

# Michigan Law

UNIVERSITY OF MICHIGAN LAW SCHOOL

## LAW LIBRARY

Circulation Department

### How to Renew Books

Most books are due in 6 months; books from special collections are due in one month. Books can be renewed either of two ways.

1. Return the paper notice to the library; or
2. Renew online.

#### Paper notice:

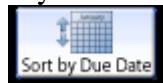
- These notices are always on a beige paper and always left on your chair.
- If a book has been recalled, there is no option for renewal because someone else needs to use the book. Otherwise, check the box that requests renewal or note “Renew” on the front of the form.
- Return the form to the Law Library Circulation Dept. by circling the return address at the top and put a “To” to indicate it is to go there.
- If more than one notice is on your chair and you want to renew all, check the box on the top one, staple them together and return to the library.

#### Or, renew online

- Go to the University of Michigan Law Library online catalog at <http://lexcalibur.lib.law.umich.edu/>
- Click “My Record” (upper right corner)
- Fill in your last name only and UMich ID number.
- Click the “checked out items” icon



- To see what is due soonest, click the “Sort by Due Date” icon.



- To renew some books, check the boxes beside those titles you want to renew. Then click the “Renew Selected Items” icon.



- To renew all books, check the “Renew All” icon.



- Scroll down to view the list to confirm that **RENEWED** appears in the status column of the volumes you renewed. If not, it means the book can't be renewed. Usually that is because it was recalled for another user, so must be returned to the library for that person to use. Please return the book to the library.
- If you have problems, click the link at the bottom of the gray box: “**Renewal Problems? Email Us**” or call Bobbie Snow, 763-3767.