LIBRARY SERVICES

HOW TO RENEW YOUR LOANS

You can...

- Renew in person – just show your TAFEcard at the Loans Desk.
- Renew over the phone – telephone your local campus library during library hours.
- Renew online – using the library catalogue. You need a PIN – ask library staff (this is not the same as your TAFE student password).

Tips

- You can only renew items twice.
- You cannot renew an item if another person has a hold (reservation) on it.
- You cannot renew any overdue items online – please contact your library.

To renew your loans online – option 1:

Go to the TAFE NSW Library Catalogue: tafecat.tafensw.edu.au/tafecat.html

Choose your home library from the drop down list of libraries. Click on Go to the catalogue:

![Dropdown list](image)

Click on the My Account tab

Click on Renew My Materials

Enter your TAFEcard barcode number (starts with 25555)

Enter your PIN

Click on List Charged Items

Select the items to renew from the list – tick the box or boxes.

Click on Renew Selected Items

Click on OK

Error messages: If you have any overdue items or fines, you will see this message:

![Error message](image)

To change your TAFEcat PIN online:
To renew your loans online – option 2:

Go to the TAFE NSW Library Catalogue: tafecat.tafensw.edu.au/tafecat.html

Choose your home library from the drop down list of libraries. Click on Go to the catalogue:

If you log into TAFEcate from the login box at the top of the screen, you can move between Review My Account, User PIN change and Renew My Materials without re-entering your barcode and PIN.

At the top of the screen, enter your TAFEcard barcode number (starts with 25555)

Enter your PIN

Click on Login to TAFEcat

Click on the My Account tab

Click on Renew My Materials

Select the items to renew from the list – tick the box or boxes.

Click on Renew Selected Items

Click on OK

Error messages: If you have any overdue items or fines, you will see this message:

Remember:

If you have overdue loans, you cannot renew online – please contact library staff