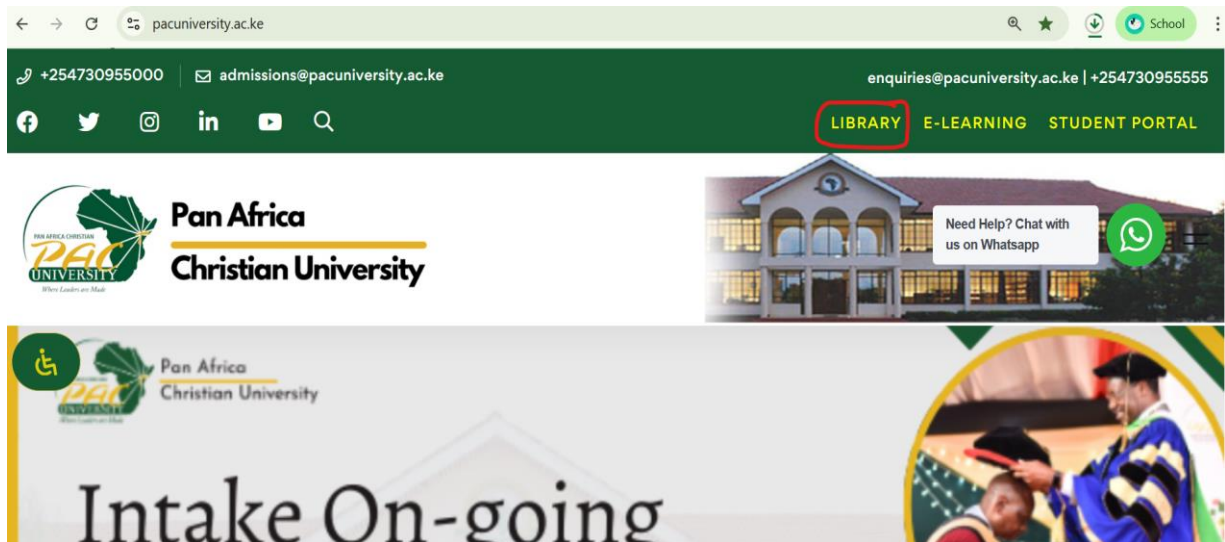




How to access your library account and renew books online.

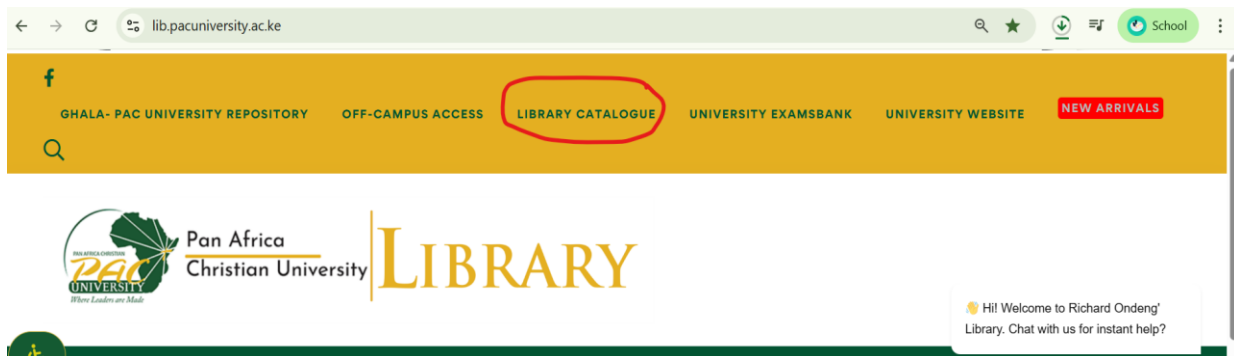
1. Access the Library Website

The Library Website is accessible at <https://lib.pacuniversity.ac.ke/> or can be accessed from the University website as shown in the image below.



2.) Access the Library Catalogue

The Library Catalogue is accessed through <https://library.pacuniversity.ac.ke/> or can be accessed by clicking on Library Catalogue on the Library Website.



