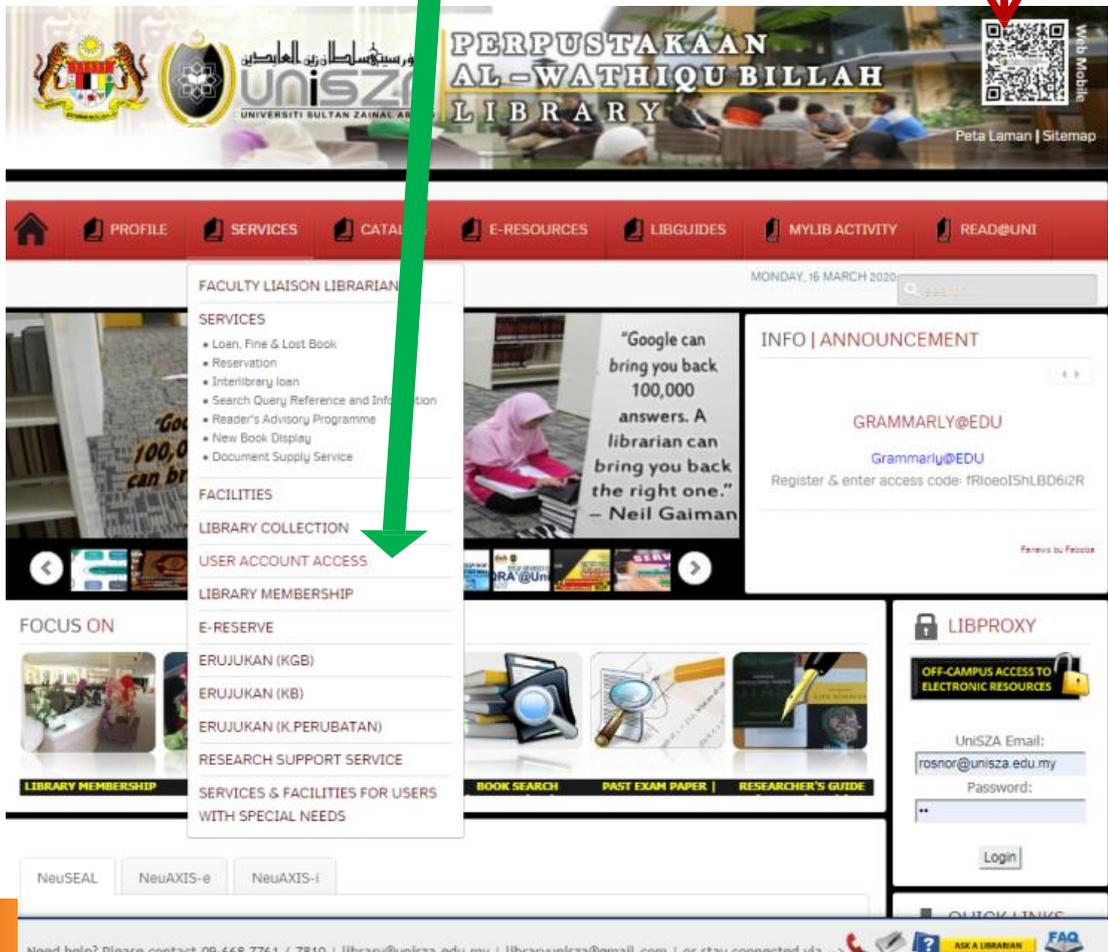# A USER GUIDE:
HOW TO RENEW LIBRARY BOOKS/MATERIALS BORROWED FROM THE LIBRARIES?

STEP 1

At the homepage of the library portal, **click on SERVICES menu.**

OR

Click on USER ACCOUNT ACCESS to access the user account.
-->Click

STEP 2

Key in your patron ID & password
eg: BBA0902111 @ 02111
Your Password
eg: 1
(Please refer to the Library Services Division if you have any problem)

■ **Next, click on 'Login' button.**

LIBRARY

Member Login
LOGIN REQUIRED. Access restricted to UniSZA students, staff and registered members.
Patron ID:
Password:
Login

- Events Calendar
- Repository Browser
- New Arrivals
- WebOPAC

STEP 3

■ **Click on 'On-loan Item'.**

LIBRARY

Member Login
Welcome !
ROSNORZAINI RUSLI
Logout

- Events Calendar
- Repository Browser
- WebInfoline
- Patron Detail Enquiry
- Reservation Status
- Suggestion Box
- New Arrivals
- WebOPAC
- Article Browsing
- ILMU Mail
- On-loan Item
- Item Request

STEP 4

■ **Select the item to be renewed by clicking on the 'check box'. Make sure the Date Due is NOT over.**

■ **Next, click on 'Renew' button.**

LIBRARY

▶ Equip Home ▶

On Loan Item

No.	Accession No	Title	No. of Renewal Made	Max. No. of Renewal Allowed	Date Borrowed	Date Due
1.	1000109838	Schaum's outline of theory and problems of mathematical methods for business and economics / Edward T. Dowling	0	1	11/03/2012 , 21:18:03	10/04/2012 , 21:18:03
2.	1000098711	Untaian kisah para wali Allah / karya Allamah Alyafi'iy ; disusun dan ditulis semula oleh Syed Ahmad Semait	0	1	11/03/2012 , 21:18:41	10/04/2012 , 21:18:41

* Overdue items cannot be renewed online. Please proceed to the counter for further processing.

Select All   Reset   Renew   View History   Back

- **The status column should display "Item is renewed"**

- **As a reminder, please note down the new due date.**

- **Click on 'Equip Home' to end the process.**

STEP 5

LIBRARY

▸ Equip Home ▸

Circulation Renewal Status

Accession No	Title	Due Date	Status
1000109838	Schaum's outline of theory and problems of mathematical methods for business and economics / Edward T. Dowling	10/04/2012	Item is renewed.

Back

Conditions for Online Renewal to be granted

- The material is not reserved by others.
- User must not have Over Due library materials.
- Online renewal is allowed only once.

MATERIAL RENEWAL