Renew borrowings

- If otherwise specified and identified (ex: reserved or hold) your borrowings can be renewed twice.

- In the library study area, on a student computer (do not use the circulation computer to renew) login to DESTINY through the NTC website using your personal library details (same for PC or laptop users).

- Once you see your name clearly displayed (top right) click on the ‘My Info’ tab to open your personal page of borrowings

- When you see your loan click on ‘Renew’ next to the borrowed item you wish to extend (can be more than one or all). Take note of the new ‘Due Date’ (on the left side) and logout.

The renew process needs to be done before the expired date otherwise you will not be able to extend the loan and a fine will be recorded.

If you encounter a problem, please do not hesitate to contact the librarian either by phone or email.

Monday to Thursday, 8.30am to 5pm.

John D. Fulton Library

40 Woodlands Drive,
Thornlands, Qld 4164
Phone: (07) 3206 4177 (Extension 111 - for library)
Andrée Pursey, Librarian / apurseyn@ntc.edu.au
The NTC library's OPAC (Online Public Access Catalogue) is called **DESTINY**.

The important information about a book, eBook, journals (journal articles), audio-visual, references (Encyclopedia, Dictionaries, Handbooks, Biblical commentaries, etc.) is found by searching titles, authors, subjects, serials, etc.

All you need to do is type at least one word to start a search.

**How to borrow**

Borrowing is done using the CIRCULATION COMPUTER located in the library next to the librarian’s office.

Make sure to login in DESTINY using CIRC first.

You need to see Only Circulation in the top right corner before processing with anything.

Click ‘Circulation’ tab - Now you need to access your personal details or personal page in DESTINY to borrow, renew or hold.

- Write your DESTINY password in the ‘Find’ box and click on ‘Find Patron’ (absolutely—do not use ‘Enter’ button).

**Due Dates**

Your name will be clearly displayed under the ‘Find’ line. This is the indication that the borrowing, renew or hold process is ready.

- ‘Check Out’ to borrow items - located on the left side of the screen.
- Scan or type the NTC barcode located on the top right corner of an item. When finished simply ‘Reset’. Your name and items window will disappear. Do not logout; leave the ‘Only Circulation’ on for the next user.
- Do not forget to take note of the ‘Due Date’. Write it down inside the back cover of an item (usually). See next page.