



Circulation Basics Renew

Renew Steps

Item Barcode: F3-Type Partial Title for Lookup

Item	Out	Due	CallNo/Title	Est	Cost	Date	Amount	Description
00001278	09/03/19	09/24/19	813.54 VON / Cat's cradle (MAIN COLLECTION)	.00	.00	06/28/19	24.00	Book Purchase
						06/28/19	24.00	Payment on Book Purchase
							Balance	.00

Renew Date: 09/03/2019
Due Date: 09/24/2019

813.54 VON
Cat's cradle / MAIN COLLECTION
Vonnegut, Kurt.
No fines charged.
Renewed:09/03/2019
New Due Date:09/24/2019

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).