

Online Public Access Catalog (OPAC) Book Renewals

Example: You wish to renew a book you have on checkout from the Erwin Library while you are at home using your personal computer:

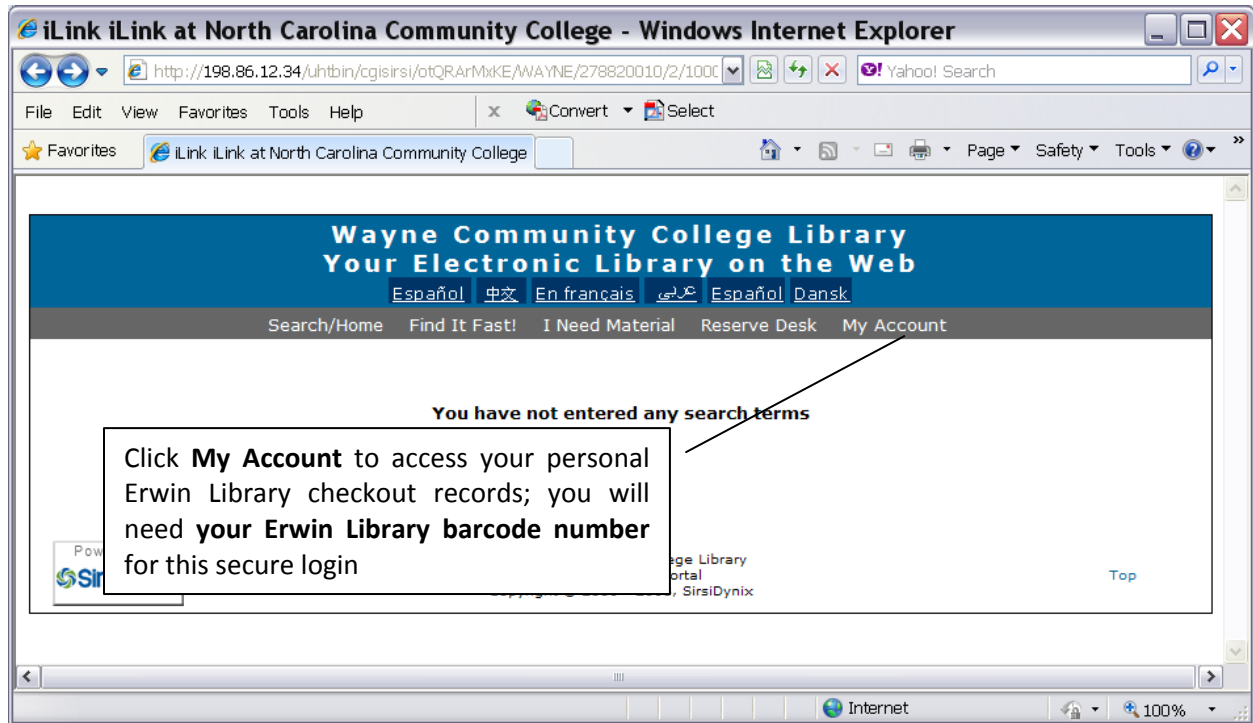
Note that only items not yet overdue to the Erwin Library will be listed as “eligible for renewal.” Overdue items must be returned for renewal in person at the Erwin Library Circulation Desk.

