Kā tautoko ako
Academic Support Services

Renew items on loan

1. Begin at My Ara: https://myday.ara.ac.nz/

2. Choose Primo Library Search


Find

- My Library Account: To renew your loans and more.
- Subject Guides: To access recommended databases and websites on your topic here.
- Databases: Listed A-Z if you know the name of the database you need.

4. Choose Student / Staff login

Login using:
- Internal use only
- Student/Staff Login

5. If prompted, use your Student email address and Network / Moodle password to log in. Your student email address is your username@arastudent.ac.nz e.g. abc123@arastudent.ac.nz

6. Click on Renew all to renew all your loans or click on each title for individual renewals.
**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, City Campus, Christchurch
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library.
- Email: library@ara.ac.nz