



# Renewing Library Materials: A Step-by-Step Guide

It is possible to renew most library materials using PITT*Cat*, however some restrictions do apply. Materials which are already overdue will **NOT** be renewable online.

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

**Step 1:** Connect to PITT*Cat*, the online catalog. Click on **<My Account>**.

The screenshot shows the PITT*Cat* homepage. On the left, there are four main menu items: **Search** (By author name, title, subject, or call number), **Keyword Search** (Using forms and drop-down menus), **Course Reserves** (Search course reserve materials by instructor's name, department, or course number), and **New Materials** (View a list of library materials recently added to PITT*Cat*). On the right, there is a **Quick Search** section with a 'Find:' text box, a 'By:' dropdown menu set to 'Quick Search', and a 'Search' button. Below the search section is a **My Account** section with the text 'Log in to renew books and see a record of what you have checked out.' This 'My Account' section is circled in black.

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

The screenshot shows the PITT*Cat* login page. At the top, there is a navigation bar with links for 'Search', 'Edit Search', 'Place Request', and 'My Account'. The 'My Account' link is highlighted with a yellow box. Below the navigation bar, there is a prompt: 'Please enter your University ID Number (PITT ID) and Last Name, then click the LOGIN button.' There are two input fields: 'University ID Number' (with a dropdown arrow) and 'Last Name:'. Below these fields are 'Login' and 'Reset' buttons. At the bottom, there is another navigation bar with the same links as the top, with 'My Account' again highlighted with a yellow box.

**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>**.

**Charged Items**

Renew?	Item	Status
<input type="checkbox"/>	First year student library instruction programs / compiled by Debbie Malone, Carol Videon. Location: Johnstown Campus Library -- Offices Z711.2 .F56 2003	Charged: Due 04/13/2006
<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"/>	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
<input type="checkbox"/>	Johnson, W. Brad. Elements of mentoring / W. Brad Johnson and Charles R. Ridley. Location: Hillman Library - General Collection HF5385 .J64 2004	Charged: Due 05/10/2006
<input type="checkbox"/>	Rhodes, Jean E. Stand by me : the risks and rewards of mentoring today's youth / Jean E. Rhodes. Location: Hillman Library - Buhl Collection (1st Floor) HV1431 .R48 2002	Charged: Due 05/10/2006
<input type="checkbox"/>	Make a friend : be a peer mentor / National Youth Network. Location: Hillman Library - Gov Docs (Ground Floor - Compact Shelves) J 32.21/2-2:8	Charged: Due 05/10/2006


Renew Items    Reset

**Remember**—books from Owen Library may be renewed twice while books from other Pitt libraries and libraries outside the Pitt system have varying renewal policies. Please check at the circulation desk if you have questions about whether or not the material you’ve borrowed can be renewed.

**Step 4:** After renewing the items, you will automatically receive a new due date. **Always confirm 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	<b>Renewed: Due 05/03/2006</b>
<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 prevents renewal. The book shown below was recalled therefore unavailable for renewal. The “Renewal Status” column shows that the book was not renewed.

**Charged Items**

Renew?	Item	Status	Renewal Status
<input type="checkbox"/>	Hicks, Robert, 1951- Widow of the south / Robert Hicks. Location: Hillman Lib - Alldred Colln (Gr Fl. Cup & Chaucer Coffee Rm) PS3608.I287 W53 2005	Renewed: Due 01/19/2006	
<input type="checkbox"/>	Ambrose, Stephen E. Nothing like it in the world : the men who built the transcontinental railroad, 1863-1869 / Stephen E. Ambrose. Location: Johnstown Campus Library TF23 .A48 2000	Recalled: 01/20/2006 (11/18/2005)	<b>Not Renewed</b>
<input type="checkbox"/>	Murder in the Adiron* 425905* Location: PALCI	Charged: Due 02/08/2006	
<input type="checkbox"/>	Ickis, Marguerite, 1897- Standard book of quilt making and collecting / by Marguerite Ickis. Location: Johnstown Campus Library TT835 .I35 1959	Charged: Due 03/03/2006	
<input type="checkbox"/>	Boucher, Virginia, 1929- Interlibrary loan practices handbook / Virginia Boucher. Location: Johnstown Campus Library -- Offices Z713.5.U6 B68 1997	Renewed: Due 04/26/2006	

Renew Items    Reset



If you want to verify your renewals or have questions about online renewals, call the Owen Library Circulation Desk at (814) 269-7300. You may also request a renewal in-person at the Circulation Desk.