Renewing Items
Materials can be renewed in-person, by phone, or online.

Online Renewals

1. Visit the [library website](http://library.loyalistcollege.com) and click the *My Account* button.
2. Select your user type:
   - **MyLoyalist**: current Loyalist students and employees
   - **Other**: alumni staff and students, high school students, community borrowers
3. Login with your myLoyalist username and password. Other users please use your library number and password – note: other users will be prompted to change their password upon their first login.
4. In the Overview tab, there is a *Renew All* button that you can click to renew your books if your account is in good standing. (Can't renew? See *Are there restrictions?* below).

   ![My Library Card]

   *Alternately, you can go into the Loans tab and select individual titles you'd like to renew.*

In-Person Renewals
Visit the Circulation Desk. Renewals can be done in person even if you don't have your books with you.

Phone Renewals
Renewing over the phone is quick and easy. Just call 613-969-1913 Ext.2249. Have your student or library number ready.

Are there restrictions?

- Overdue items need to be renewed in person or over the phone.
- Renewals must be done BEFORE the library closes on the due date.
- You won't be able to renew items that are on hold for other patrons.
- Reserve items and hourly loans are not renewable.
- You may be blocked from renewing if you have outstanding fines, fees, or other outstanding material.

Need more information?
Visit our website: [www.loyalistlibrary.com](http://www.loyalistlibrary.com) or
Contact the library:

Phone: (613) 969-1913 Ext. 2249
Email: library@loyalistcollege.com