



Renewing Borrowed Material Online

UOB Libraries

Renewing Materials

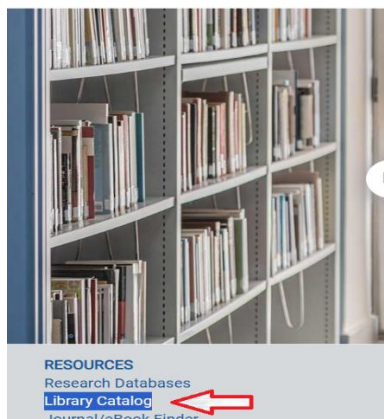
The items you borrow may be renewed online up to **two consecutive times**. Each renewal extends the due date by the same duration as the original loan period.

Please refer to the full list of loan periods below:

Category	Loan Period
Freshman / Undergraduates	2 weeks
Graduates	4 weeks
Postgraduates	1 academic semester
Staff	4 weeks
Full-time faculty	1 academic semester
Part-time faculty	1 academic semester

How to renew?

1. Go to the University of Balamand website www.balamand.edu.lb
2. Click on **Library**
3. Select **Library Catalog**, under RESOURCES




4. Click on **Sign In**
5. Choose **University of Balamand**
6. Enter your UOB email and password
7. Click on **Checkouts**

The screenshot shows the University of Balamand Libraries website. At the top left is the university logo and name. A navigation bar contains 'Advanced search' and 'Library Useful Links'. A search box is present with the text 'Search University of Balamand Libraries and beyond'. On the right, a user account menu is open, listing options like 'Checkouts', 'Requests', 'Fees', 'Borrowing history', 'Search activity', 'Saved searches', 'Saved items', 'Saved lists', 'Profile', and 'Sign out'. A red arrow points to the 'Checkouts' option. Below the search bar, there are links for 'Language: English', 'Library Useful Links', and 'My Account'. A red arrow also points to the 'Checkouts' link under 'My Account'.

8. Select the book you want to renew then click **Renew items**

The screenshot shows the 'Checkouts' page. At the top, there are tabs for 'Checkouts (1)', 'Requests', 'Fees (LBP 0.00)', 'Search activity', 'Borrowing history', and 'Profile'. Below the tabs is a table with columns for 'Title', 'Due date', and 'Status'. A 'Select all' checkbox is checked, and a 'Renew items' button is visible. The table contains one entry:

Title	Due date	Status
<input checked="" type="checkbox"/>  Book Title Beyrouth Centre De Culture Moderne uuuu <i>Print Book</i> BALA502 - Brief Records - Standard Loan	10/29/2024 by 11:59 PM	Due in 26 days.

Reasons you may not be able to renew an item

- The item has already been renewed the maximum number of times allowed online.
- The item has been requested by another user, and no additional copies are available.
- The item was borrowed through Interlibrary Loan.
- You have outstanding fees on your account.

Need more help?

Contact the librarian in your campus library or call the main library circulation desk at +961 6 930 250 |
Ext: 4114 or 4126, Email circulation@balamand.edu.lb