

## **Auto Renewals**

From **25<sup>th</sup> August 2016**, the Library will be introducing a new auto-renewal system for standard (4 week loan) items.

We will renew your items automatically 7 days before they are due so you won't be fined for forgetting to renew your books. Instead we will only fine you if you keep hold of a book that someone else has reserved (known as a recall).

This doesn't mean you can forget about your books altogether. In fact you need to look out for emails from the Library to see if your books have renewed, or if you need to return them.

### **How will it work?**

- We will auto-renew all your eligible loans 7 days before they are due.
- This will happen early in the morning and an email will be sent to your university email account to let you know if the renewal has been successful **or not**. You will need to check if anything needs to be returned for someone else.
- If any item has not been renewed, it must be returned by the due date otherwise you will be fined.
- Fines for overdue recalled items will remain at £1 per day, per item.
- There is a limit of 14 renewals. Once that is reached the items must be returned to the library to prove you have not lost or damaged the item.
- Short loan (24 hours and 3 days loans) and loans to external users are exempt and will not be automatically renewed.

**Recalls** - Books can be recalled at any time. You might get a recall notice from us even if you've only had the book for a few days. In this scenario, we would cancel the original due date and give you a revised date for return.

**Remember to request items you need** - Automatic renewal of library books is great, but it does mean that if you need an item that is on loan to someone else you have to request it. If you don't, the loan could be extended.

Requesting is simple via the new Library Search system and means that you should have to wait no longer than 7 days for the item that you need provided the current borrower returns the item on time.