Renewing a book through I-Share

The One-Minute Mentor

How Do I Renew a Book from I-Share?

This tutorial will demonstrate how to renew an item from I-Share.
To reach the AU Phillips Library catalog, first go to the library’s home page [http://aurora.edu/academics/library/index.html](http://aurora.edu/academics/library/index.html).

From the library home page, select the link “Find Books/Media” from the left side of the page.
On the next page, choose the top link that reads “Find books and materials at AU’s Phillips Library.”
Once in the catalog, select login.
• Login to your I-Share Account with your username and password.

• If you have forgotten your password click the link to have a temporary password sent to you.
Once you are logged in, select “Checked out items” from the right side menu.
Checking the box under renew, then selecting the “Renew selected items button” will renew them for you.

<table>
<thead>
<tr>
<th>Title</th>
<th>Library</th>
<th>Due</th>
<th>Status</th>
<th>Renew?</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Illinois at Urbana-Champaign</td>
<td>March 17, 2011</td>
<td>Renewed</td>
<td>unchecked</td>
<td></td>
</tr>
<tr>
<td>Robert Morris University</td>
<td>March 31, 2011</td>
<td>Renewed</td>
<td>unchecked</td>
<td></td>
</tr>
<tr>
<td>Bradley University</td>
<td>April 1, 2011</td>
<td>Renewed</td>
<td>unchecked</td>
<td></td>
</tr>
</tbody>
</table>

Items you have checked out are listed with title, lending library, due date, and status information.

End of Your Checked Out Items
More Information

• You can renew items from I-Share 3 times.
• You can renew items even if they are overdue.
• When you renew an item, it will be extended 28 days from the current due date.
• Overdue fees are set by and paid to the lending library, not Aurora University’s Library.
Finally, if you have any questions, please ask us at the information desk. You can contact us whenever a reference librarian is on duty by phone 630-844-7534, text us at 630-796-7615, email: libref@aurora.edu, or chat with us from the library’s homepage.