

# Renew

1. **Navigate to Renew:** Go to the "Circulation" module and click look for "renew" and click on it.
2. **Search for Patron:** Use the search feature to find the patron whose items you want to renew. You can search by name, barcode, or any other identifying information.
3. **Select Patron:** Once you've located the patron, click on their name to access their borrowing record.
4. **View Borrowing Record:** Review the items currently checked out to the patron. Koha will display the title, due date, and other relevant information for each item.
5. **Select Items to Renew:** Check the checkboxes next to the items you want to renew. You can renew one or multiple items at once.
6. **Click Renew:** After selecting the items, look for the "Renew" button or option. Click on it to initiate the renewal process.
7. **Confirm Renewal:** Koha will confirm the renewal and update the due dates for the selected items. Review the new due dates to ensure accuracy.

other way:

1. **Navigate to Renew:** Go to the "Circulation" module and click look for "renew" and click on it.
2. **Enter Barcode:** Enter Barcode on renew box and press enter.

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