

But I Haven't Finished It Yet!

Tip for: 03.21.16

Do your students sometimes take a while to read the books they have checked out? Do you need a way to renew the books even when there are holds? Look no further than your Circulation Rules.

- From **Tools**, open **Preferences**.
- Go to the **Circulation** area.
- Click on the **Circulation Rules** tab.
- Near the top under Holds, check the box to **Allow Renewals When Holds Are Pending**.
- **Save** the Preference.

Now you are able to renew books for those students who haven't finished reading them yet.

If you needed to do this once, but in general don't want to allow it (e.g. if your students can renew their own items), then once you renew those items simply come back to the preference and uncheck that box!