QUICK GUIDE

How to renew a checked out item online

1   Go to the Library's website
mbru.ac.ae/library

2   On the top right corner,
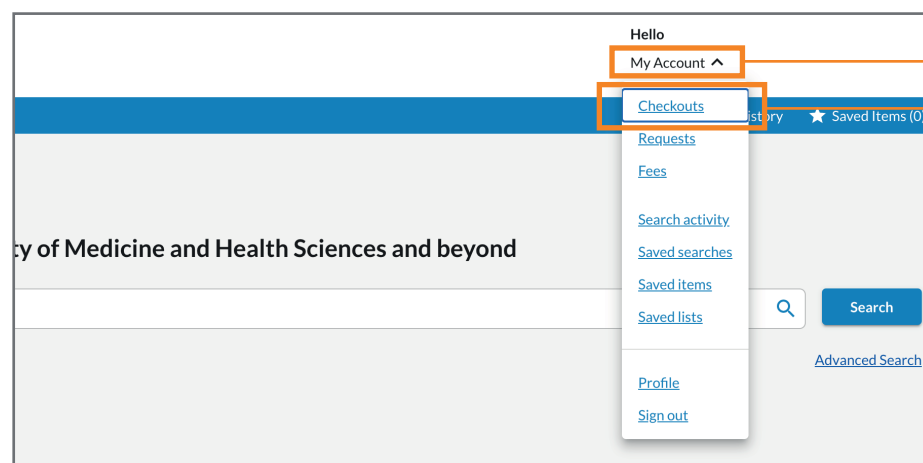click on **"My Account"**

3   Authentication
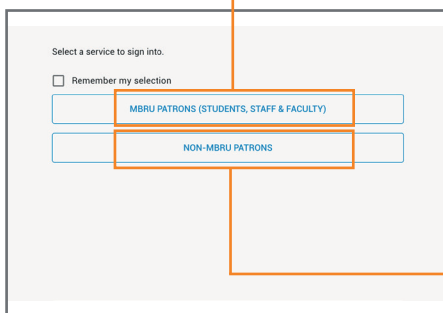
Option 1

If you are a full time MBRU faculty or student or staff having MBRU
email then select "MBRU Patrons" tab and login using university email
and password.
For example;
Username: (firstname.lastname@mbru.ac.ae)
Password: (your MBRU email password)

Option 2

If you are an adjunct faculty or not having MBRU email then select
" Non-MBRU Patrons" tab and login with your registered email and
password.
For example;
Username: johnsmith@gmail.com (your email provided for the library registration)
Password: (your password)

If you do not remember your password, you may click on **"SET/RESET
PASSWORD"** option to reset your password

4   Click on **"My Account"**

5   Select **"Checkouts"** from the
dropdown menu

6 Your Library record will display the number of currently checked out items (the example shows 3 items currently checked out)

Checkouts (3)	Requests	Fees (AED 24.00)	Search activity	Profile

Title	Due date ↑	Status
☐ Select all **Renew items**		
☑ Electronic resources in medical libraries : issues and solutions Connor, Elizabeth Binghamton, NY : Haworth Information Press, 2007 *Print Book*	26/09/2022 by 23:59	Due in 3 days Renewed 2 times.
☑ Library management for the digital age : a new paradigm Todaro, Julie Lanham : Rowman & Littlefield, 2014 *Print Book*	03/10/2022 by 23:59	Due in 10 days Renewed 1 time.

7 The item record display shows the information of the checked out items. You can either renew all the items by selecting all items and clicking 'Renew Items' or renew an item individually by selecting an item from the list and clicking the 'Renew Items' Tab.

Checkouts (3)	Requests	Fees (AED 24.00)	Search activity	Profile

Title	Due date ↑	Status
☐ Select all **Renew items**		
☑ Electronic resources in medical libraries : issues and solutions Connor, Elizabeth Binghamton, NY : Haworth Information Press, 2007 *Print Book*	26/09/2022 by 23:59	Due in 3 days Renewed 2 times.
☑ Library management for the digital age : a new paradigm Todaro, Julie Lanham : Rowman & Littlefield, 2014 *Print Book*	03/10/2022 by 23:59	Due in 10 days Renewed 1 time.

8 New due date will appear after selecting and renewing an item. Verify the new due date and Status as shown in the image.

Checkouts (3)	Requests	Fees (AED 24.00)	Search activity	Profile

Title	Due date ↑	Status
☐ Select all **Renew items**		
☐ Library information systems : from library automation to distributed information access solutions Kochtanek, Thomas R. 2002 *Print Book*	08/10/2022 by 23:59	Due in 15 days Renewed 2 times.
☐ Electronic resources in medical libraries : issues and solutions Connor, Elizabeth Binghamton, NY : Haworth Information Press, 2007 *Print Book*	08/10/2022 by 23:59	Due in 15 days Renewed 3 times.

AL MAKTOUM MEDICAL LIBRARY