LIBRARY CATALOGUE - HOW TO RENEW YOUR LOANS

You can...

- Renew in person – just show your TAFEcard at the Loans Desk.

- Renew over the phone – telephone your local TAFE NSW library during library hours.

- Renew online – using the library catalogue. You need a PIN – ask library staff (this is not the same as your TAFE student password).

Tips

- You can only renew items twice.

- You cannot renew an item if another person has a hold (reservation) on it.

- You cannot renew any overdue items online – please contact your library.

To renew your loans online – option 1:

Go to the **TAFE NSW Library Catalogue:** tafecat.tafensw.edu.au/tafecat.html

Choose **your home library** from the drop down list of libraries. Click on **Go to the catalogue**.:

| Albury Library ▼ | Go to the catalogue |

Click on the **My Account** tab

My Account

Click on **Renew My Materials**

Renew My Materials

Enter your **TAFEcard barcode number** (starts with 25555)

Select Some or All Items to Renew

TAFEcard barcode: 25555

Enter your **PIN (If you do not know what this is contact your local library)**

PIN:

Click on **List Charged Items**

Select the items to renew from the list – tick the box or boxes.

List Charged Items   Reset Query Values

Click on **Renew Selected Items**
Click on **OK**

Renew Selected Items

Error messages: If you have any overdue items or fines, you will see this message:

Materials Renewal

Sorry, you are not eligible to renew materials because of overdue materials or accrued fines or bills. For details, please contact your local TAFE NSW library.

OK

To change your **TAFEcat PIN** online:

User PIN Change

To renew your loans online – option 2:

Go to the **TAFE NSW Library Catalogue:** tafecat.tafensw.edu.au/tafecat.html

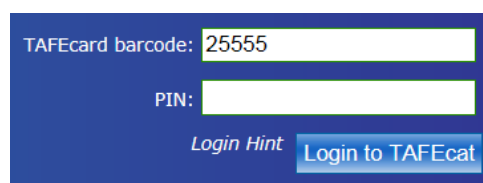Choose **your home library** from the drop down list of libraries. Click on **Go to the catalogue**.:

Albury Library ▼ | Go to the catalogue

If you log into TAFEcat from the login box at the top of the screen, you can move between **Review My Account, User PIN change** and **Renew My Materials** without re-entering your barcode and PIN.

At the top of the screen, enter your **TAFEcard barcode number** (starts with 25555)

Enter your **PIN**
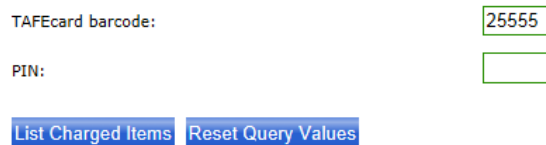
Click on **Login to TAFEcat**

TAFEcard barcode: 25555
PIN:
Login Hint | Login to TAFEcat

Click on the **My Account** tab

My Account

Click on **Renew My Materials**

Select Some or All Items to Renew

TAFEcard barcode: 25555
PIN:

List Charged Items | Reset Query Values

Select the items to renew from the list – tick the box or boxes.

Click on **Renew Selected Items**

Click on **OK**

Renew Selected Items

Error messages: If you have any overdue items or fines, you will see this message:

Materials Renewal

Sorry, you are not eligible to renew materials because of overdue materials or accrued fines or bills. For details, please contact your local TAFE NSW library.

OK

Remember:

If you have overdue loans, you cannot renew online – please contact library staff to discuss your options