

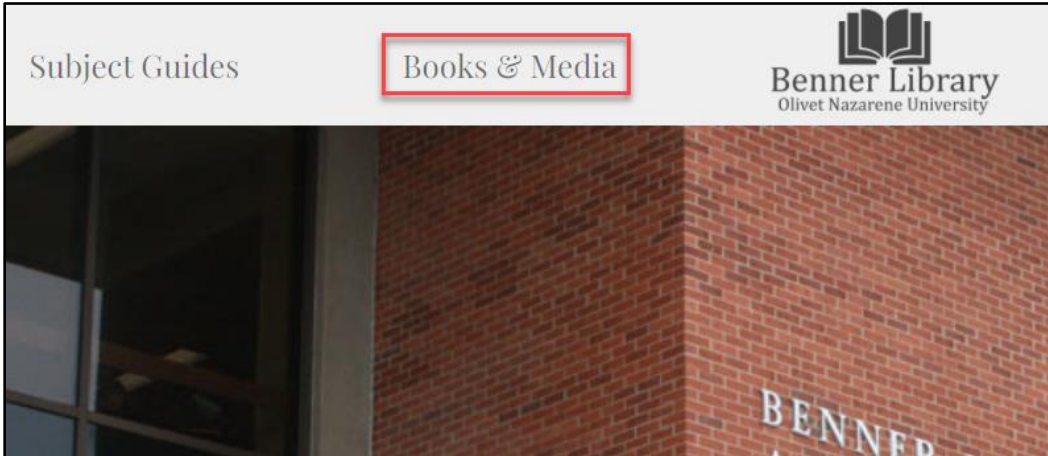
Renewing Books

Navigation

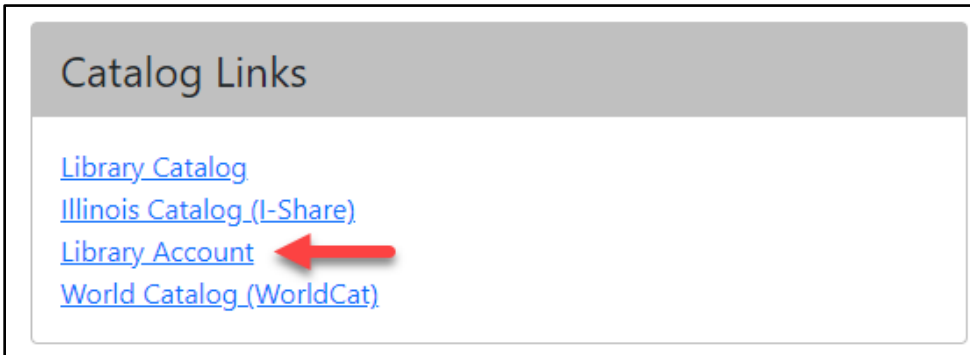
Step 1: Access the Benner Library homepage at library.olivet.edu

Note: Use a computer or an iPad to see all available features when renewing books. Cellphones do not provide all necessary features.

Step 2: Click on the Books & Media tab.

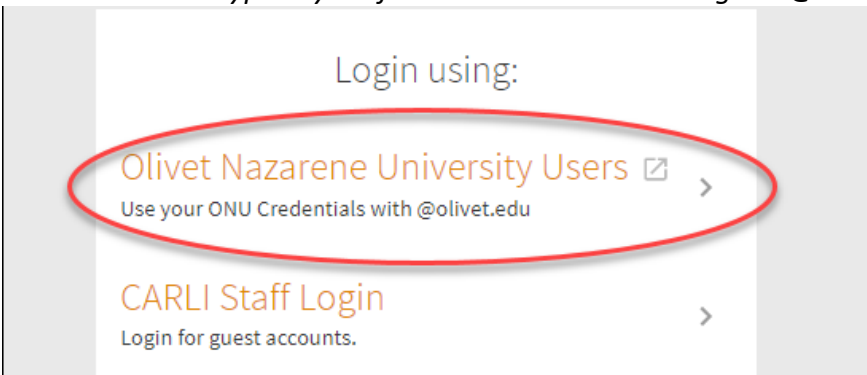


Step 3: Select Library Account.



