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, noting 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 https://www.waynecc.edu/library/

2. Click the OPAC (Online Public Access Catalog) direct link to open the Search area for print books

3. Click the My Account link in the upper menu bar
4. From the My Account menu click the Renew My Materials link

5. In the User ID box enter your entire fourteen-digit Erwin Library barcode number (found on the barcode sticker on the back of your WCC I.D. card)

6. Click the List Charged Items button to access the list of items you still have on checkout from the Erwin Library

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

8. From the Select Items to Renew screen’s “eligible for renewal” list decide to either:
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- Click inside the Select Items to Renew radio button to renew only the items you have check-marked for renewal in the list of items checked out to your account.
- Click inside the Renew all radio button to renew all the items you find listed as checked out to your account, making sure none of those items are already overdue, in which case they cannot be renewed online, but must be returned in person to the Circulation Desk to clear the overdue before you can check the book out again.

9. Click the Renew Selected Items button to perform either of the two types of renewal.

10. Be sure to note the new Due date(s) for your item(s).
11. Click OK to finalize the renewal.
12. Click Search/Home in the upper menu bar to leave My Account and return the OPAC to the search page, for your account security, as well as to leave the page ready for searching.
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 919-739-6891 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.