3.) Log in to your account

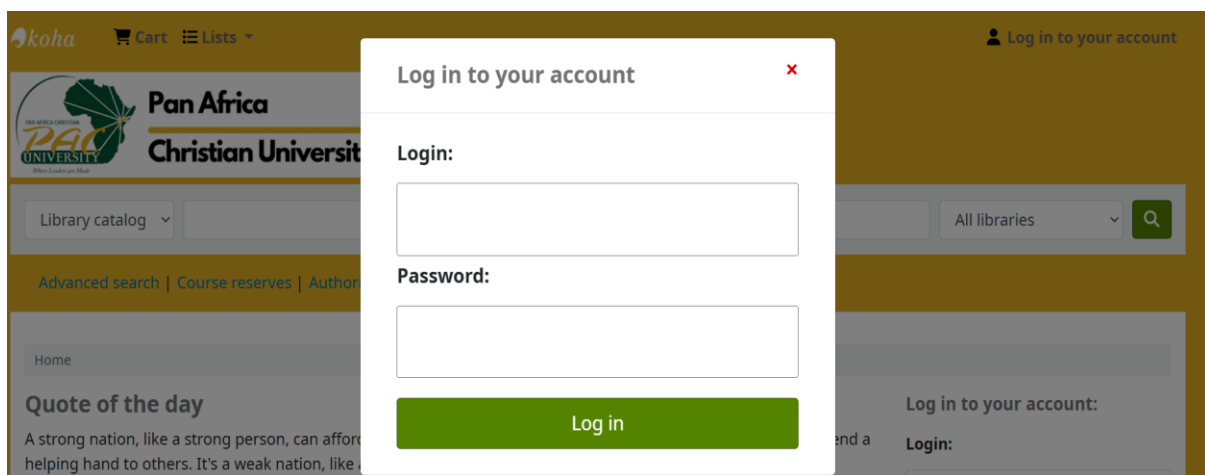
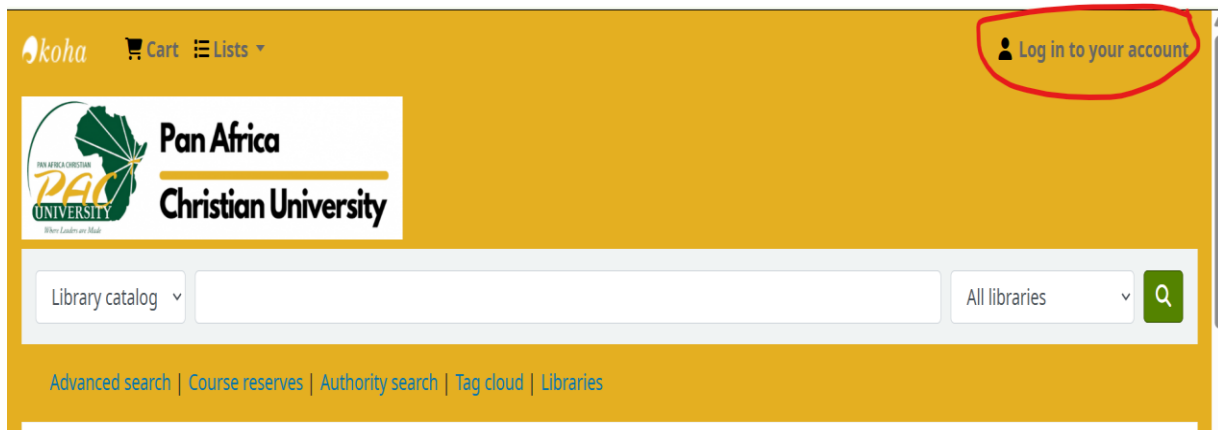
When on the Library Catalogue home page, click on [Log in to your account](#) at the



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right top corner. A pop up for you to enter your details will appear as shown below. To log in, you need a User Name and Password. By default, your User Name is your student admission number/ staff number, e.g. BTCL/7109/16, and your Password is: **Library@2030**. Kindly change your password after you log in. The image below shows the login page.





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4. How to use your Account

a. Your Summary

Once logged in, you can see your account summary; how many items are borrowed and when they are due.

