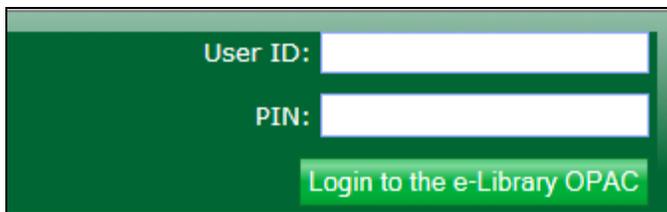


Guide for TFA Renewing Books and Materials Online

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://delt.sirsi.net/uhtbin/cgisirsi/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.



The login screen features a dark green background. At the top, it says "User ID:" followed by a white input field. Below that is "PIN:" followed by another white input field. At the bottom, there is a green button with white text that reads "Login to the e-Library OPAC".

Figure 1: Login screen

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

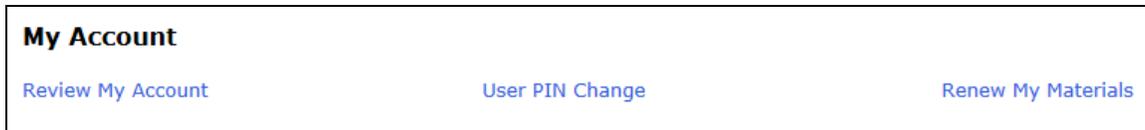


A horizontal gray bar with three links: "Reserve Desk", "Library Info", and "My Account". The "My Account" link is highlighted in a darker shade.

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.

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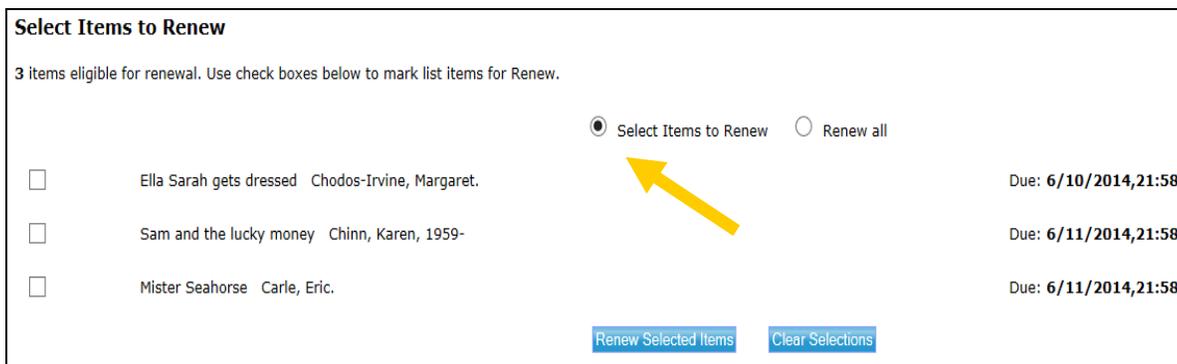


The "My Account" screen has a white background. At the top left, it says "My Account" in bold. Below it are three blue links: "Review My Account", "User PIN Change", and "Renew My Materials".

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.



The "Select Items to Renew" screen has a white background. At the top, it says "Select Items to Renew" in bold. Below it, it says "3 items eligible for renewal. Use check boxes below to mark list items for Renew." There are two radio buttons: "Select Items to Renew" (which is selected) and "Renew all". Below the radio buttons is a list of three items, each with a checkbox on the left and a due date on the right. A yellow arrow points to the "Select Items to Renew" radio button. At the bottom, there are two blue buttons: "Renew Selected Items" and "Clear Selections".

| Item | Due Date |
|---|----------------------|
| <input type="checkbox"/> Ella Sarah gets dressed Chodos-Irvine, Margaret. | Due: 6/10/2014,21:58 |
| <input type="checkbox"/> Sam and the lucky money Chinn, Karen, 1959- | Due: 6/11/2014,21:58 |
| <input type="checkbox"/> Mister Seahorse Carle, Eric. | Due: 6/11/2014,21:58 |

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.

Select Items to Renew

3 items eligible for renewal. Use check boxes below to mark list items for Renew.

Select Items to Renew Renew all

| | | |
|-------------------------------------|--|----------------------|
| <input checked="" type="checkbox"/> | Ella Sarah gets dressed Chodos-Irvine, Margaret. | Due: 6/10/2014,21:58 |
| <input checked="" type="checkbox"/> | Sam and the lucky money Chinn, Karen, 1959- | Due: 6/11/2014,21:58 |
| <input checked="" type="checkbox"/> | Mister Seahorse Carle, Eric. | Due: 6/11/2014,21:58 |

[Renew Selected Items](#) [Clear Selections](#)

Figure 5: Selected Items to Renew

1 item was renewed.

2 items failed to be renewed.

Renewal limit reached for materials unseen by staff.
Ella Sarah gets dressed
Chodos-Irvine, Margaret.
813 C545eg Juv

Item has holds
Sam and the lucky money
Chinn, Karen, 1959-
813 C539s Juv

Item renewed
Mister Seahorse
Carle, Eric.
813 C278mi Juv
Due: 6/3/2014,11:36

Figure 6: Renewal Results

The item(s) that could be renewed will be listed with the new due date; the [items that could not be renewed would](#) also be listed with the reason [for non-renewal](#) (e.g. item on hold 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.

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

Search/Home Knowledge Portal Reserve Desk Library Info **My Account**

Go Back Help My Profile Logout

Figure 7: My Account Screen

Have a Question? Ask a Librarian!