

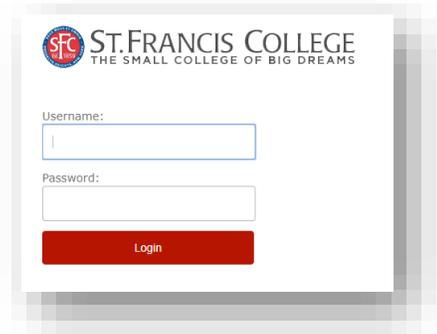
# Renewing & Requesting an Item

## Renew

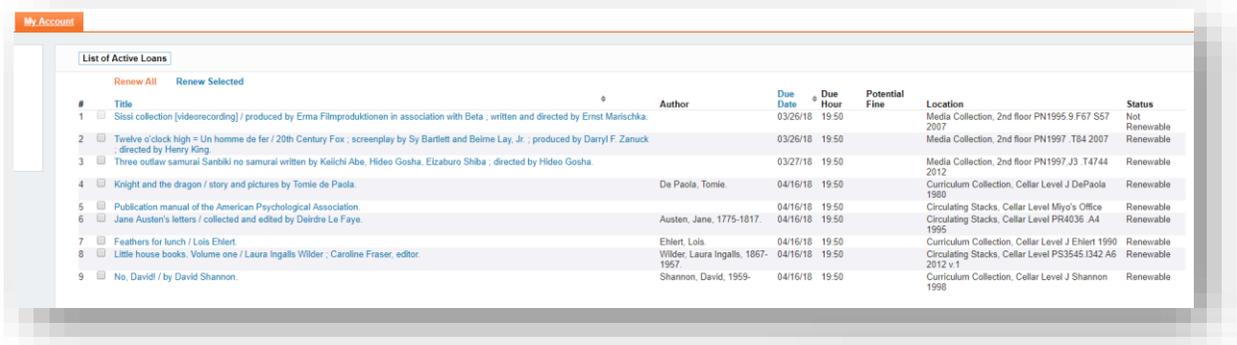
1. Go to the library search and click on "Sign in" up in the top right hand corner.

Guest  e-Shelf My Account Sign in

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".



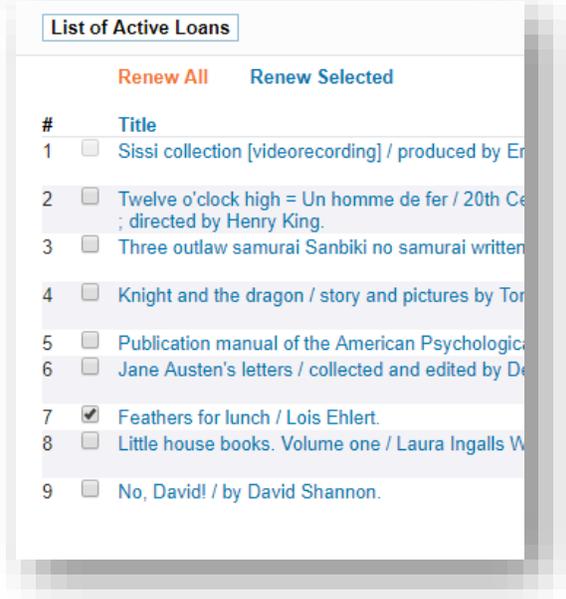
3. Click "My Account" to look at what you have checked out. You can see when your items are due and which ones are renewable.



#	Title	Author	Due Date	Due Hour	Potential Fine	Location	Status
1	Sissi collection [videorecording] / produced by Erma Filmproduktionen in association with Beta ; written and directed by Ernst Marischka		03/26/18	19:50		Media Collection, 2nd floor PN1995.9 F67 S57 2007	Not Renewable
2	Twelve o'clock high = Un homme de fer / 20th Century Fox ; screenplay by Sy Bartlett and Beirne Lay, Jr. ; produced by Darryl F. Zanuck ; directed by Henry King.		03/26/18	19:50		Media Collection, 2nd floor PN1997. T84 2007	Renewable
3	Three outlaw samurai Sanbiki no samurai written by Keichi Abe, Hideo Gosha, Etzaburo Shiba ; directed by Hideo Gosha.		03/27/18	19:50		Media Collection, 2nd floor PN1997.J3. T4744 2012	Renewable
4	Knight and the dragon / story and pictures by Tomie de Paola	De Paola, Tomie.	04/16/18	19:50		Curriculum Collection, Cellar Level J DePaola 1980	Renewable
5	Publication manual of the American Psychological Association.		04/16/18	19:50		Circulating Stacks, Cellar Level Mjyo's Office	Renewable
6	Jane Austen's letters / collected and edited by Deirdre Le Faye.	Austen, Jane, 1775-1817.	04/16/18	19:50		Circulating Stacks, Cellar Level PR4036 A4 1995	Renewable
7	Feathers for lunch / Lois Ehlert.	Ehlert, Lois	04/16/18	19:50		Curriculum Collection, Cellar Level J Ehlert 1990	Renewable
8	Little house books. Volume one / Laura Ingalls Wilder ; Caroline Fraser, editor.	Wilder, Laura Ingalls, 1867-1957.	04/16/18	19:50		Circulating Stacks, Cellar Level PS3545.I342 A6 2012 v.1	Renewable
9	No, David! / by David Shannon.	Shannon, David, 1959-	04/16/18	19:50		Curriculum Collection, Cellar Level J Shannon 1998	Renewable

