

## How to Renew Library Loans on the West Sussex Library Catalogue (Arena)

There have been some changes made to the way that items on loan are renewed on the West Sussex Library Catalogue.

Don't forget:

- You can renew items up to 5 times as long as the item hasn't been reserved by another customer
- You cannot renew any items if you owe more than £15
- You cannot renew the same item more than once a day
- All items on loan appear in one list to make it easier to renew all items on loan
- Do not double click on the renew or 1-click renew button as this causes an error

If you need any help renewing your library items phone 01243 642110, fill out our [online form](#) or contact your [local library](#)

### Renewing Library Items

- Login to your library account, using either your library card number & PIN or your Arena username & password
- If you have forgotten your PIN fill out the [online form](#)
- Click on Renew library items

If you want to renew all items on loan tick the box next to **Loan** and then click **Renew**

The screenshot shows the 'My loans' page on the West Sussex Libraries website. The page is titled 'My loans - West Sussex Libraries - Google Chrome' and the URL is 'https://arena.westsussex.gov.uk/web/arena/protected/loans'. The page has a navigation menu on the left with links like 'My wishlist', 'My account', 'Hints & tips', 'Reading groups', 'Website feedback', 'Charges & fines', and 'Account navigation'. The main content area is titled 'How to renew your library items' and contains instructions on how to renew and print loans. Below this is the 'My loans' section, which shows a list of 12 selected, 12 renewable items. The list has columns for 'Loan', 'Due Date', and 'Status'. The 'Loan' column has checkboxes, and the 'Status' column has '1-Click Renew' buttons. The 'Renew' button is highlighted with a red box. The 'Loan' checkbox for the first item is also highlighted with a red box.

Loan	Due Date	Status
<input checked="" type="checkbox"/>	18/05/16	1-Click Renew Remaining renewals: 3 Renewal charge: £0.00
<input checked="" type="checkbox"/>	18/05/16	1-Click Renew Remaining renewals: 3 Renewal charge: £0.00
<input checked="" type="checkbox"/>	18/05/16	1-Click Renew Remaining renewals: 3 Renewal charge: £0.00
<input checked="" type="checkbox"/>	18/05/16	1-Click Renew Remaining renewals: 3 Renewal charge: £0.00

Note that the **Renew** & **Print Loans** buttons will be pale grey until items are selected.

If you want to renew individual items just click **1-Click Renew** next to the item

**How to renew your library items**

**Renew**

- To renew all loans tick the box next to 'Loan' and click **Renew Loans**
- To renew individual items click **renew** next to the title
- Any charges will show in the **Status** box as Renewal Charge

**Print**

- To print a list of current loans tick the box next to 'Loan' and click **Print Loans**
- Once items have been renewed click 'continue to my loans' and then tick the box next to 'Loan' and click **Print Loans**

**Do not double click on the renew button**

**My loans**

Sort by: Due date Print Loans Renew

12 items in total 1-12 items, of 12

<input type="checkbox"/>	Loan	Due Date	Status
<input type="checkbox"/>	<b>Tales of the Unexpected</b> Author: Dahl, Roald Format: Paperback Issued at: Crawley (22/12/15)	18/05/16	<b>1-Click Renew</b> Remaining renewals 3 Renewal charge £0.00
<input type="checkbox"/>	<b>London and the South-East</b> Author: Szalay, David Format: Hardback Issued at: Crawley (22/12/15)	18/05/16	<b>1-Click Renew</b> Remaining renewals 3 Renewal charge £0.00
<input type="checkbox"/>	<b>Don't stop me now</b> Author: Clarkson, Jeremy Format: Paperback Issued at: Crawley (22/12/15)	18/05/16	<b>1-Click Renew</b> Remaining renewals 3 Renewal charge £0.00
<input type="checkbox"/>	<b>Fulling Mills of Sussex</b>	18/05/16	<b>1-Click Renew</b>

