

How to Renew MPC Library Materials Online (except Reserve Items)

Go to the MPC Library website at <http://www.mpc.edu/library>

The screenshot shows the MPC Library website homepage. At the top left is the MPC logo and the text "MONTEREY PENINSULA COLLEGE". To the right is a search bar with "MPC Websites" selected and an "Advanced Search" button. Below the header is a navigation menu with links: "MPC", "Index A-Z", "MPC Bond", "Take A Class", "College Success", and "Education Center At Marina". On the left side, there is a vertical menu with categories like "Information for...", "New Students", "Returning Students", "Current Students", "En Español", "Alumni", "Business Community", "Information about...", "Academics", "Accreditation", "Admissions", "Athletics", "Board of Trustees", "Calendar/Events", "Catalog/Class Schedule", "College Information", "Distance Learning", "Employment", "Faculty & Staff", "Financial Aid", "Institutional Goals", and "Library". The main content area features a large photo of the library building. To the right of the photo are "Fall Hours (beginning August 23):" and contact information: "(831) 646-4095" and "email to library@mpc.edu". Below the photo are two columns of links. The "Books and More" column includes: "Online Catalog (MPC Library's holdings)", "Regional Catalog (Monterey, Santa Cruz, San Benito)", "California Libraries Catalog", "What's New at the Library", "E-Books", "Links to other libraries' websites", "Inter-Library Loan", "MELVYL (U.C. Libraries' Catalog)", and "California Digital Library". The "About the Library" column includes: "Hours", "Circulation", "Library Card Application", "Floor Plan", "Policies and Regulations", and "Staff". The "Internet" column includes: "Searching the Internet" and "Resources by Topic". An arrow points to the "Online Catalog (MPC Library's holdings)" link.

1) Click on Online Catalog

The screenshot shows the WebVoyage search interface. At the top is the "WebVoyage" logo. Below it is a search bar with a "Go" button. The main heading is "Monterey Peninsula College - Library Catalog". Below the heading is the text "Make Your Selection From the Following Choices:". There are several links with book icons: "Basic search", "Advanced search", "Course reserve materials", "Log in to use your saved preferences", "Review your account", "Read help for WebVoyage", "Return to the main library website.", and "Return to the campus website". An arrow points to the "Review your account" link.

2) Click on Review your account

The screenshot shows the Monterey Peninsula College Library login page. At the top is the "Monterey Peninsula College Library" logo. To the right are links for "Log in to your account", "Search", "My Account", and "Help". Below the logo is the "Log In" heading and the instruction "Please enter your Patron Barcode and Last Name, then click the **Log in** button." There is a form with a dropdown menu for "Log in using my" set to "Barcode". Below it are input fields for "Id:" and "Last Name:". A "Log in" button is at the bottom of the form. At the bottom of the page are links for "Search", "My Account", and "Help".

3) Enter your 14 digit MPC Library Card number located on the back of your MPC Library Card into the Id box. Type in your last name in the Last Name box and click on Log in.

Monterey Peninsula College Library

Search My Account Logout Help

New Search : Go Search History

My Account
Review and update your library transactions.

View Personal Information Edit Preferences

Your Items
[Charged Items \(1\)](#)

Charged Items

Request Renewal Select All:

Database: Monterey Peninsula College Library

Item	Item Type	Status	Due Date
<input checked="" type="checkbox"/> Chorus [videorecording] = Les choristes / Miramax Films and Jacques Perrin present ; directed by Jean Dreville.	Nonprint	Charged	09-07-2010

Request Renewal Select All:

Search My Account Help

- 4) Mark the box in front of each title you would like to renew. You can also click on the box right next to Select All to renew all items in your account. Then click on Request Renewal.

Monterey Peninsula College Library

Search My Account Logout Help

New Search : Go Search History

My Account
Review and update your library transactions.

View Personal Information Edit Preferences

Your Items
[Charged Items \(1\)](#)

Charged Items

Request Renewal Select All:

Database: Monterey Peninsula College Library

Item	Item Type	Status	Due Date
<input type="checkbox"/> Chorus [videorecording] = Les choristes / Miramax Films and Jacques Perrin present ; directed by Jean Dreville.	Nonprint	Renewed	09-14-2010

Request Renewal Select All:

Search My Account Help

- 5) Click on My Account. The item status will be changed from Charged to Renewed. The Due Date is also changed to reflect the renewal.

Make sure to log out once you are done. The Logout button is located in the upper right corner of the page.