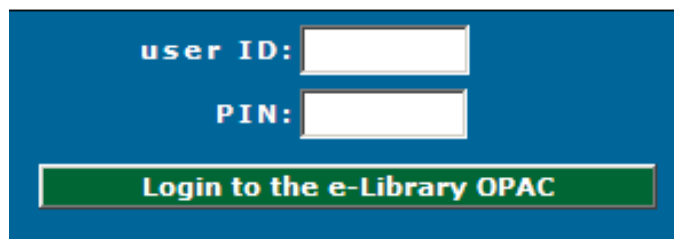


## Guide to Renewing Books and Materials Online

Library books may be renewed twice 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 the appropriate library: [Roberts-LaForge Library](#) (846-4430), Instructional Resources Center (846-4345), or Greenville Higher Education Center (332-8931)

1. Go to the library catalog, <http://merlin.deltastate.edu> and login using your Banner ID (900XXXXXX) and your library PIN at the following login screen illustrated in Figure 1A. Your library PIN must be obtained at the Circulation Desk. After typing in your user ID and PIN, click on “Login to the e-Library OPAC” or the “Login” link.



The image shows a login screen with a blue background. It features two input fields: one for 'user ID:' and one for 'PIN:'. Below these fields 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).

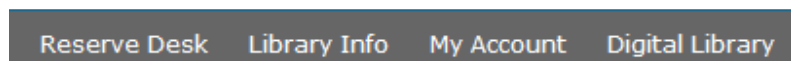


Figure 2: Information Bar

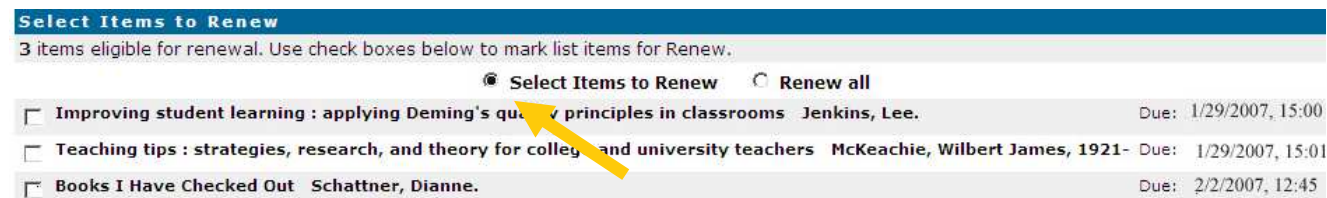


Figure 3: My Account screen

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.

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 image shows a screen titled 'Select Items to Renew'. It indicates that 3 items are eligible for renewal. There are two radio buttons: 'Select Items to Renew' (which is selected) and 'Renew all'. Below this are three rows of book information, each with a checkbox on the left and a due date on the right. A yellow arrow points to the checkbox for the first item.

Item	Due Date
<input type="checkbox"/> Improving student learning : applying Deming's quality principles in classrooms Jenkins, Lee.	Due: 1/29/2007, 15:00
<input type="checkbox"/> Teaching tips : strategies, research, and theory for college and university teachers McKeachie, Wilbert James, 1921-	Due: 1/29/2007, 15:01
<input type="checkbox"/> Books I Have Checked Out Schattner, Dianne.	Due: 2/2/2007, 12:45

Figure 4: Items checked out

- 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.

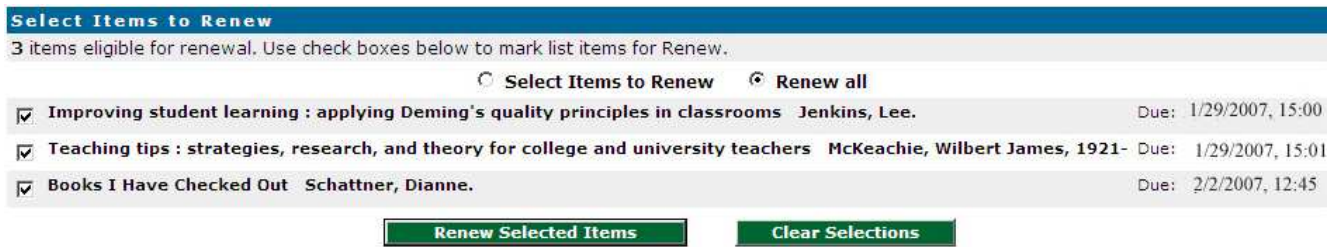


Figure 5: Selected Items to Renew

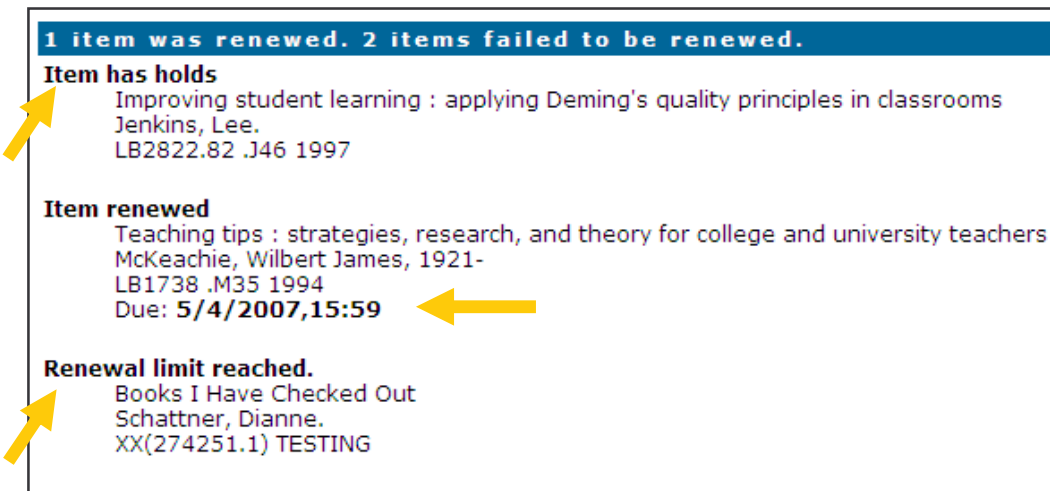


Figure 6: Renewal Results

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.

- 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!**