

Guide for TFA Renewing Books and Materials Online

Teach For America may renew library books once provided someone **has not** placed a hold on that item. Waiting until the day before it is due to renew it will allow you to have the item longer. If you have problems renewing your material, please contact Instructional Resources Center (846-4345 or 846-4347).

1. Go to the library catalog, http://merlin.deltastate.edu/uhtbin/cgiirsi.exe/x/0/0/49?user_id=GUEST and login using your TFA ID (70XXXXXXX) and your library PIN at the following login screen illustrated in Figure 1A. (Your library PIN was emailed to you. You may also phone the IRC at 662-846-4345 to obtain your PIN number.) After typing in your user ID and PIN, click on “Login to the e-Library OPAC” or the “Login” link.

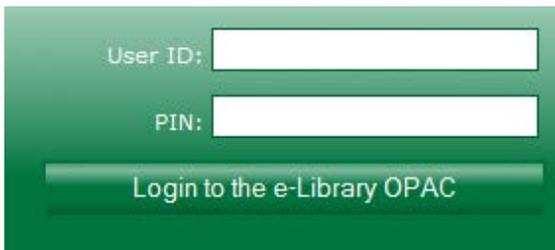


Figure 1: Login screen

2. Click on “My Account” located on the gray information bar on the catalog screen (see Figure 2 below).



Figure 2: Information Bar

At the “My Account” screen one can renew their materials, change their library PIN, or just see what they have checked out and when it is due.

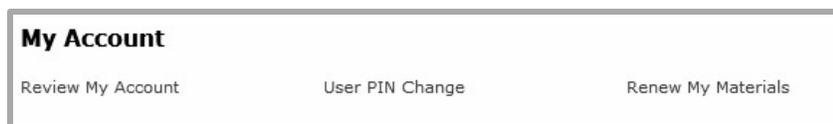


Figure 3: My Account screen

3. Click on “Renew My Materials.” (Figure 3)

A list of all the items you currently have checked out should be listed (see Figure 4 below) with the due date on the right-hand side. Notice that “Select Items to Renew”, is selected by default. This allows one to renew *only* the items that are due shortly.

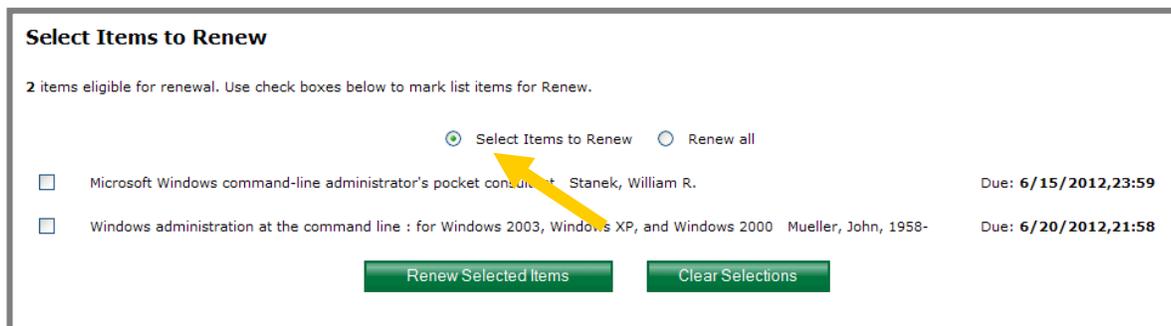


Figure 4: Items checked out

4. Choose which item(s) you want to renew or select “Renew all” to renew all your items currently checked out. Then click on the “Renew Selected Items” link even if you are selecting all the items.

Figure 5: Selected Items to Renew

The item(s) that could be renewed will be listed with the new due date (figure 6); the **items that could not be renewed would** also be listed with the reason **for non-renewal** (e.g. item on hold, not able to checkout, or renewal limit reached). Please return **any** items with holds. Items that have exceeded the renewal limit should be physically returned to the library and checked in before it can be checked out again.

Figure 6: Renewal Results

5. When you have finished renewing your items, click on “Logout” (see Figure 7 below).

Figure 7: My Account Screen

Have a Question? Ask a Librarian!