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.
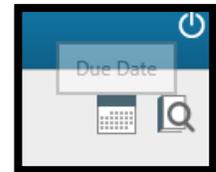
To Renew an item

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

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.

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