HOLD GUIDE

Follow the steps below, a book has been borrowed by another reader , you can get in line to be returned after use .

- Library is located on the web page of the toolbar "**My Account**" by clicking on the title of Middle East Technical University students and employees with a user name and password they use the library service in METUMail account ; the users who benefit from our library by protocol to the account name, surname and ID number can access the numbers or on the library card.

- The book has been borrowed by another user which you want, enter the record of this book and click the "Request " button at the top of the page.

- If more than one copy of the book and /or volumes; you can choose the copy / volume and click the "Request Selected Item" button.

- When the book is returned system send an e-mail in your METUMail to borrow the book in 3 days from Desk table. If you don not borrow the book your request cancelled and the book send the hall which it belongs.

Attention Please

- You can not put on "HOLD" the book which are NCC (North Cyprus Campus) Library.
- You can put on "HOLD" maximum 3 books.
- You can not put on "HOLD" by phone.

Cancel the HOLD;

- Get in your Library Account.
- Click ""REQUESTS (HOLDS)" at the top of the page on the left.
- Check the box to the left of the book you want to cancel and click "Cancel Selected" button.
- At this stage you will be asked to approve the booking process. To confirm click "YES" button.

  Please call (+90.312) 210 27 85 or e-mail us.