

Renew items on loan

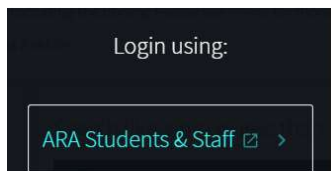
1. Begin at **My Ara** : <https://myara.ara.ac.nz/>
2. Click on the **Library Search** tile.



3. Check you can see your name in the top right corner which means you are signed in. If not, then click **Sign In**



4. If prompted, choose **Ara Students & Staff** and use your **Ara Student Email address** to log in.



5. Your name will appear in the top right corner. Click on your name and choose **My Loans**
6. Click on **Renew** next to each title to be renewed.



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 or staff member.

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 : library@ara.ac.nz