HOW TO RENEW YOUR LIBRARY ITEMS ONLINE

Before you start:

- You will need your library account PIN and your TAFE Card.
- You can obtain your library account Pin by contacting your College Library.
- You will not be able to renew your items online if they are overdue, or if another student has placed the item on hold.
- If you need help please contact Library Staff.

STEP 1. Go to the SWSI Library website:
https://swsi.tafensw.edu.au/Library
or Google “swsi library services”, and select the first result.

STEP 2. Click on Renew my items.
STEP 2. Click on Renew My Materials.

STEP 3. Enter your TAFEcard barcode and your library account Pin, then click List Charged Items.
STEP 4. Select the items you wish to renew by ticking the box next to each item, or by selecting Renew all.

STEP 5. Click Renew Selected Items.
STEP 6. If you were successful you will see the new Due Date for your items, and the number of renewals remaining. Please make a note of the Due Date, then click OK to close this screen.

1 item was renewed.

Item renewed
Jamie's 30 minute meals
Oliver, Jamie, 1975-
613.25/OLIV

There is 1 renewal remaining before the renewal limit is met for the checkout.
Due: 29/8/2016, 21:00
Date renewed: 1/8/2016, 16:14
Times renewed: 1
Renewals remaining: 1

OK

STEP 7. If you are using a public or shared computer, log-out of your account by clicking on the link at top of the screen.