Renewing Library Materials

Renewing means extending the loan period of items you have borrowed. You may renew most library materials, including overdue items, unless your borrowing privileges have been suspended. The following may not be renewed: items recalled or requested by another borrower, reserve materials, and other materials on short term loan.

Renew your library materials online. Telephone and e-mail renewals are not accepted.

To renew an item(s): Go to the UML home page at www.umanitoba.ca/libraries. Login to My Library Account located on the left-hand menu and scroll down to the section Items checked out as shown in the following example:

1. Click on the blank box next to the title(s) you want to renew.
2. Click on the Renew Items button.
   The Libraries will update the item with the new due date.

Requests (holds)

If an item is checked out or you cannot find it on the shelf, request it in BISON. When a request is placed on an item that is checked out, a recall notice is sent via e-mail and a phone call is made to the borrower in possession of the requested item. The borrower is given 7 days to return the recalled item to the library. There is no grace period for recalled material -- fines are effective immediately. When a request is placed on an item that is not on the shelf, library staff search for that item and when it is found the person requesting the item is notified by e-mail.

To place a request on a book:

Find the book you want in BISON. Click on Full description and then on the Request this title link located above the record on the right side. Login and follow these steps:

(over)
To place a request on a journal:

Find the journal you want in BISON. Click on Full description, check to see if we have the volume/issue you want, and then click on Request an issue/volume of this title link located above the record on the right side. Login and follow these steps:

1. Click the down arrow and select the library where you want to pick up the book.

2. Click on Submit Request to complete the transaction.

REQUEST AN ISSUE OR VOLUME

Title: Etudes slaves et ast européennes. Slavic and East-European studies.

Important: Where would you like to pick up this item?

Select a library...

When should this request expire if it cannot be filled?

Select only one issue or volume from the holdings table below by clicking on the radio button under the "Chosen" column, then click on the "Submit Request" button.

Note: BISON incorrectly allows requests for volumes with a status of "Missing", "OnHoldRequest", "Retained" or "Withdrawn". We are working to fix this problem. Although accepted, these requests will not be processed and you will not receive the item.

1. Click the down arrow and select the library where you want to pick up the journal.

2. In the Serial Holdings section under the column Chosen click on the blank circle next to the volume/issue of the journal you want to request. Note: you can select one volume or issue only.

3. Click on Submit Request to complete the transaction.