



Renewals & Holds

@ DOROTHY H. HOOVER LIBRARY

Renewals Policies

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 TELEPHONE

Renewing Online

- go to Library Homepage
- log in to **My Account** using the 14 digits from OCAD ID
- select **Items Out:**

3. select **Items Out:**

- click boxes for books to be renewed
- click **Renew** button

Renew	Title	Out	Due Date	Times Renewed
<input type="checkbox"/>	The Annex : the story of a Toronto neighbourhood / by Batten, Jack, 1932- F1059.5 T68 B2	20 Nov 2007	04 Dec 2007	0
<input type="checkbox"/>	Landmarks of Toronto. by Robertson, J. Ross (John Ross), 1841-1918. NA747 T6 R62	20 Nov 2007	04 Dec 2007	0
<input type="checkbox"/>	Toronto to 1918 : an illustrated history / by Careless, J. M. S. (James Maurice Stockford), 1919- F1059.5 T68 C26	20 Nov 2007	04 Dec 2007	0

Hold 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 your 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