

Renewing your loans on SOLO

Readers may renew library items up to three times, including online renewals, per item borrowed. After that you will need to bring them back to the library to have them renewed. It is important that you check your SOLO account to see when your items are due back. Although the English Faculty Library will email you a reminder before the due date, it is your responsibility to renew or return your loans on time.

If you have any questions, or are having difficulties renewing online, please ask the library staff for help.

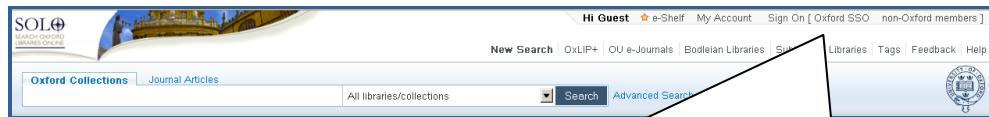
Step 1: Go to <http://solo.bodleian.ox.ac.uk> and sign on.

You will need to “sign on” to SOLO to:

- place a hold (in order to request an item from the stacks or to reserve an item on loan to another reader)
- renew your books and view your loans, fines and other patron details
- add items to your personal SOLO e-shelf and save searches

Sign on options are in the top right hand corner of the screen.

- Current members of Oxford University should sign on using their “Oxford Single Sign on (SSO)”
- Other Bodleian Libraries members should choose “non-Oxford Members” and sign on using their Library card username and password



Step 2: Once you have logged in, you should now see your name appear at the top right of the SOLO screen.



Then select ‘My Account’ to view details of current loans/requests etc.

Step 3: Your account will show a list of all the items you currently have out, items you have previously borrowed (List of Historic Loans), current Holds (Requests) and any Blocks or Messages on your record.

A screenshot of the 'My Account' page in the SOLO system. The 'List of Active Loans' tab is selected. A table lists three active loans. The 'Renew All' link in the top right and the 'Renew' link for the first item are circled in blue.

#	Title	Author	Due Date	Due Hour	Potential Fine	Location	Action
01	Titus Groan /	Peake, Mervyn Laurence, 1911-1968.	08/11/11	23:59		English Faculty Library	Renew All Renew
02	The green knight /	Murdoch, Iris.	08/11/11	23:59		English Faculty Library	Renew
03	Collected poems /	Peake, Mervyn Laurence, 1911-1968.	08/11/11	23:59		English Faculty Library	Renew

Step 4: The Loans screen shows you what items you have out from all the libraries at which you are a member. The due dates of all your items will be listed. To renew an item click on the **Renew** link. You can also choose to **Renew All** the items you currently have out on loan.

N.B. Bear in mind that you can only renew your English Faculty Library loans online twice, so select those items due back soonest. If you use the ‘Renew All’ link remember that: if you have already renewed some of these online, and they are not due back for some time you will use up the second of your online renewals allowance unnecessarily.

Step 5: The next screen will confirm whether or not your renewal was successful. It is important that you check the renewal status and due date to make sure the items have been renewed.

A screenshot of the 'List of Active Loans' page showing the renewal status for each item. A yellow banner at the top says 'Renew Failed'. The 'Due Date' and 'Action' columns are circled in blue.

#	Title	Author	Due Date	Due Hour	Potential Fine	Location	Action
03	Collected poems /	Peake, Mervyn Laurence, 1911-1968.	08/11/11	23:59		English Faculty Library	Renew not allowed
01	Titus Groan /	Peake, Mervyn Laurence, 1911-1968.	09/11/11	23:59		English Faculty Library	Renew successful
02	The green knight /	Murdoch, Iris.	09/11/11	23:59		English Faculty Library	Renew successful

If the renewal is not successful, e.g. if a book has been reserved by another reader or it is overdue, a message will appear in the yellow strip across the top of your loans listing, and a note will appear against the relevant titles. If this happens, you will need to bring the item back to the library.

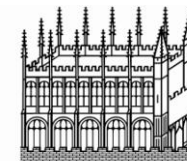
Step 6: Once you have completed any transaction on your SOLO account, including searching for items if you have signed in, **you must Sign Out.**



Once you have clicked on the link to **Sign out** at the top right of the SOLO screen, you must then click on the 'logout from this service' tab in the middle of the next screen and close down your web browser completely.



ONLINE RENEWALS



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Resources for English

Renewing your loans on SOLO

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