

Renewing Books and Journals

Using Coast Capital Savings Library on-line catalogue, you can [renew your books online from on or off-site](#).

- Click on the **Renewals** link on the left side of the **Library Home Page**.
- At the following screen:

Smart Card barcode: 0653000
or, Student/Employee Number: 100
PIN: *****

List Items On Loan Reset Query Values

◀ 1. Type in all 14 digits of your Smart Card barcode here (no spaces) **OR** Type in your student number

◀ 2. Enter your **PIN ***

▲ 3. Click on the **List Items On Loan** button

THEN...

Choose either **Renew Items** OR **Renew All Items**. ▼ (If you choose **Renew Items**, click in the marked boxes beside each title to renew only the items marked.)

3 items eligible for renewal. Use check boxes below to mark list items for Renew.

Renew Items Renew all

<input type="checkbox"/> Public libraries & literacy : toward a national front line strategy : working together toward making our vision a reality (1995 : Calgary, Alta.)	National Working Summit on Libraries & Literacy	Due: Recalled 11/3/2003,21:05 2/12/2003,10:00
<input type="checkbox"/> Developing and managing electronic journal collections : a how-to-do-it manual for librarians Curtis, Donnelly.		Due: 29/8/2003,20:05
<input type="checkbox"/> Map librarianship : an introduction Larsgaard, Mary Lynette, 1946-		Due: 23/9/2003,21:05

Renew Items Clear Selections

▲ Click on **Renew Items**

Read the next screen carefully--a confirmation message will tell you how many items were renewed, which items were not renewed, and why. For example, if the message **“Override required to exceed renewal limit”** displays above the item record, it is not possible to renew the item.

REMEMBER:

You can only renew general collection materials and journals, **NOT** videos/DVDs or Reserve materials.

A book cannot be renewed if there is a hold on it.

Students can renew a book three times unless someone else has requested it.

Any item that has been renewed can be recalled and the renewal due date shortened.

Items not returned by the recall due date are subject to fines of \$2.00 per day.

*PIN information on next page→

PIN Information

Students

Your PIN, issued through the Registrar's Office, is initially a six-digit number based on your birth date (DDMMYY) eg. 310266.

- You will be prompted to change your PIN the first time you login to Kwantlen Polytechnic University.
- The first time you login to the Online Self-Service System you will be prompted to provide a question (that only you would know the answer to) along with the answer to the question you have entered.
- If you forget your PIN go to the Kwantlen Polytechnic University website **Current Students** → **Register Online / Student Login** → **Login** → **Forgot PIN** section of the **Online Self-Service** page and answer your security question.
- Please make note of your PIN but keep the information private, as this is a security measure to ensure confidentiality of your Student Records.
- You must use this PIN to view your library record.

Non-Students

A random PIN will be automatically generated when you are issued your Smart Card.

- Ask the staff at the Checkout Counter to change your PIN to a PIN of your choice to make it easier to remember.
- Please make note of your PIN but keep the information private, as this is a security measure to ensure confidentiality of your Library information.

Forgot Your PIN

- From the Library Catalogue, click on **My Library Account / Forgot Your PIN**
- Enter your Smart Card barcode. This is the 14 digit number beneath the barcode on your Smart Card (Library Card). Your PIN will be sent to you via email only.
- Non-Students if you do not have an email address, please speak to a staff member at any of the Library Checkout Counters regarding changing your PIN.