

# Snow-day Renewals

Tip for: 02.22.16

There's been a huge snowstorm and your library is closed. Since your entire class can't make it to the library this week, can you renew their books for them? Yes, you can!

Even if you don't have the physical books at hand, you as the librarian can renew the books for your students, or they can renew their books themselves.

To renew items through Circulation:

- Bring up a patron by typing their barcode, using the L or LF lookup commands, or double-clicking their name from the **Homeroom** subtab.
- Down in the Circulation tab, click on the **Renewals** subtab.
- Click **Renew All**. *Note: This will renew all items even if there are holds.*
- OR select an item and click **Renew**.
- If overdue charges have already started to accumulate, the Overdue Item Charge window will come up, and you can forgive their fines. Press **OK**.
- Repeat for the next patron.

To renew items through Researcher:

- In **v6**, log in to the Researcher and click on your name.
- In **v7**, log in to **Patron State**, or log in to **Search** and click the Patron Status icon.
- Go to the **Activity** tab, and the **Items** or **Items Out** subtab.
- Select the item.
- Click the **Renew** at the bottom of the screen. *Note: Items that have been renewed the maximum number of times will not be renewed this way.*

So you can renew items for your patrons, or they can renew their items themselves! But what happens if the items have holds on them?

Using the Renew All command in Circulation will override any barriers for you, but normal Renewal will give you an error, and your students won't be able to renew their own items through Researcher. You can get around this by setting a preference.

- From Tools, open **Preferences**.
- Go to the **Circulation** area.
- Click on the **Circulation Rules** subtab.
- Check the box to **Allow Renewals When Holds Are Pending**.

Don't forget that with v7, or Web Librarian in v6, there are simple ways for you to access your Circulation workstation from home. Contact Customer Support to learn more!