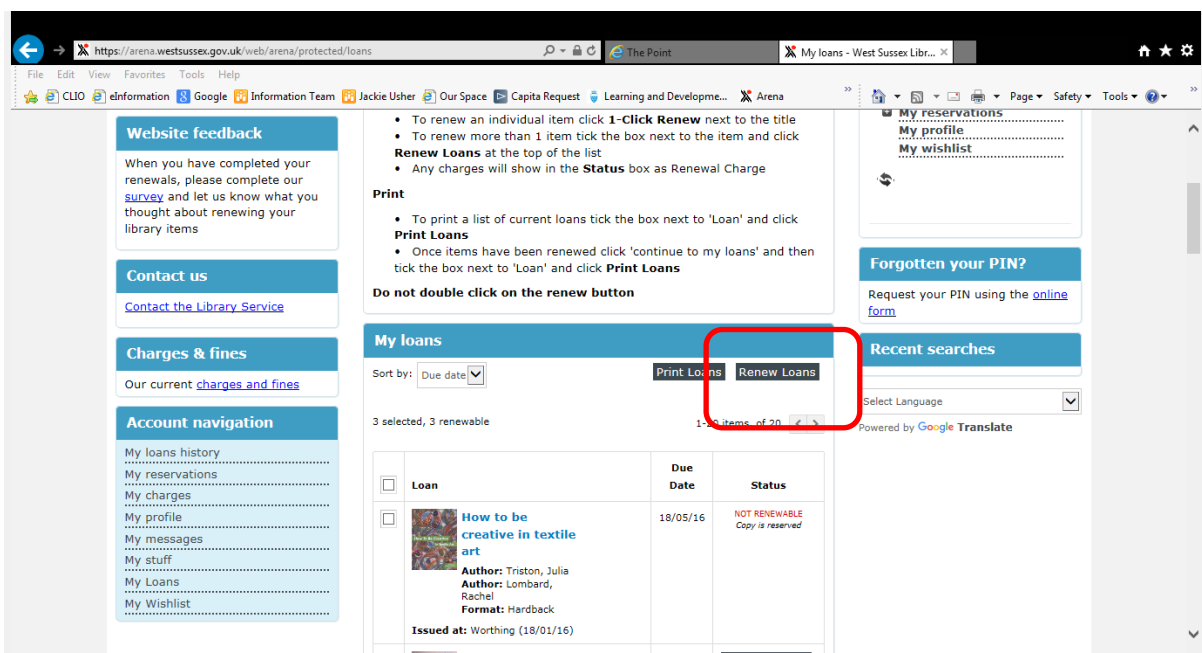
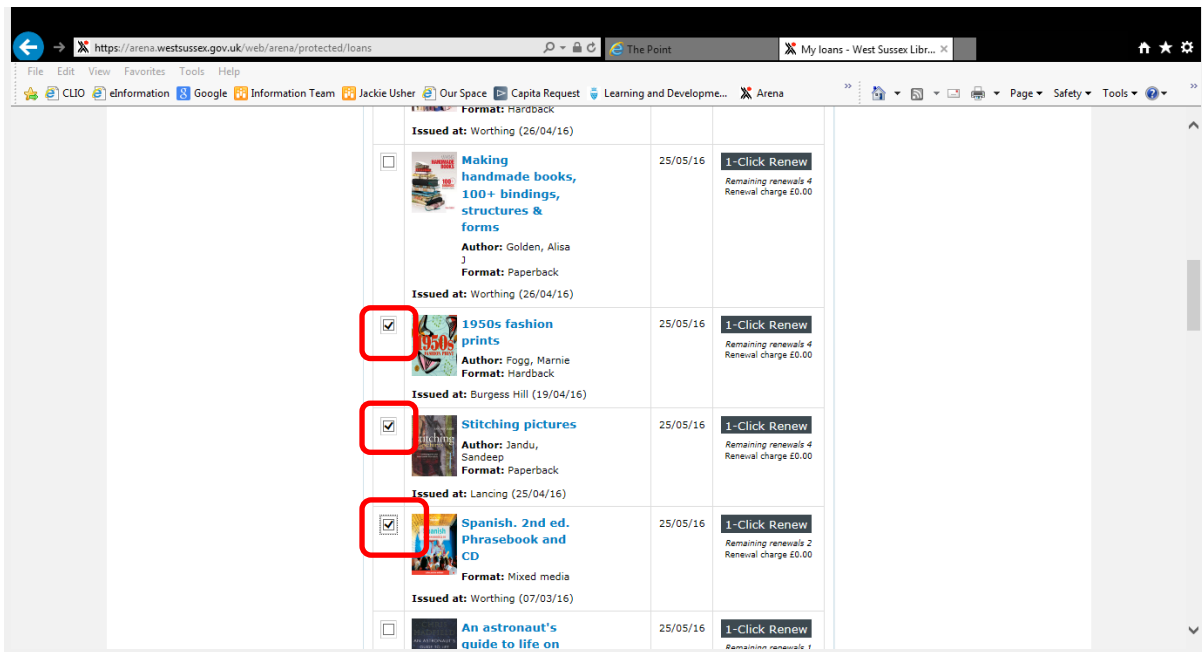
**Account navigation**

