dundeecollege.ac.uk/learninhqhub](http://www.dundeecollege.ac.uk/learninhqhub) and click the **Online library catalogue link**:



If you are logged in to a College PC, you should be **automatically** logged into the catalogue. If you are not in College, you will need to log in:

Your **username** is your **College username** example 0101938.

Your **password** is your **College password** you created.



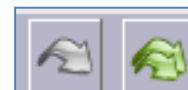
Clicking on **Current Loans** will direct you to the **My Loans** section of **My Portal**.

You will see a list of all items you have borrowed. There are two **renew** options:

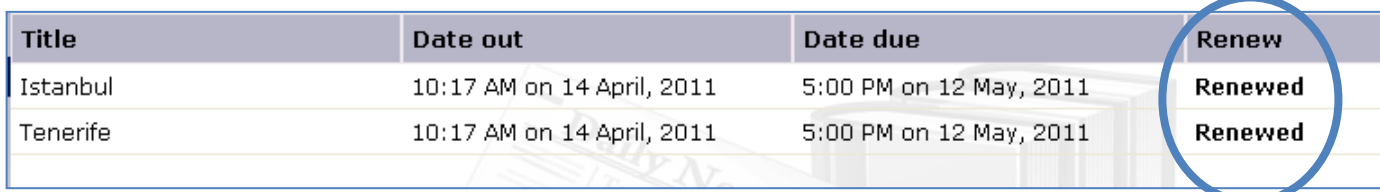


Title	Date out	Date due	Renew
Istanbul	10:17 AM on 14 April, 2011	5:00 PM on 21 April, 2011	<input type="checkbox"/>
Tenerife	10:17 AM on 14 April, 2011	5:00 PM on 21 April, 2011	<input type="checkbox"/>

The single arrow (grey) will **renew selected items** and the double arrow (green) will **renew all items**.



Once you click one of the options, you will receive confirmation:



Title	Date out	Date due	Renew
Istanbul	10:17 AM on 14 April, 2011	5:00 PM on 12 May, 2011	<b>Renewed</b>
Tenerife	10:17 AM on 14 April, 2011	5:00 PM on 12 May, 2011	<b>Renewed</b>

If you have any **overdue** items they will appear in the **Overdue Loans** tab and in the **Current Loans** tab. Overdue loans **cannot** be renewed online, you need to bring the items to a Library or contact us.

### Overdue Loans

We charge **fin**es at £0.10 per item per day up to a maximum of £2.00. We don't charge fines on days we are closed, like weekends or holidays.



If you keep an item four weeks or longer past the date it was due back, we will send you an invoice for replacement costs. If you have the items, please bring them back as soon as possible and you will only have to pay the fines.