

RENEWING BOOKS ONLINE

(928) 777-3811
prlib@erau.edu
<http://library.pr.erau.edu>

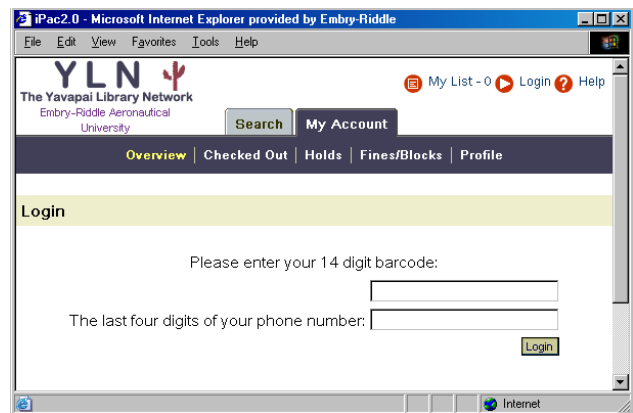
Connect to the library catalog

Connect to the YLN catalog from the library home page: <http://library.pr.erau.edu> and click on the **Renew Books/Place Holds** link.



Log in to “My Account”

1. Enter your 14 digit barcode number from the back of your ERAU ID. If you have the letter “a” before and after your barcode number, leave them off.
2. Enter the last four digits of your home phone number. If this doesn’t work, leave the phone number field blank and try again. If you still can’t log in, please check with circulation (777-3811) to see what phone number you should use.

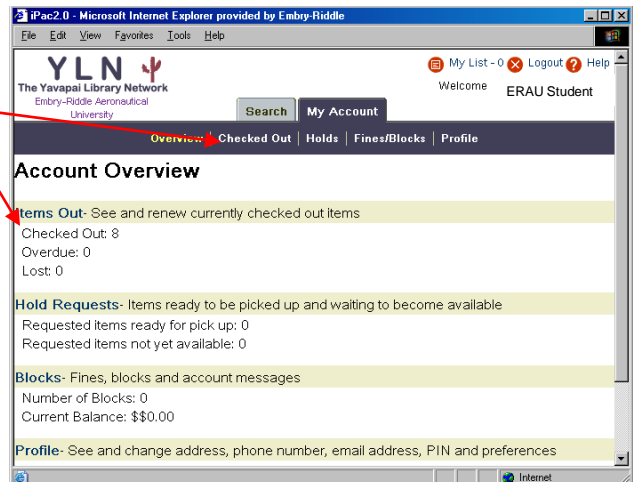


When you successfully login in to your account, the Account Overview screen appears.

Viewing checked out items

1. Click on **Items Out** or the **Checked Out** tab.

iPac displays a list of items checked out to you. Each item is listed by title and may include specific information about the item such as the location from which the item was checked out, the item's call number, the date the item is due.



Renewing a library item

If you want to sort the list, click the name of the

column you want to sort by and iPac sorts the list.

1. Select items to renew:
 - To renew all the items in the list, click on the box to the left of the **Title** column.

-OR-

- Click the box next to the item(s) you want to renew.

2. Click **Renew**.

The new due date is displayed in the Due Date column.

3. When you are finished, **Logout** of your account.

The screenshot shows the Yavapai Library Network (YLN) interface. The user is logged in as JOANNE L. EVANOFF. The page displays 'Items Out' with a summary: Checked Out: 8, Overdue: 0, Lost: 0. A 'Renew' button is located above the table. The table has three columns: Title, Out, and Due Date. Two items are listed:

	Title	Out	Due Date
<input type="checkbox"/>	Core CSS : [Cascading Style Sheets] / by Schengill-Roberts, Keith. Prentice Hall PTR, c2000.	09/19/2002	01/01/2003
<input type="checkbox"/>	Eric Meyer on CSS : mastering the language of Web design / by Meyer, Eric A. New Riders, c2003.	11/11/2002	01/01/2003