

RENEW GUIDE

You can renew the due date of the book(s) you have borrowed from Library's web page.

- As you can enter your library account by using "Login" 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 (5 TL for delay fines or another user put on hold).

Attention Please! Before 3 days of the due date 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.