RENEW & HOLD GUIDE

You can renew the due date of the book(s) you have borrowed, and/or hold books which have been borrowed by other users, via Library’s web page.

RENEW

As you can enter your library account by using “View Your Account” section in the center of the web page, you can also enter by clicking on “My Account” link on the right-hand side of the Library Catalog. METU students and members can enter their accounts by using their METUMail username and password. Users who borrow books from our library with protocol can enter their accounts with their name, surname, and the number on their library cards.

- Mark the box next to the book’s title you need to renew and click on the "Renew Selected" button. If you need to renew all books you have borrowed, you can use "Renew All" button.
- You will be asked if you confirm or not confirm the renewal, at this stage. You need to click on "Yes" button to complete the process.
• You will see the new due date on the screen if there is no obstacle for the renewal. If the renewal is not appropriate, you will see the reason on the screen.

Please note! An automatic warning message will be sent to your METUMail account by the library automation system. Please check your e-mails on METUMail, regularly.

• Books which are overdue are not renewed. These books must be returned as soon as possible.

• Members whose accounts are limited for various reasons cannot renew.

• If the book has not been held by another user, the renewal limits by user groups are as follows:
  - **3 times** for academic and administrative staff, and PhD students,
  - **2 times** for undergraduate, graduate, and exchange students, DOSAP researchers, retired / additional assigned / part-time staff and METUTECH / Teknopark / METU Development Foundation staff,
  - **1 time** for the users borrowing from our library with protocol.

**HOLD**

By following the steps below, you can hold the book you want to borrow **which has been borrowed by another user**.
- Enter your library account by following the steps described above, under the “RENEW” title.

- Search the library catalog located at the top of the page by selecting one of the “Keyword”, “Title”, “Author”, etc. options in the pop-up menu, and writing the words in the search box.

- Open the bibliographic record by clicking on the book’s title which has a due date in the “Status” column. Then click on the “Request” button on the top of the page.

- If the book has more than one copies or volumes, choose the copy/volume you would like to hold, then click on the “Request Selected Item” button.

- When the book is returned, an automatic warning message will be sent to your METUMail account by the library automation system, saying that you need to borrow the book in 3 days from Desk. If you don’t borrow the book during this time, your request will be cancelled and the book will be sent to it’s place upstairs.

**Please note!**

- Books in NCC (North Cyprus Campus) Library cannot be held.

- 3 books can be held at most.

- Books cannot be held by phone calling.

**To cancel holding process;**

- Enter your library account.
• Click on the "requests (holds)" link on the upper left-hand side of the page.

• Click on the "Cancel Selected" button after choosing the book you want to cancel the holding.

• You will be asked for confirmation at this stage. You need to click on "Yes" button to complete the process.

For more information please call (+90.312)2102785 or send an e-mail to cdesk@metu.edu.tr.
ACCESSING THE LIBRARY ACCOUNT, RENEW & HOLD
METU students and members can access their accounts with their username and password that they use for accessing to METUMail.
Mark the box next to the book’s title you need to renew and click on the "Renew Selected" button. If you need to renew all books you have borrowed, you can use "Renew All" button.
RENEWAL RULES

If the book has not been held by another user, you can renew the loan period. The book renewal limits by user groups are as follows:

- **3 times** for academic and administrative staff, and PhD students,
- **2 times** for retired / additional assigned / part-time staff, undergraduate, graduate, and exchange students and METUTECH / Teknopark / METU Development Foundation staff,
- **1 time** for the users borrowing from our Library with protocol.

**Please Attention!** An automatic e-mail message about renewing is sent to your METUMail account by the Library automation system, 3 days before the loan period expires. **Please check your METUMail account, regularly.**
IN WHICH SITUATIONS YOU CANNOT RENEW THE LOAN PERIOD?

- Overdue books cannot be renewed. They must be returned to the Library as soon as possible.

- A book reserved by another user cannot be renewed.

- If you have 5 TL or more fine in your Library account, you cannot renew, hold, and borrow books.
HOLDING BOOKS

- Click on the “Request” button after entering the book’s record.
- If the book has more than one copies or volumes, choose the copy/volume you would like to hold, then click on the “Request Selected Item” button.

ATTENTION!
Only the books with a due date can be held by another user.
WHEN THE BOOK RETURNS, YOU WILL RECEIVE AN E-MAIL MESSAGE SAYING THAT THE BOOK IS READY AT CIRCULATION DESK AND YOU NEED TO BORROW IT IN 3 DAYS.

This is the expiration date for your request. If you don't borrow the book during this time, your request will be cancelled and the book will be sent to its place, upstairs.