How to Request an Extension

<u>Step 1.)</u>

After logging in to the AT Lending Library site, click "My Info" located at the top of the page.



<u>Step 2.)</u>

Underneath the "Items Out" tab, you will see any items you have checked out. Click "Renew" next to the item you'd like to renew. If renewing all your current holds, please select "Renew All."

- Items	Out					View H	listory			
Due Date	Title		Call Number	Drice	Checked Out					
1/14/202	0 👔 Switch Cap (Big Mac). (Copy: T 1019340)	AT 38	\$5.00	8/19/2019	Renew	<u></u> ର			
						Rener	w All			
- Fines										
There are no fines for this patron										
– Holds										
Tiorao	Title	Requeste	d		Quantity	Status				
9	AAC iPad mini 4.	T 102033	39		1	Ready				

<u>Step 3.)</u>

A message will appear confirming that your item (or items) has been renewed. This message will also have the item's new due date.

	A • "Switch Cap (Big Mac)." (Bard	code: T 1019340) renewe	ed. Due on 1/1	4/2020.
Items Out					View I
Library Materials Due Date	Title	Call Number	Price	Checked Out	
1/14/2020 🕎	Switch Cap (Big Mac). (Copy: T 1019340)	AT 38	\$5.00	8/19/2019	Renew
– Fines					Rene
	There are no fine	es for this patron			
Holds					
Title	Reques T 1020	ted 1220		Quantity 1	Status Ready
	11020	555			Ready
Recommende	d Titles				
	There are no recommen	ded titles for this p	atron		
[–] Recommenda	tions and MyQuest comments				Mar
					Pri
	🔎 = Reco	mmend Title			
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