Renewing items

Only standard loan books can be renewed when they are still within their due date. Items which have been reserved by other users cannot be renewed. Students and members can renew their loans once. Staff, research students and research members can renew their loans up to three times. After this you must bring your loans back to the library. You can renew loans in several different ways:

Using the self-issue computer

- **Scan your card** on the self-issue computer in the library. You should see your name and loans. Select the item you want to renew by clicking on the title. This should highlight it in blue. Click the **renew item** button on the right of the screen. Under Rn. a 1 should appear.
- Do this for **all** the items you need renewed.

- Click “**back**” once to return to the issue screen.

- Make sure the screen looks like this when you leave.
Asking library staff at the issue desk

Emailing renewal requests to any of the following:

librarian@union.ac.uk
Joy Conkey, Acting Librarian: j.conkey@union.ac.uk
Margaret Ollivier, Library Assistant: m.ollivier@union.ac.uk

You will get an email acknowledging your request and saying when your books are next due.

Phoning the library

Call 02890 205093 and ask for your loans to be renewed.

The Gamble Library vision - Every member equipped with the resources and information literacy they need to support teaching, learning, research or personal and professional development, within the context of the Union Theological College’s vision, mission and ethos.