

Renewing & Recalling Library Materials: A Step by Step Guide

Renewing

It is possible to renew most library materials using PITTcat+, however some restrictions do apply. Materials which are already overdue or have been renewed twice will not be renewable online. Bring these materials to the Circulation Desk, and library staff will be happy to discuss other renewing options with you.

The following steps will guide you through the process of renewing your library materials online.

Step 1: Connect to PITTcat+, the online catalog. Click on the **My Account** tab.



Step 2: Enter the 2P number from your Pitt I.D. card and your last name in the appropriate boxes. Click <Login>.

PITTCat
Online Catalog of the University of Pittsburgh Libraries

[Search](#) [Edit Search](#) [Place Request](#) [My Account](#)

Please enter your University ID Number (PITT ID) and Last Name, then click the LOGIN button.

[Search](#) [Edit Search](#) [Place Request](#) [My Account](#)

Step 3: A list of all materials presently charged out to you will appear. Click the boxes in the **Renew?** column next to those titles you wish to renew. Then click <Renew Items>.

 Items Checked Out

| Renew? | Item | Item Type | Status |
|--------------------------|--|-------------------------------|-----------------------------|
| <input type="checkbox"/> | The geography of bli*1007068* Location: Hillman Library Circulation Desk | PALC1 - Pitt person borrowing | Checked out: Due 02/24/2009 |
| <input type="checkbox"/> | Maguire, Gregory. Wicked : the life and times of the Wicked Witch of the West : a novel / Gregory Maguire ; illustrations by Douglas Smith. Location: Bradford Campus Library - 2nd Floor - Circulating PS3563.A3535 W5 2000 | BookA | Checked out: Due 04/28/2009 |
| <input type="checkbox"/> | Kerouac, Jack, 1922-1969 Dharma bums / Jack Kerouac. Location: Johnstown Campus Library -- Browsing Area PS3521.E735 D5 1976 | BookA | Checked out: Due 04/28/2009 |
| <input type="checkbox"/> | Wickersham, Joan. Suicide index : putting my father's death in order / Joan Wickersham. Location: Johnstown Campus Library -- Browsing Area HQ799.95 .W53 2008 | BookA | Checked out: Due 04/28/2009 |
| <input type="checkbox"/> | Levitin, Daniel J. This is your brain on music : the science of a human obsession / Daniel J. Levitin. Location: Johnstown Campus Library -- General Collection ML3830 .L38 2006 | BookA | Checked out: Due 04/28/2009 |
| <input type="checkbox"/> | Hogarth, William, 1697-1764. Hogarth; the complete engravings [by] Joseph Burke and Colin Caldwell. Location: Johnstown Campus Library -- Oversize. NE642.H6 B8 | BookA | Renewed: Due 04/28/2009 |
| <input type="checkbox"/> | Richardson, Mark, 1962- Zen and now : on the trail of Robert Pirsig and Zen and the art of motorcycle maintenance / Mark Richardson. Location: Johnstown Campus Library -- Browsing Area CT275.P648 R53 2008 | BookA | Checked out: Due 04/28/2009 |
| <input type="checkbox"/> | Hillman, D. C. A. Chemical muse : drug use and the roots of Western civilization / D.C.A. Hillman. Location: Johnstown Campus Library -- Browsing Area HV5801 .H475 2008 | BookA | Renewed: Due 04/28/2009 |
| <input type="checkbox"/> | Saramago, José. Death with interruptions / José Saramago ; translated from the Portuguese by Margaret Jull Costa. Location: Johnstown Campus Library -- Browsing Area PQ9281.A66 I6813 2008 | BookA | Renewed: Due 04/28/2009 |
| <input type="checkbox"/> | State by state : a panoramic portrait of America / edited by Matt Weiland & Sean Wilsey. Location: Johnstown Campus Library -- Browsing Area E180 .S73 2008 | BookA | Checked out: Due 04/28/2009 |

Renew checked items

Remember, books from Owen Library are limited to two renewals. Books from other libraries are renewed according to each library's individual policy. Please check at the Circulation Desk if you have questions about whether or not the material you've borrowed can be renewed.

Step 4: If the material has been successfully renewed, you will automatically receive a new due date.

Always verify that all books were actually renewed by checking the "Renewal Status" column for the material's new due date.