1. Access the Erwin Library homepage at <http://www.waynecc.edu/library/>

The screenshot shows the Erwin Library website in a Windows Internet Explorer browser window. The address bar shows the URL <http://waynecc.edu/library/>. The website has a navigation menu with links for home, library users, resources, wcc historical archives, contacts, blog, and wcc home. A sidebar on the left contains a list of links including Home, All Library Users, Faculty Users, Distance Education Users, WCC Single Search, Online Public Access Catalog, Interlibrary Loan (ILL), WCC Historical Archives, Contacts, and Blog. Below the sidebar, there is a 'Location' section with the address: 3000 Wayne Memorial Dr., P.O. Box 8002, Goldsboro, NC 27533-8002. The 'Library Hours' section lists hours from Monday through Thursday (7:45 a.m. - 8:00 p.m.) and Friday (7:45 a.m. - 1:00 p.m.), along with exceptions and children's storytime dates. The main content area features the 'Erwin Library' heading and a welcome message. Below this, there are 'LIBRARY USER SERVICES' links: Ask a Librarian, Library Card Application, Mission Statement, and Information Literacy Session/Tour Reservations. A navigation bar includes 'Single Search', 'OPAC', 'Journals A-Z', and 'Other Resources'. The 'OPAC' tab is highlighted. Below the navigation bar is a search box labeled 'Search Books & Videos' with a text input field containing 'Wayne Community College', a dropdown menu set to 'words or phrase', and a 'Search' button. Three callout boxes provide instructions: 'Click the OPAC tab' points to the OPAC tab; 'Leave the Search box empty and leave the search parameter default at words or phrase' points to the search input field and dropdown; 'Click the Search button' points to the Search button. At the bottom, there are links for 'OPAC Basic Search Guide', 'OPAC Book Renewals Guide', and 'OPAC Search Guide for Videos', followed by a 'LIBRARY NEWS & INFO' section.

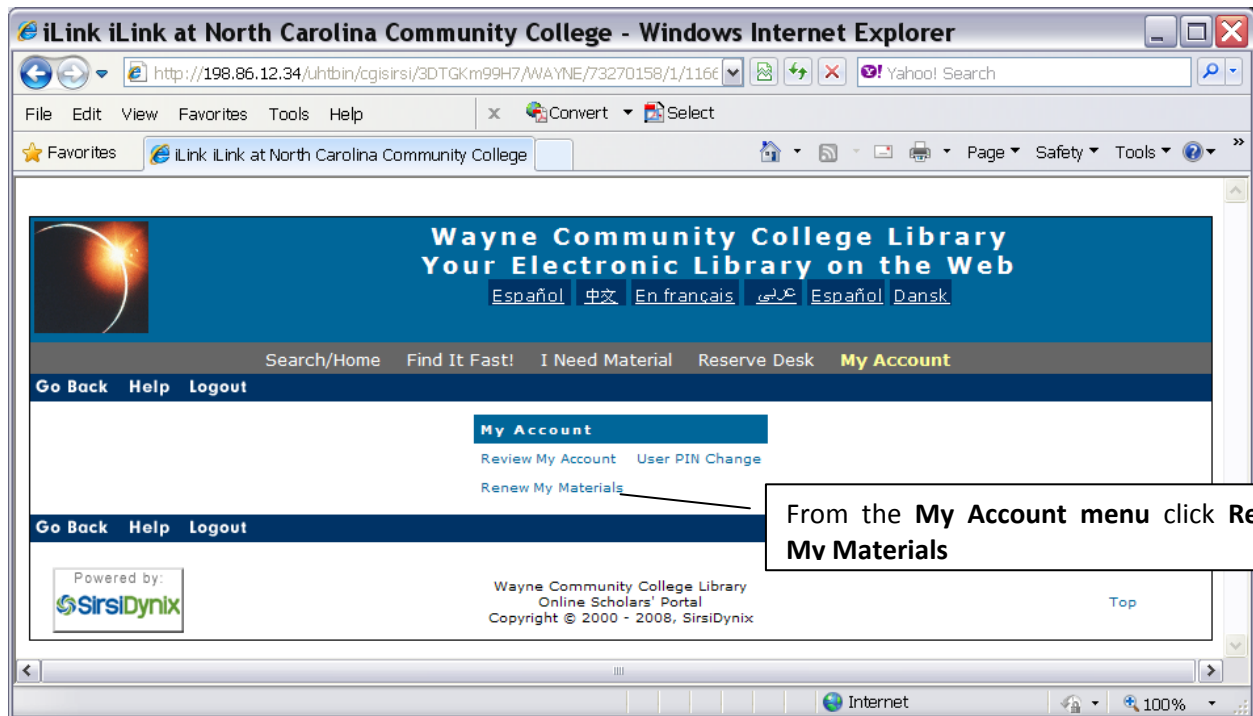
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2. Click the **OPAC tab**
3. Leave the **Search Books & Videos box** empty
4. Leave the **Search box drop-down menu** default at **words or phrase**
5. Click the **Search button**