[Summary](#)
[Charges](#)
[Personal details](#)
[Tags](#)
[Change password](#)
[Checkout history](#)
[Purchase suggestions](#)
[Lists](#)
[Ask for discharge](#)

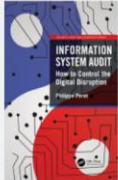
Your summary

Hello, Mr Francis Karanja Ng'ang'a
[Click here if you're not Mr Francis Karanja Ng'ang'a](#)

Checked out (1)

[X Clear filter](#) [Copy](#) [Print](#) [CSV](#) [iCal](#) [✓ Renew selected](#) [✓ Renew all](#)

1 Item(s) checked out

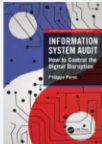
	Title	Author	Due	Barcode	Call number	Renew	Fines
	Information system audit : Average rating: 0.0 (0 votes)	Peret, Philippe,	29/04/2026	27417	HD30.2 .P466 2022	☐ Renew (2 of 2 renewals remaining)	No

b. Renewal of books

To renew books in your account, select the books you wish to renew then click on renew selected. If you want to renew all the books in your account, click on renew all.

[Checkout history](#)
[Purchase suggestions](#)
[Lists](#)
[Ask for discharge](#)

2 Item(s) checked out

	Title	Author	Due	Barcode	Call number	Renew	Fines
	Information system audit : Average rating: 0.0 (0 votes)	Peret, Philippe,	29/04/2026	27417	HD30.2 .P466 2022	☒ Renew (2 of 2 renewals remaining)	No
	Leadership team coaching : Average rating: 0.0 (0 votes)	Hawkins, Peter,	29/04/2026	22903	HD 66 .H3855 2014 C.2	☒ Renew (2 of 2 renewals remaining)	No

[Renew selected](#) [Renew all](#)



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c. Once renewed, a message showing renewed will appear, and the due date will change. Kindly take note of the due date!!

[Change password](#)
[Checkout history](#)
[Purchase suggestions](#)
[Lists](#)
[Ask for discharge](#)

2 Item(s) checked out

Title	Author	Due	Barcode	Call number	Renew	Fines
 Information system audit : Average rating: 0.0 (0 votes)	Peret, Philippe,	29/04/2026	27417	HD30.2 .P466 2022	Renewed! (1 of 2 renewals remaining)	No
 Leadership team coaching : Average rating: 0.0 (0 votes)	Hawkins, Peter,	29/04/2026	22903	HD 66 .H3855 2014 C.2	Renewed! (1 of 2 renewals remaining)	No

[Renew selected](#) [Renew all](#) [↑](#)

NB: You only have two renewals for each book, once the two renewals are over, you must return the book to the library physically.

d. Your Fines

To see whether you have any fines, click on the tab charges

[Summary](#)
[Charges](#)
[Personal details](#)
[Tags](#)
[Change password](#)
[Checkout history](#)
[Purchase suggestions](#)
[Lists](#)
[Ask for discharge](#)

Charges

[Show all transactions](#)

Created	Updated	Type	Description	Amount	Amount outstanding
No data available in table					
Total due					0.00

Richard Ondeng' Library | 56875-00200, Nairobi | Kenya



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e. Password Change

To change your password, click on the change password, then input your current password and your new password. Your password must contain at least 4 characters, including UPPERCASE, lowercase and numbers.

[Summary](#)[Charges](#)[Personal details](#)[Tags](#)[Change password](#)[Checkout history](#)[Purchase suggestions](#)[Lists](#)[Ask for discharge](#)

Change your password

Your password must contain at least 4 characters, including UPPERCASE, lowercase and numbers.

Current password:

New password:

Re-type new password:

[Change password](#) [Cancel](#)

f. Checkout history

This displays the complete checkout history for a user.

[Charges](#)[Personal details](#)[Tags](#)[Change password](#)[Checkout history](#)[Purchase suggestions](#)[Lists](#)[Ask for discharge](#)

Showing 1 to 6 of 6 entries

Search [Clear filter](#) [CSV](#) [Copy](#) [Print](#)

	Title	Author	Item type	Call number	Vol info	Date
	Information system audit : ★★★★★ Average rating: 0.0 (0 votes)	Peret, Philippe,	 General books	HD30.2 .P466 2022		(Checked out)
	Leadership team coaching : ★★★★★ Average rating: 0.0 (0 votes)	Hawkins, Peter,	 General books	HD 66 .H3855 2014 C.2		(Checked out)
	IT governance : ★★★★★ Average rating: 0.0 (0 votes)	Weill, Peter,	 General books	HD 30.2 .W4495 2004		23/03/2024 

For further enquiries, please contact the library via email at

librarian@pacuniversity.ac.ke.