HOW TO RENEW YOUR LIBRARY ITEMS ONLINE

Before you start:

- You will need your library account PIN and your TAFE Card.
- You can obtain your library account Pin by contacting your local TAFE NSW Library.
- You will not be able to renew your items online if they are overdue, or if another student has placed the item on hold.
- If you need help please contact Library Staff.

**STEP 1.** To begin go to: http://tafecat.tafensw.edu.au/tafecat.html

and select your local TAFE NSW Library (Please note: selecting a library will affect how results are displayed. It will not limit your search).

**STEP 2.** Click on Go to the catalogue.

**STEP 3.** Select My Account.

STEP 5. Log-in with your TAFEcard barcode and your library PIN. If you don’t know your PIN, please contact your local TAFE NSW Library.

STEP 6. Select List Charged Items.
**STEP 7.** Select the items you wish to renew by ticking the box next to each item, or by selecting **Renew all**.

![Select Items to Renew](image1)

**STEP 8.** Click **Renew Selected Items**.

![Select Items to Renew](image2)
STEP 9. If you were successful you will see the new Due Date for your items, and the number of renewals remaining. Please make a note of the Due Date, then click OK to close this screen.

STEP 10. If you are using a public or shared computer, log-out of your account by clicking on the link at top of the screen.