6. Click **My Account** in the upper menu bar

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7. From the **My Account** menu click **Renew My Materials**
8. In the **User ID box** enter your entire fourteen-digit **Erwin Library barcode number** (found on a barcode sticker on the back of your WCC I.D. card)
9. Click the **List Charged Items button** to access the list of items you still have on checkout from the Erwin Library

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iLink at ...
Your Electronic Library on the Web

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Search/Home Find It Fast! I Need Material Knowledge Portal Reserve Desk

Go Back Help Logout

Select Some or All Items to Renew

User ID: 12345678912345

or, Alternate ID:

PIN:

List Charged Items Reset Query Values

Go Back Help Logout

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iLink at ...
Online Scholars' Portal
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Internet 100%

10. Note that **only items not yet overdue** will be listed as “**eligible for renewal**”

11. From the **Select Items to Renew** screen’s “**eligible for renewal**” list decide to either:

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The screenshot shows a Windows Internet Explorer browser window displaying the iLink OPAC interface. The page title is "Wayne Community College Your Electronic Library on". The interface includes a navigation bar with "Go Back", "Help", and "Logout" links. Below this, there are two radio buttons: "Select Items to Renew" (selected) and "Renew all". A list of items is shown, with one item checked: "Return to Sodom and Gomorrah : Bible stories from archaeologists" by Pellegrino, Charles R. Below the list are two buttons: "Renew Selected Items" and "Clear Selections".

Click the **Select Items to Renew radio button** if you want to only renew certain items in the list of items checked out to your account

Click the **checkbox** beside any item you wish to renew

If you chose the **Renew all** option, make sure none of the items on the list are overdue, since **overdue items cannot be renewed online**. You must bring overdue items back to the Erwin Library in person to clear the overdue charge; then you may check the item(s) out again in person

Click the **Renew Selected items button** to renew those items for which you have populated a **checkbox**

- a. Click inside the **Select Items to Renew radio button** to renew only the items you also place a checkmark beside in the list of items checked out to your account
 - b. Click inside the **Renew all radio button** to renew all the items you find listed as checked out to your account
12. Click the **Renew Selected Items button** to perform either of the two types of renewal

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Wayne Community College Library
Your Electronic Library on the Web

Español 中文 En français العربية Español Dansk

Search/Home Find It Fast! I Need Material Reserve Desk **My Account**

1 item was renewed.

Item renewed
Return to Sodom and Gomorrah : Bible stories from archaeologists
Pellegrino, Charles R.
BS621 .P394 1994
Due: **8/2/2011,23:59**

OK

Wayne Community College Li
Online Scholars' Portal

Click **Search/Home** to leave **My Account** and return to the **OPAC** main search page

This means the book will be **Due** again before the end of the day (i.e. close of business for the Erwin Library) on **8/2/2011**

13. Be sure to note the new **Due** date(s) for your item(s)
14. Click **OK** to finalize the renewal transaction
15. Click **Search/Home** in the upper menu bar to leave **My Account** and return the **OPAC** to the search page for another patron to use

The Erwin Library Reference staff will be happy to tell you more about managing your **Erwin Library OPAC Account** in person in the library, or by phone at 739-6891 or Ext. 6891 from on-campus. A librarian will also reply to a request made through the **Erwin Library homepage** using the **Ask a Librarian form**.