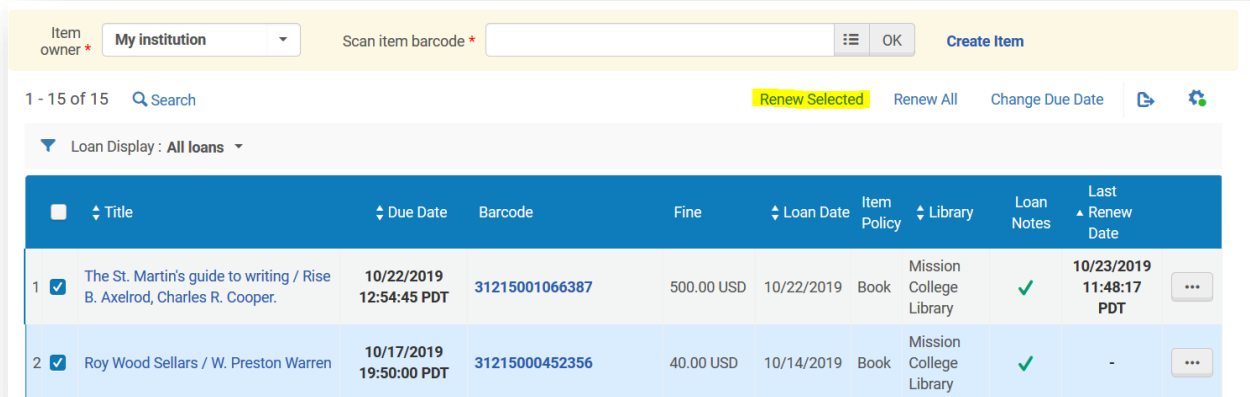


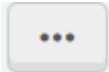
ALMA QUICK TIPS: Renew an Item

1. Search for a patron and click on all loans.
2. Put a check mark on items that the patron wants to renew and click on Renew selected.

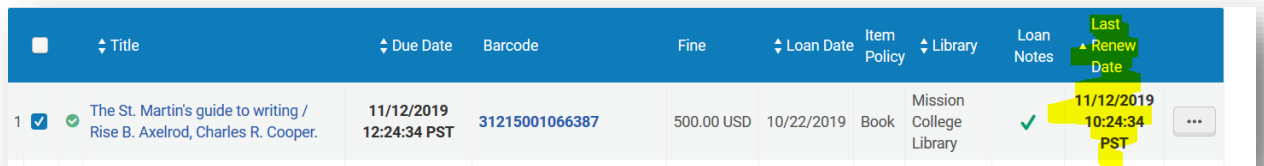


The screenshot shows the ALMA interface with a search bar and a list of loans. The 'Renew Selected' button is highlighted in yellow. The table below shows two loans with checkboxes selected.

	Title	Due Date	Barcode	Fine	Loan Date	Item Policy	Library	Loan Notes	Last Renew Date	
1	<input checked="" type="checkbox"/> The St. Martin's guide to writing / Rise B. Axelrod, Charles R. Cooper.	10/22/2019 12:54:45 PDT	31215001066387	500.00 USD	10/22/2019	Book	Mission College Library	✓	10/23/2019 11:48:17 PDT	...
2	<input checked="" type="checkbox"/> Roy Wood Sellars / W. Preston Warren	10/17/2019 19:50:00 PDT	31215000452356	40.00 USD	10/14/2019	Book	Mission College Library	✓	-	...

Or you can click on  at the end of each row and click on Renew.

3. If patron wants to renew all items, click on Renew All link on the top.
4. The Last Renew Date will be updated and patron will receive a notice that the item is renewed.



The screenshot shows the same table as above, but the 'Last Renew Date' for the first loan has been updated to 11/12/2019 10:24:34 PST, which is highlighted in yellow.

	Title	Due Date	Barcode	Fine	Loan Date	Item Policy	Library	Loan Notes	Last Renew Date	
1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> The St. Martin's guide to writing / Rise B. Axelrod, Charles R. Cooper.	11/12/2019 12:24:34 PST	31215001066387	500.00 USD	10/22/2019	Book	Mission College Library	✓	11/12/2019 10:24:34 PST	...

Note: You can use Change Due Date but can't choose a due date that 1) Is past the user's expiration date, or 2) a date that the library is closed.