LIBRARY CATALOGUE - 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 TAFE NSW 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:

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:

To change your TAFEcat PIN online:

User PIN Change
To renew your loans online – option 2:

Go to the TAFE NSW Library Catalogue: [tafecat.tafensw.edu.au/tafecat.html](http://tafecat.tafensw.edu.au/tafecat.html)

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

![Bega Library](#) ➤ Go to the catalogue

If you log into TAFEcat 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:

![Renew Selected Items](#)

**Materials Renewal**

Sorry, you are not eligible to renew materials because of overdue materials or accrued fines or bills. For details, please contact your local TAFE NSW library.

OK

Remember:

If you have overdue loans, you cannot renew online – please contact [library staff](#) to discuss your options