

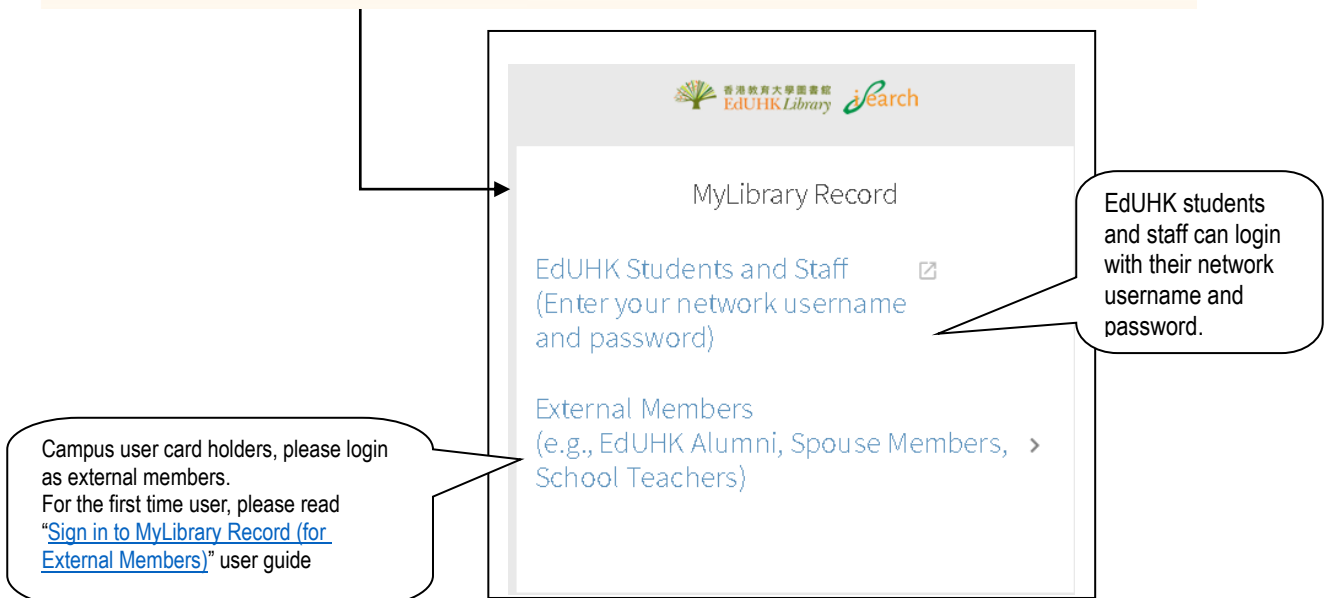
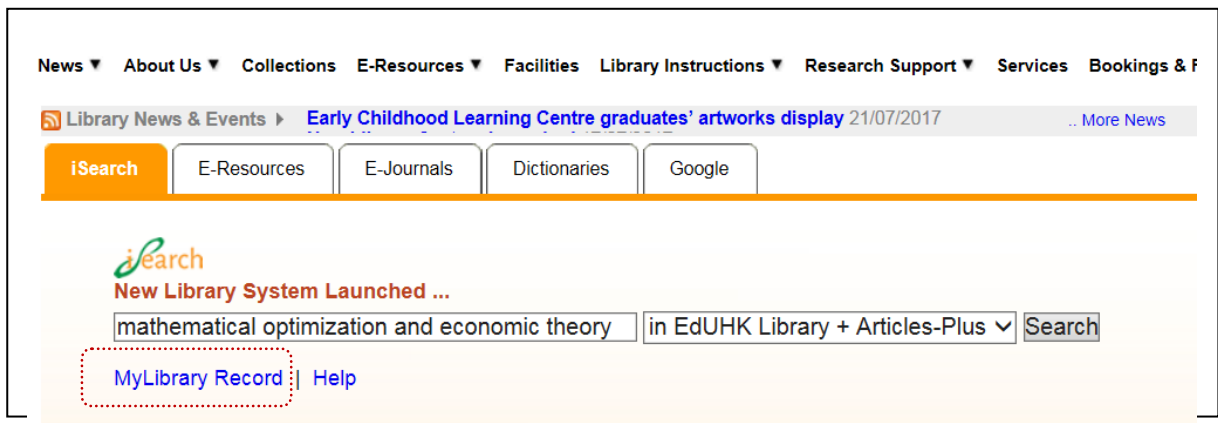
HOW TO...

