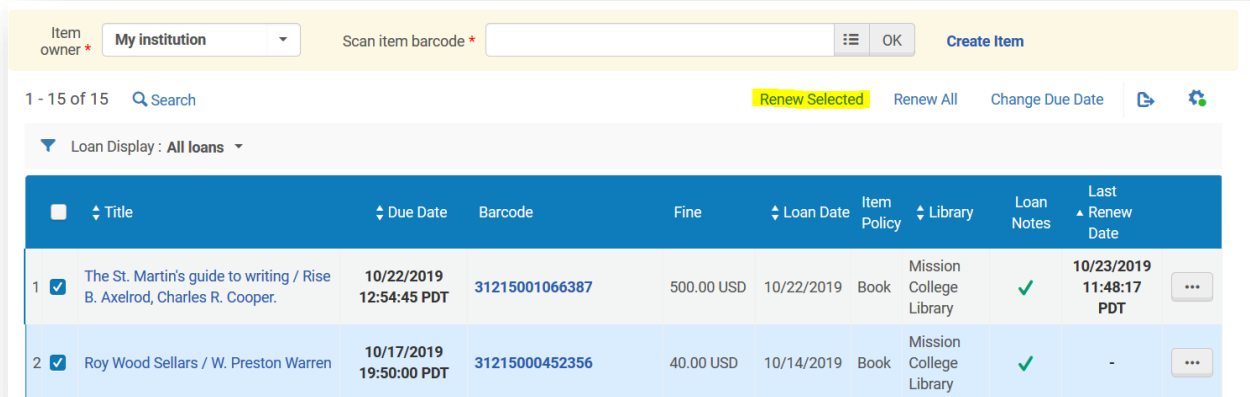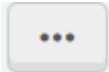# ALMA QUICK TIPS: Renew an Item

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 <u>Renew selected.</u>
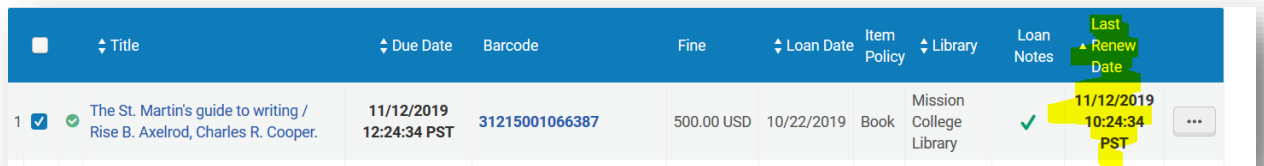

Or you can click on at the end of each row and click on Renew.

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.

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.