Charged Items

| Renew? | Item | Status | Renewal Status |
|--------------------------|--|-------------------------|--------------------------------|
| <input type="checkbox"/> | Didion, Joan. Year of magical thinking / Joan Didion. Location: Johnstown Campus Library -- Browsing Area PS3554.I33 Z63 2005 | Charged: Due 04/26/2006 | |
| <input type="checkbox"/> | McEwan, Ian. Saturday : [a novel] / Ian McEwan. Location: Greensburg Campus Library PR6063.C4 S27 2005 | Charged: Due 04/28/2006 | |
| <input type="checkbox"/> | First year student library instruction programs / compiled by Debbie Malone, Carol Videon. Location: Johnstown Campus Library -- Offices Z711.2 .F56 2003 | Renewed: Due 05/03/2006 | Renewed: Due 05/03/2006 |
| <input type="checkbox"/> | Edelman, Marian Wright. Lanterns : a memoir of mentors / Marian Wright Edelman. Location: Hillman Library-African American (1st floor) E185.97.E33 A3 1999 | Charged: Due 05/10/2006 | |



Remember, some books may have holds, recalls, or be overdue, which will prevent renewal. The "Renewal Status" column will indicate if the book was not renewed. Again, bring these materials to the Circulation Desk to discuss additional renewing options. Also, patrons with outstanding fines will not be able to renew materials.

**Telephone renewals are available for faculty only. Call (814)269-7300 Monday through Friday, 8 am to 4 pm. Anyone may request a renewal in-person at the Circulation Desk.*

The following chart shows Renewal Policies:

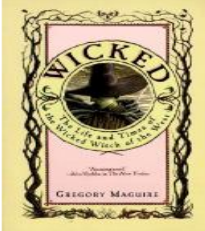
| | Faculty | Staff | Undergraduate Students | Graduate Students |
|----------------|--|--|--|---|
| Renewal Policy | Books that are checked out for term loans can be renewed unlimited times . | Books that circulate for four weeks may be renewed up to 3 times . Books that circulate for two weeks can only be renewed once . | Books that circulate for four weeks may be renewed up to 3 times . Books that circulate for two weeks can only be renewed once . | Books that are checked out for a term loan cannot be renewed . |

Recalling

Most library materials are subject to recall after two weeks. Library materials recalled to be placed on Course Reserve are subject to immediate recall. The fine rate for library material recalled, but unreturned, is \$1.00 per day each, with a maximum of \$100.00.

The following steps will guide you through recalling library materials online:

Step 1: When you find a book in PITTCat+ that is checked out to another user, click on the <Get it!> button.

| | | |
|--|--|---|
| Wicked : the life and times of the Wicked Witch of the West : a novel / Gregory Maguire ; illustrations by Douglas Smith. | |  <p>Books</p> <ul style="list-style-type: none">> Text (partial) on Google Book> Export to RefWorks> Export to EndNote, ProCite, etc.> Save or tag...> Fiction & Biography> Reviews |
| Authors | Maguire, Gregory. | |
| Contributor | Maguire, Gregory. Son of a witch. | |
| | | |
| Edition | 1st pbk. ed. | |
| Publisher | New York, NY : ReganBooks, 2000. | |
| ISBN | 0060987103 (pbk.) | |
| Physical desc. | 409 p. : ill. ; 24 cm. | |
| | | |
| LC Subject | Witches Fiction. Oz (Imaginary place) Fiction. Good and evil Fiction. | |
| | | |
| Note | Reader's group guide: p. 407-409. Includes preview selection from the sequel, Son of a witch. | |
| | | |
| Location | Call # | Status |
| Bradford Campus Library - 2nd Floor - Circulating | PS3563.A3535 W5 2000 | c.1 Checked Out - Due on 04/28/2009 (Use E-Z Borrow) |

Get it!

Step 2: You will be taken to the record for the book in PITTCat Classic. Click **Get it!** on the top of the screen. On the next screen, enter the 2P number on your Pitt I.D. card and your last name in the appropriate boxes. Click the <Login> button. On the next screen, choose "Recall" from the drop-down box, then click <OK>.

Step 3: On the Recall screen, you should see the title you wish to have recalled. Enter your I.D. card 2P number once more, then select the location where you want to pick up the book and click on <Submit Request>.

Search Edit Search **Place Request** My Account Logoff

PITTCat Request**Recall**

| | |
|--------------------------------|---|
| Title: | The best American short stories. |
| Instructions: | *YOU MUST SELECT A LIBRARY LOCATION TO PICK UP THE BOOK.* Go to the section "PICK UP AT" and select the correct Campus faculty office delivery, select Faculty Delivery and enter the recipient's name, the building, and the room number CHARACTERS. *You MUST enter your University ID Number.* |
| <input type="radio"/> Any Copy | Any Copy |
| <input type="radio"/> | 2005 c. 1 31735050215684 john |
| University ID Number: | <input type="text"/> |
| Comment: | <input type="text"/> |
| Pick Up At: | Johnstown Lending |
| Not Needed After: | 30 Day(s) |

Submit Request Clear Form

If you want to verify your renewals or have questions about either online renewals or recalls, call the Owen Library Circulation Desk at (814) 269-7300.