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

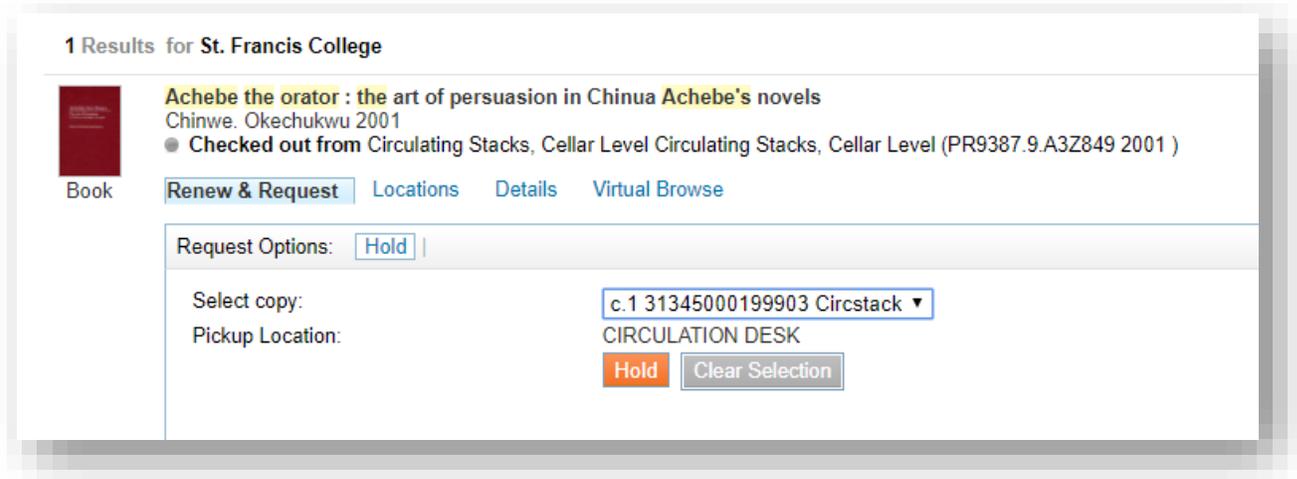
5. If the item was successfully renewed you will see "Success" under Status and an updated due date.



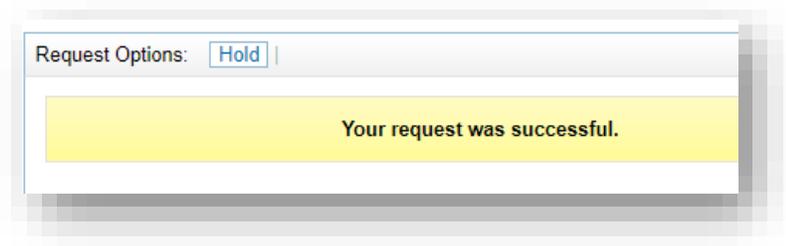
#	Title	Status
1	Sissi collection [videorecording] / produced by Erma Filmproduktionen in association with Beta ; written and directed by Ernst Marischka	Not Renewable
2	Twelve o'clock high = Un homme de fer / 20th Century Fox ; screenplay by Sy Bartlett and Beirne Lay, Jr. ; produced by Darryl F. Zanuck ; directed by Henry King.	Renewable
3	Three outlaw samurai Sanbiki no samurai written by Keichi Abe, Hideo Gosha, Etzaburo Shiba ; directed by Hideo Gosha.	Renewable
4	Knight and the dragon / story and pictures by Tomie de Paola	Renewable
5	Publication manual of the American Psychological Association.	Renewable
6	Jane Austen's letters / collected and edited by Deirdre Le Faye.	Renewable
7	Feathers for lunch / Lois Ehlert.	Success
8	Little house books. Volume one / Laura Ingalls Wilder ; Caroline Fraser, editor.	Renewable
9	No, David! / by David Shannon.	Renewable

## 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”.

Status	Pickup Location	Location	Actions
Position 1: Expires 2018-04-26	CIRCULATION DESK		Cancel