



Brugge

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Natolin

Hannah
Arendt
'19-'20

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LIBRARY SKILLS

EXTENDING THE DUE DATE OF LIBRARY MATERIALS

More information about borrowing rules

<https://www.coleurope.eu/groups/bruges-library-group/intranetpage/how-many-books-can-i-borrow>



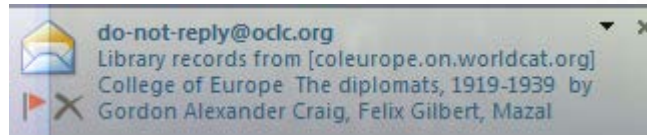
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You will receive an email from the library services do-not-reply@oclc.org to warn you, when the due date is approaching or when your items are overdue.



But ...

- The message might get in your spam folder, so check your spam folder.
- If you did not receive the message, the library staff can not be hold responsible, so the fine will have to be paid.
- To avoid fines, check your library account every week and renew the due date of all your items.



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HOW TO MANAGE YOUR LIBRARY ACCOUNT...

- Go to the library catalogue : click on <https://coleurope.on.worldcat.org/discovery>
- Click on “sign in”
- Click on “my account”
- Renew the loan period of your library materials
- The due date format depends on your browser (day/month/year or month/day/year or year/month/day)



HOW TO MANAGE YOUR LIBRARY ACCOUNT

What if you tried to renew your library items, but you could not.

You cannot renew :

- If your fine is larger than 5 euro
- If the items are requested by someone else
- If they are 1 day-items (= laserpointer, dictaphone, headphones, umbrella, extension cord, 1 day-key)
- If they are books from another library (= Interlibrary Loan books)

HOW TO MANAGE YOUR LIBRARY ACCOUNT

If you have any questions or suggestions for other presentations to facilitate your library experience :

Feel free to contact :
renee.maeyaert@coleurope.eu



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