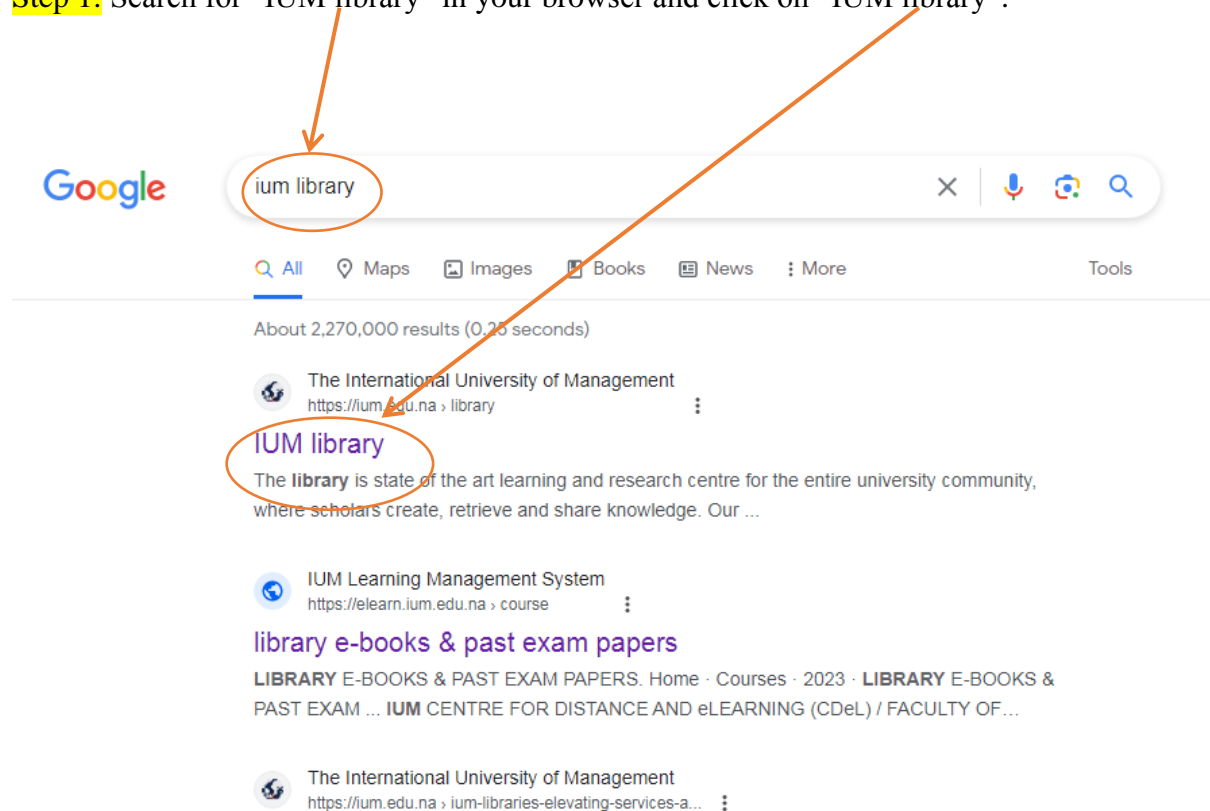


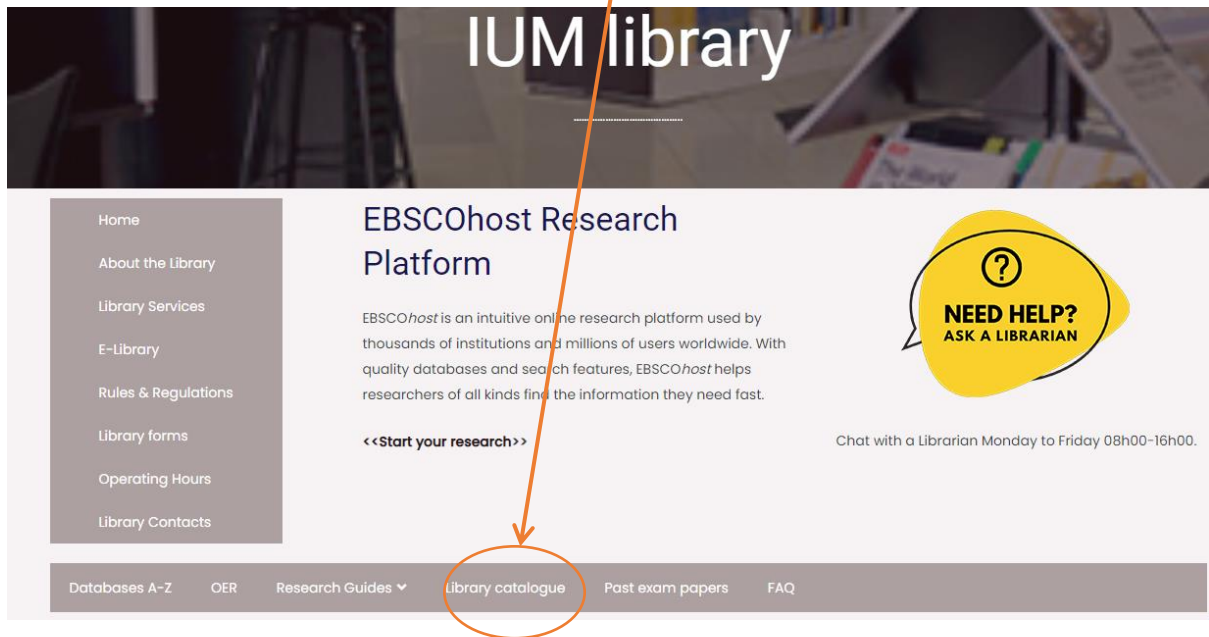
# HOW TO RENEW BOOKS ONLINE

By: Jade Nangula

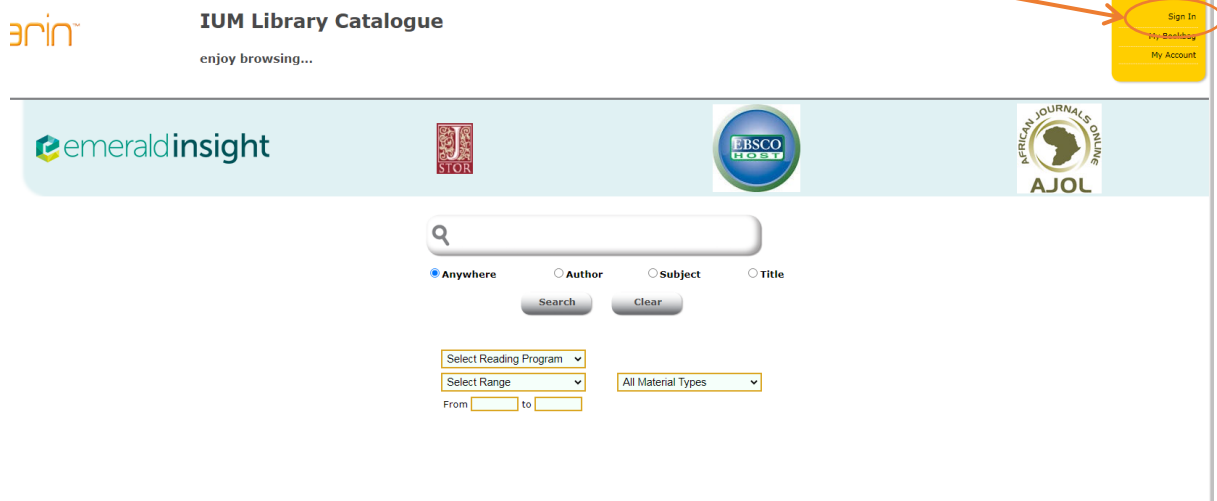
**Step 1:** Search for “IUM library” in your browser and click on “IUM library”.



**Step 2:** Scroll down and click on “library catalogue”.



**Step 3:** Click on “sign in”.



**Step 4:** Enter your student number as your login name/barcode, and your password is **1234**. If you are a staff member, enter your staff number as your login name/barcode, and the password is **1234**.



**Step 5:** On your right corner click on “my account”



**Step 6:** Click on “Current Transactions” to access materials that have been loaned out.

**IUM Library Catalogue**  
enjoy browsing...

Standard Search  
Enhanced Search  
Visual Search  
Record Fetch  
Search Results

emeraldinsight

EBSCO  
ELECTRIC

AFRICAN JOURNALS ONLINE  
AJOL

**My Account**

[My Info](#) [Current Transactions](#) [History](#) [Print](#)

Welcome Back Helena!  
Name: Helena Nampweya  
Address: Dorado library  
Telephone:  
E-mail: h.nampweya@ium.edu.na  
Overdue: 0

**Step 7:** Click on the “Renew” icon

**My Account**

[My Info](#) [Current Transactions](#) [History](#) [Print](#)

**Current Transactions**

Title	Author	Call Number	Type	Due Date	Renew
Gifted Hands :	<a href="#">Ben Carson, M.D.</a>	617.48 CAR	Renewal	09/27/2023	<a href="#">Renew</a>
Strategic management of human resources.	<a href="#">Mello, Jeffrey.</a>	658.3 MEL	Renewal	09/19/2023	<a href="#">Renew</a>

**Step 8:** After clicking on renew, you will notice the change of the date/s

**My Account**

[My Info](#) [Current Transactions](#) [History](#) [Print](#)

**Current Transactions**

Title	Author	Call Number	Type	Due Date	Renew
Gifted Hands :	<a href="#">Ben Carson, M.D.</a>	617.48 CAR	Loan	10/12/2023	<a href="#">Renew</a>
Strategic management of human resources.	<a href="#">Mello, Jeffrey.</a>	658.3 MEL	Renewal	09/19/2023	<a href="#">Renew</a>

**Kindly note that users are allowed to renew books only two (2) times.**