Renewing & Requesting an Item

Renew

1. Go to the library search and click on “Sign in" up in the top right hand corner.

2. Login with your SFC username and password. Once you are logged in, you will see your name in the upper right hand corner instead of “Guest”.

3. Click “My Account" to look at what you have checked out. You can see when your items are due and which ones are renewable.

4. To renew an item click on the box next to the titles you want to renew. Then click, “Renew Selected”.

5. If the item was successfully renewed you will see “Success" under Status and an updated due date.
Requesting

1. Follow steps 1-2 of renewing a book and login to your library account.
2. Do a search in the catalog for the item.
3. Click on the “Renew & Request” tab under the item info.

4. You will see options for renewing. Next to “Select Copy”, select the copy you want to request.
5. Click “Hold”.
6. You will see a confirmation message, “Your request was successful”, if your request went through.

7. You can check the status of your hold or cancel a hold by going to “My Account”, clicking on “Requests” and clicking “Cancel”.

[Image of library catalog search result and request options]

[Image of hold request confirmation]

[Image of hold details]