

Library Resource Management Systems, Inc.

Circulation Basics Renew

Renew Steps

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Renewal steps: In Person renew with item to be "Renewed"

- 1. On the Circulation screen, you have four tabs labeled Check-out, Check-In, Renew and Hold
- 2. To get to the **Renew** screen from any of the other screens, your single click on the tab labeled **Renew** or *you can Hold down the Alt key while striking the letter R key*
- 3. Scan the barcode of the item to be Renewed
- 4. Repeat step 3 for all items that are being Renewed
- **5.** G4 presents a visual display of the Renew processed items, Book Cover image (when available), a Register to show the Renewed details for circulation.
- **6.** Print a Receipt or send an e-Mail Receipt to the Borrower (requires an active e-Mail address within the Borrowers information.