- My loans history
- My reservations
- My charges
- My profile
- My messages
- My stuff
- My Loans
- Media

**Recent searches**

- barbara eskine (56)
- red (56)
- red (3,248)
- red (1,283)
- red (3,448)

If you want to renew more than 1 item tick the boxes next to the items that you want to renew, scroll up and click **Renew Items**



The **Status** column next to an item will indicate if an item cannot be renewed.

**How to renew your library items**

**Renew**

- To renew all loans tick the box next to 'Loan' and click **Renew Loans**
- To renew individual items click **renew** next to the title
- Any charges will show in the **Status** box as Renewal Charge

**Print**

- To print a list of current loans tick the box next to 'Loan' and click **Print Loans**
- Once items have been renewed click 'continue to my loans' and then tick the box next to 'Loan' and click **Print Loans**

**Do not double click on the renew button**

**My loans**

Sort by: Due date

12 items in total 1-12 items, of 12 <>

<input type="checkbox"/>	Loan	Due Date	Status
<input type="checkbox"/>	<b>Tales of the Unexpected</b> Author: Dahl, Roald Format: Paperback Issued at: Crawley (22/12/15)	4/05/16	NOT RENEWABLE Renewed today
<input type="checkbox"/>	<b>London and the South-East</b> Author: Szalay, David Format: Hardback Issued at: Crawley (22/12/15)	24/05/16	NOT RENEWABLE Renewed today
<input type="checkbox"/>	<b>Don't stop me now</b> Author: Clarkson, Jeremy Format: Paperback Issued at: Crawley (22/12/15)	24/05/16	NOT RENEWABLE Renewed today
<input type="checkbox"/>	<b>Fulling Mills of Sussex</b> Author: Vincent, Alex	24/05/16	NOT RENEWABLE Renewed today

**My stuff**

- My charges
- My loans
- My loans history
- My reservations
- My profile
- My messages
- My stuff
- My Loans
- Media

**Forgotten your PIN?**

Request your PIN using the [online form](#)

**Contact us**

[Contact the Library Service](#)

**Recent searches**

- Clear searches
- barbara eskine (56)
- re (56)
- red (3,248)
- red (1,283)
- red (3,448)

Select Language

Powered by [Google Translate](#)

If there are any renewals charges for example DVD hire charge these will show in the status box as well as the renewal charge (these will be shown as one figure)

The screenshot displays the 'My loans' page on the West Sussex Libraries website. The page is titled 'My loans - West Sussex Libraries - Google Chrome' and the URL is 'https://arena.westsussex.gov.uk/web/arena/protected/loans'. The page layout includes a left sidebar with navigation links, a main content area with instructions and a loan list, and a right sidebar with user account options.

**Renew**

- To renew all loans tick the box next to 'Loan' and click **Renew Loans**
- To renew individual items click **renew** next to the title
- Any charges will show in the **Status** box as Renewal Charge

**Print**

- To print a list of current loans tick the box next to 'Loan' and click **Print Loans**
- Once items have been renewed click 'continue to my loans' and then tick the box next to 'Loan' and click **Print Loans**

**Do not double click on the renew button**

**My loans**

Sort by: Due date Print Loans Renew

3 items in total 1-3 items, of 3

Loan	Due Date	Status
<input type="checkbox"/> <b>Arctic with Bruce Parry</b> Author: Parry, Bruce Format: DVD Issued at: Worthing (26/04/16)	23/04/16	<b>1-Click Renew</b> Remaining renewals: 5 Renewal charge: £6.20
<input type="checkbox"/> <b>Songs of Innocence</b> Author: U2 Format: CD Issued at: Worthing (26/04/16)	23/04/16	<b>1-Click Renew</b> Remaining renewals: 5 Renewal charge: £2.85
<input type="checkbox"/> <b>The assassin</b> Author: Cussler, Clive Author: Scott, Justin Format: Paperback Issued at: Worthing (26/04/16)	23/04/16	<b>1-Click Renew</b> Remaining renewals: 5 Renewal charge: £1.75

