STAFF

1. To access the Library Catalogue:
   - From the Staff intranet, under the heading *My Apps*, click on *Library Services*.
   
   OR
   
   - From the North Metro TAFE website, click on *Current Students, Online Systems, then Library*.

2. Scroll down to the heading *Search the Library Catalogue*.

   Click on **Sign in here to Renew or Request items**.

   **NOTE:** On campus you will login automatically.

   Off campus, you will need to sign in with your staff network login. Username is your 500 number.

3. Under the *Loans* header, click on **RENEW ALL** to renew all items on your account.

   **NOTE:** To renew an item individually, from the navigation menu, next to *Overview*, click on Loans and then Renew.

4. If the renewal request was successful, a confirmation message will appear.

   **Please take note of the new due date.**

   **NOTE:** If the item has a hold request or is overdue, you will not be able to renew your items.

   If you're having any problems, phone your closest NMT Library or email us: library@nmtafe.wa.edu.au