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# Renewing Your Library Items

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## You can renew ODU and OhioLINK books and videos by:

- Calling Circulation Services in Spangler (251-4752).  
Give your name, ODU ID#, and title of the item you wish to renew.
- Stopping by the Circulation Services on the top floor of Spangler.  
Have your ODU ID card ready and tell the person at the counter which item you would like to renew.
- Renewing the items yourself online (see below)

## Renewing Your Items Online

1. Connect to the Library Catalog main menu at: <http://library.ohiodominican.edu/>
2. Select **My Library Record**.
3. Click in the box next to **Your Name** and type in your first & last name.
4. Click in the box next to **ODU ID #** and type in the last 7 digits of the number printed on your ODU ID card.
5. Click on the button labeled **Display record for person named** or press enter.
6. You should now see your patron record on the screen.  
If not, use the scroll bar in the upper right side of the screen and scroll down the page
7. Click on **Items Currently Checked Out**
8. Click in the box under the Renew column next to the book you wish to renew.
9. Click on **Renew Selected Items**
10. Note the new due date

**Be sure to note your new due dates so that you are not fined for overdue items or charged for replacements.** If you are ever unsure of the amount of items you have checked out, what their due dates are, or if you owe any money, call 251-4752. Or access the *My Library Record* screen from the Ohio Dominican University Library home page (<http://www.ohiodominican.edu/library>).