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
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.
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)
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