

Renewing Item

You may renew items in MobileCirc by scanning them into “Renew by User” or “Renew by Item.” See the “Scanning section” of this guide for information on the options available for scanning barcodes.

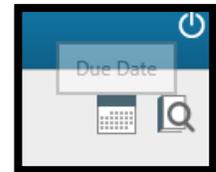
To Renew an item

1. Open **Renew Item** from the side menu.

Check Out	Renew by Item	
Check In		
Renew by User	Item ID	<input type="text"/>
Renew by Item	<input checked="" type="checkbox"/> Seen	
In-house Use		

To edit the due date

- Before scanning the item’s barcode, click the **Modify Due Date** tool at the top right of the barcode field.
- Tap **Special** – set the due date – Click **Set**



2. Tap in the **Item ID** field.

Check Out	Renew by Item	
Check In		
Renew by User	Item ID	<input type="text"/>
Renew by Item	<input checked="" type="checkbox"/> Seen	
In-house Use		
Item Status	32612000081111 The Cat in the Hat knows a lot about that! Safari, so good!	
Hold Pull List	<input type="button" value="Renew by Item"/>	<input type="button" value="Clear Renewal List"/>
Inventory	Item ID	Title
Deselect	32612000081111	The Cat in the Hat knows a lot about that! Safari, so good!
		Due Date
		02/29/2016,23:59

3. **Scan** the item’s barcode (if item is Seen – if not, use item search to find correct item)