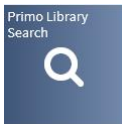


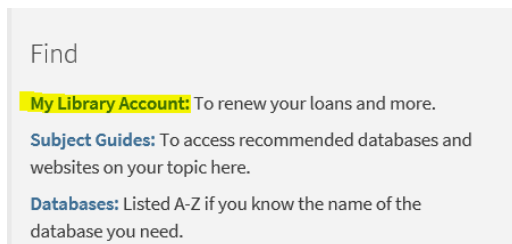
Renew items on loan

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

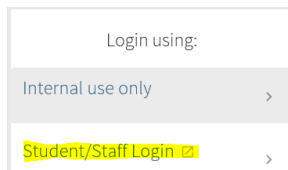
2. Choose **Primo Library Search**



3. Under **Find** click on **My Library Account**.

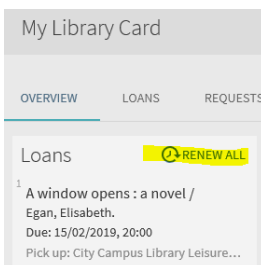


4. Choose **Student / Staff login**



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