

Library and Information Services

Renewing your loans

You can....

Renew in person – no need to bring in your items – 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](#). Full instructions follow (ask library staff for your PIN)

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
- You need a PIN to renew online – ask [library staff](#) for your PIN. (this is not the same as your DEC student password).

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**:

Bega Campus Library

Click on the **My Account** tab

[My Account](#)

Click on **Renew My Materials**

[Renew My Materials](#)

Enter your **TAFEcard barcode number**
(starts with 25555)

Select **Some or All Items to Renew**

TAFEcard barcode:

PIN:

Enter your **PIN**

Click on **List Charged Items**

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

For example:



Light between oceans Stedman, M. L.

Due: **25/2/2014, 21:00**

Times renewed:

Click on **Renew Selected Items**

Click on **OK**

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

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

To change your TAFEcat PIN online:

Click on **User PIN Change**

[User PIN Change](#)

Option 2

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

[My Account](#)

Click on **User PIN change**

Click on **Renew My Materials**

[Renew My Materials](#)

Follow the instructions in Option 1 above.

Option 3

Use the **Renew Your Loans box** on the library website <http://www.illawarra.tafensw.edu.au/library>

enter your **TAFEcard barcode number** (starts with 25555)

Enter your **PIN**

Click on **Login to TAFEcat**

Select items to renew and click on **Renew Selected Items**.

Final reminder:

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