

How to renew loans on the library catalogue (Arena)

Step 1. Login to your library account, using either:

- Your library number & PIN
- Arena username & password.

Step 2. Go to renew page <https://arena.surreylibraries.org/web/arena/protected/view-or-renew-my-loans>

Step 3. On this screen either select:

- All items to be renewed (click check box next to **Loan**)
- Individual items (click check box next to each item).

Note that the **Renew Loans** & **Print Loans** buttons will remain greyed out until you select items.

My loans

Show loans for: [Redacted]

Sort by: Due date

7 items in total

1-7 items, of 7

Loan	Due Date	Status
<input type="checkbox"/> IT'S A LITTLE BOOK Author: Smith, Lane Media class: Book Issued at: Dorking Library (08/01/15)	26/05/16	NOT RENEWABLE The maximum number of online renewals has been reached
<input type="checkbox"/> HOW TO RUN A GREAT WORKSHOP, THE COMPLETE GUIDE TO DESIGNING AND RUNNING BRILLIANT WORKSHOPS AND MEETINGS Author: Sims, Nikki Highmore	27/05/16	RENEW > Remaining renewals: 7 Renewal charge: £0.00

The **Status** column next to an item will indicate if an item cannot be renewed.

Once items have been selected the renew button will no longer be greyed out.

Step 4. Click **Renew Loans**.

Pay a charge on an overdue item.



My loans

Show loans for:

Sort by:

7 selected, 6 renewable 1-7 items, of 7 <>

[PRINT LOANS](#) [RENEW LOANS >](#)

Loan	Due Date	Status
<input checked="" type="checkbox"/>  IT'S A LITTLE BOOK Author: Smith, Lane Media class: Book Issued at: Dorking Library (08/01/15)	26/05/16	NOT RENEWABLE <i>The maximum number of online renewals has been reached</i>
<input checked="" type="checkbox"/>  HOW TO RUN A GREAT WORKSHOP, THE COMPLETE GUIDE TO DESIGNING AND RUNNING BRILLIANT WORKSHOPS AND MEETINGS Author: Sims, Nikki Highmore	27/05/16	RENEW > <i>Remaining renewals: 7</i> Renewal charge: £0.00

The page will update, indicating which items have or have not been renewed (along with a reason), plus the date due back.

Pay a charge on an overdue item.

My loans

RESULT OF RENEWALS

1 item(s) could not be renewed.
6 item(s) were renewed. [Click here to scroll down.](#)

[Continue to My loans →](#)

🚫 TITLES THAT COULD NOT BE RENEWED		
Loan	Status	Due Date
IT'S A LITTLE BOOK Author: Smith, Lane	The maximum number of online renewals has been reached	26/05/16

✅ TITLES THAT WERE RENEWED		
Loan		Due Date
HOW TO RUN A GREAT WORKSHOP, THE COMPLETE GUIDE TO DESIGNING AND RUNNING BRILLIANT WORKSHOPS AND MEETINGS Author: Sims, Nikki Highmore		31/05/16
THE LORE OF THE LAND, A GUIDE TO ENGLAND'S LEGENDS, FROM SPRING-HEELED JACK TO THE WITCHES OF WARBOYS Author: Westwood, Jennifer		31/05/16

Step 5. Click on **Continue to My Loans** to return to the initial **Renew Loans** page.