

Highline Community College Library  
Operational Policy and Procedures

**Self renewal of library items**

**Purpose**

This document describes the methods to self-renew library items. An item can be renewed by a telephone, email or in-person request, or a patron can use self-renewal through the library online public access catalog. An item can be renewed on, before or after its due date. Items that have a hold or recall cannot be renewed. Typically, items can be renewed twice. If a patron should need assistance self-renewing an item, please see procedure below.

**Some related policies and procedures:**

Recalls/Holds Policy  
Renewal for Library Items Policy  
Renewal Periods Policy

**Procedure**

1. Direct patron to the Library Catalog <http://library.highline.edu/>
2. Click on "My Account"
3. Enter their Highline Identification number and last name.
4. Click the "Login" button.
5. Check the box next to the item(s) patron would like to renew.
6. Click the "Request Renewal" button.
7. Status will indicate if item is successfully renewed or not.
8. Click the "log off" button to end the session.
9. Remind the patron of the new due date(s).

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**Date of Adoption:** 2009-03-25 14:13:46  
**Key Department:** Library Circulation Services  
**Key Person:** Director of Circulation

**Date of Last Review:** 2013-11-26