Step 4: Select Olivet Nazarene University Users and login using your ONU credentials.

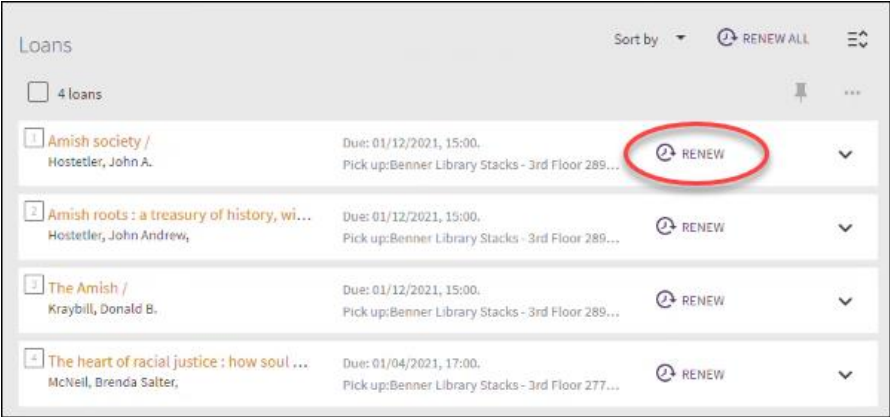
Note: Be sure to type in your full email address including the @olivet.edu when logging on.



Step 5: Click on VIEW ALL LOANS.



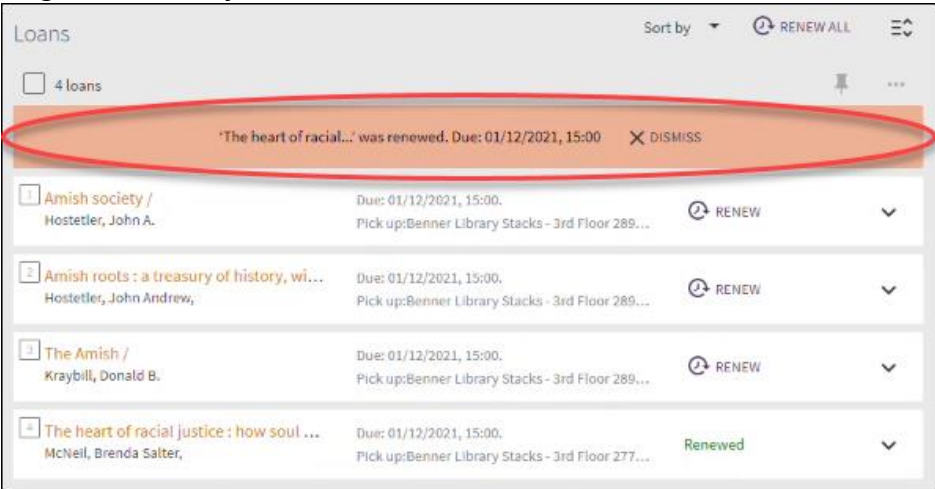
Step 6: Click RENEW next to the selected item.



Note: If your items have different due dates, do not click RENEW ALL on this page. Renewing all items at once can decrease the overall amount of time each item can be loaned.

Step 7: View the confirmation alert located above the items list and take note of the new due date.

Note: Items can be renewed 3 times for 4 weeks each. Renew items close to their individual due date to get the longest amount of time each item can be loaned.



Step 8: After thirty minutes of inactivity, the system will automatically logout your account. To continue working, select Library Account on the Benner Library website and log back in.

Questions?

If you need help to renewing item(s) from Benner Library, please contact the Circulation Desk.
If you need help renewing items from other Illinois/I-Share libraries, please contact Interlibrary Loan.

<p>Circulation Desk</p> <ul style="list-style-type: none">• 815-939-5354• Circulation@olivet.edu• 1st - floor Benner Library 	<p>Interlibrary Loan</p> <ul style="list-style-type: none">• 815-939-5439• ILL@olivet.edu• 1st - floor Benner Library (ask for ILL staff at the Circulation Desk) 
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