Borrowers may renew:
- print items up to **five times**
- AV items up to **two times**

**NOTE:** you cannot accumulate renewals on a single day. Wait until the item is almost due before renewing.

Borrowers cannot renew items:
- between 10:30 pm - 12:00 pm midnight (due to daily system upgrades)
- if there are *fines or overdue items* on one’s record

**NOTE:** The OCAD Library does NOT OFFER renewals by TELEPONE

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### Renewing Online

1. go to Library Homepage
2. log in to My Account using the 14 digits from OCAD ID
3. select **Items Out**
4. click boxes for books to be renewed
5. click **Renew** button
Holds Policies

Members may place holds on:

- up to three items that are signed out to another patron

Members cannot place holds on:

- any AV items

The Library will notify you when your item(s) are available.

You are encouraged to also monitor the status of your hold by:

- logging into My Account
- viewing Hold Requests

Placing Holds

If a book is signed out from the Library:

1. access the full record for the item from the Library Catalogue
2. click Request Item
3. enter the entire 14 digit barcode from you OCAD ID
4. click Request to complete the transaction

Make sure the status is Checked out

Note your position in the queue which will help you judge the time before you receive the book

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