



How Do I ... Renew Library Materials Using the Library Catalog

Self-service renewal of Utica College library materials is available through the Library Catalog. Simply follow the steps below:

1. Open the [Library Catalog](#) in a browser window
2. Click on "My Account" (located in the blue banner at the top of the page)
3. Select "Renew My Materials"
4. Enter your Library ID Number
 - UC Students, Faculty and Staff
 - Your Library ID Number is the 9 digit number of the front of your Utica College ID card
 - Omit the hyphen and any digits following
 - Community Card Holders
 - Your Library ID Number is the 13 digit number on your UC Library Community Card
 - Your Library ID Number is located underneath the barcode
 - Community Cards are either blue or white
5. Enter your PIN
 - Your PIN is the last four digits of your phone number
 - UC Students: the last four digits could represent your residence hall, cell, or permanent phone number
 - The variance is due to how the corresponding fields in Banner are populated
 - We recommend trying them all
 - UC Faculty or Staff: the last four digits usually represent your UC office phone
 - Community Borrowers: the last four digits of the phone you supplied on your Community Borrower Application
 - Need help with your PIN?
 - Contact the [UC Circulation Department](#) for help
6. Select "List Charged Items"
7. Either choose items to renew or select "Renew All"
8. Select "Renew Selected Items"
9. If the items you renewed are available for renewal, the system will list the title, its new due date and status OK
10. If the items you renewed have been recalled for another patron, are not eligible for renewal, or exceed the two time renewal limit, the system will return a message that the "Item has holds" or the "Renewal Limit is Reached"
 - You will need to contact the [UC Circulation Department](#) to renew these materials