View All items per page. 1-3 items, of 3

**My loans**

- My loans history
- My reservations
- My charges
- My profile
- My messages
- My stuff
- My Loans
- Media

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**Contact us**

[Contact the Library Service](#)

**Recent searches**

Select Language

Powered by [Google Translate](#)

Once renewed the page will update and indicate the items that could not be renewed, with a reason under the red banner and those that were renewed with the new due date under the green banner

My loans - West Sussex Libraries - Google Chrome

https://arena.westsussex.gov.uk/web/arena/protected/loans?p\_auth=JifAISVS&p\_p\_id=loansWicket\_WAR\_arenaportlets&p\_p\_lifecycle=1&p\_p\_state=norm

Our current [charges and fines](#)

**Account navigation**

- My loans history
- My reservations
- My charges
- My profile
- My messages
- My stuff
- My Loans
- Media

**My loans**

[Continue to My loans](#)

**RESULT OF RENEWALS**

1 item(s) could not be renewed.  
11 item(s) were renewed. [Click here to scroll down.](#)

**TITLES THAT COULD NOT BE RENEWED**

Loan	Status	Due Date
<b>Tales of the Unexpected</b> Author: Dahl, Roald	Renewed today	24/05/16

**TITLES THAT WERE RENEWED**

Loan	Due Date
<b>London and the South-East</b> Author: Szalay, David	24/05/16
<b>Don't stop me now</b> Author: Clarkson, Jeremy	24/05/16
<b>Fulling Mills of Sussex</b> Author: Vincent, Alex	24/05/16
<b>Art nouveau designs</b> Author: Balchin, Judy	24/05/16
<b>Royal Flying Corps</b> Author: Smith, Alistar	24/05/16
<b>Catching fire</b> Author: Collins, Suzanne	24/05/16
<b>The Dead, the Dying and the Damned</b> Author: Hollands, John	24/05/16
<b>In the summertime</b> Author: Astley, Judy	24/05/16
<b>Ready to die</b> Author: Jackson, Lisa	24/05/16
<b>One night in Italy</b>	24/05/16

Request your PIN using the [online form](#)

**Contact us**

[Contact the Library Service](#)

**Recent searches**

- Clear searches
- barbara eskine (56)
- red (56)
- red (3,248)
- red (1,283)
- red (3,448)

Select Language

Powered by [Google Translate](#)

Click on **Continue to My Loans** to return to the initial renew loans page.

If you want to print a list of items on loan either tick the box next to **Loan** to select all items or tick individual items and click **Print Loans**

The screenshot shows the 'My loans' page on the West Sussex Libraries website. The page is divided into several sections:

- How to renew your library items:** Contains instructions on how to renew all loans or individual items, and how to print a list of current loans.
- My loans:** A section with a 'Print Loans' button highlighted by a red box. Below it, there is a table of loans with columns for 'Loan', 'Due Date', and 'Status'. The table shows 12 selected items, with 1-12 items of 12 displayed.
- Account navigation:** A sidebar menu with links to 'My loans history', 'My reservations', 'My charges', 'My profile', 'My messages', 'My stuff', 'My Loans', and 'Media'.
- Recent searches:** A section showing recent searches, including 'barbara eskine (56)', 'red (56)', 'red (3,248)', 'red (1,283)', and 'red (3,448)'.

<input checked="" type="checkbox"/>	Loan	Due Date	Status
<input checked="" type="checkbox"/>	<b>Tales of the Unexpected</b> Author: Dahl, Roald Format: Paperback Issued at: Crawley (22/12/15)	24/05/16	NOT RENEWABLE Renewed today
<input checked="" type="checkbox"/>	<b>London and the South-East</b> Author: Szalay, David Format: Hardback Issued at: Crawley (22/12/15)	24/05/16	NOT RENEWABLE Renewed today
<input checked="" type="checkbox"/>	<b>Don't stop me now</b> Author: Clarkson, Jeremy Format: Paperback Issued at: Crawley (22/12/15)	24/05/16	NOT RENEWABLE Renewed today
<input checked="" type="checkbox"/>	<b>Fulling Mills of Sussex</b>	24/05/16	NOT RENEWABLE Renewed today