



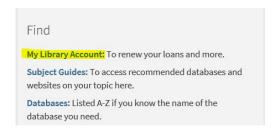
## Renew items on loan

1. Begin at My Ara: <a href="https://myara.ara.ac.nz/">https://myara.ara.ac.nz/</a>

2 Choose Library Search



3. Under Find click on My Library Account.

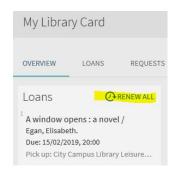


4. Choose Student / Staff login



- 5. If prompted, use your **Student email address** and **password** to log in. Your student email address is your <u>username@arastudent.ac.nz</u> e.g. abc123@arastudent.ac.nz
- 6. Click on **Renew all** to renew all your loans or click on each title for individual renewals.

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## Additional notes:

- i. Your item will renew for three weeks from today's date unless it is a 3 day loan in which case it will renew for 3 days from today's date.
- ii. You can renew your items only once.
- iii. Your items will **NOT** renew online in the following instances:
  - Your item is already overdue.
  - Your items are due today in which case you can ring 940 8089 to renew via the phone.
  - Your item is a 3 hour loan.
  - Your item has a hold request for it from another student.

## For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via Asklive
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email: <u>library@ara.ac.nz</u>

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