Renewing Library Resources

Automatic Renewals

Library materials automatically renew from the original loan date until they reach a maximum final due date. Students may renew items up to a maximum of 6 months. Faculty and Staff may renew items up to a maximum of 24 months. Community borrowers may renew items up to a maximum of 3 months. A courtesy email is sent before the final due date or if the item has been recalled by another patron.

Items checked out for short-term loans (e.g., course reserve items, headphones, power strips) are not eligible for autorenewal. You must return them to the Circulation Desk by the time due. If the item is not needed by another patron, it may be returned and checked out again.

Manual Renewals

You can renew your checked out items in two different ways:

1. Online using My Library Account
2. In person by bringing the items to the Circulation Desk

Community patrons with a Briggs Library generated paper library card may renew items by bringing them into the library or by using Request Renewals Online on the Briggs Library website. New due date information will be sent via e-mail.

My Library Account

You can access My Library Account from the library home page or the catalog. My Library Account allows you to see what you currently have checked out, some ILL transactions, and any fines or holds on your account.
By clicking on the **Loans** link to the left, you will be taken to a list of items checked out to you, including ILL items. Maximum renewal dates are also shown to the right of the current due date. From there you can choose to renew specific items or renew everything you have checked out. If an item cannot be renewed you will receive a message at the top of the page indicating so.

![List of Active Loans](image)

**Interlibrary Loan (ILL) Renewals**

Renewal of ILL items must be done by contacting Briggs Library’s Interlibrary Loan Manager - Sandy Kill - killsk@morris.umn.edu or 320-589-6171. The ability to renew ILL materials is dependent on the library that lends it to us.

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