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## **Update Expired Patron Cards**

Go to Tools and open Utilities, or in the URL, after your Alexandria domain name (or IP address and port number), type slash (/) utilities.

Choose Patrons on the left, then on the right click on the Renew Patron Cards utility.

To renew *all* patron cards, run the utility with the default settings. Otherwise, make Selections for the cards to renew, such by policy or for Patrons with Cards Expiring over the next month.

Press Run, and it will renew these patrons' cards. The new expiration date will depend on your Policies preferences under Other, Miscellaneous, the Days Patron's Card is Active field. In this case, the Renew Patron Cards utility will renew Elementary Student cards for another 365 days.

When the utility is finished, view the summary in Operation Management.