View MyLibrary Record /Renewal

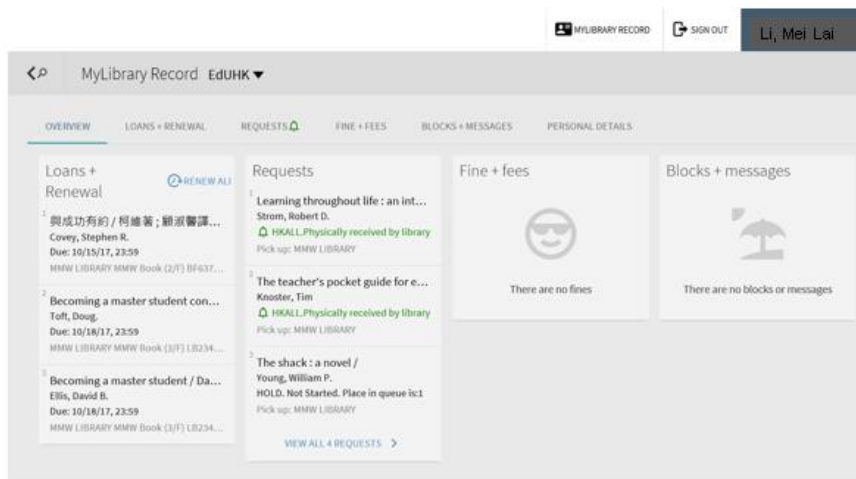
Sign in to MyLibrary Record to

- view your loan record
- renew your loan items
- check your loan history
- request items
- save searches and search result

From the Library homepage, click “MyLibrary Record”

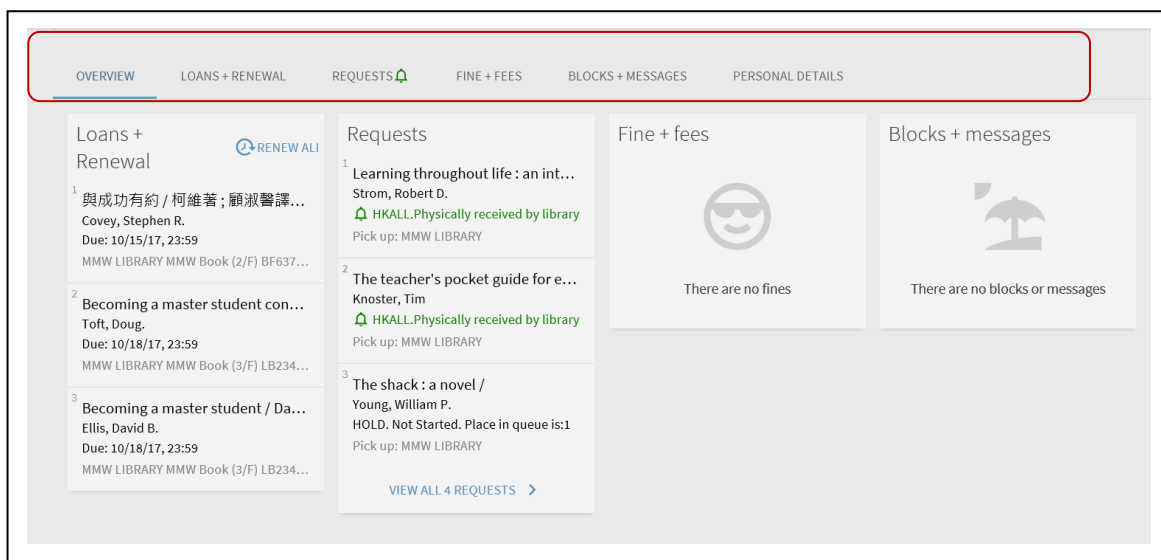


MyLibrary Record



You can see...

- Overview: summary of your loan record.
- Loans + Renewal: details display of your check-out items
- Requests: list items that you have reserved
- Fine + fees: outstanding payment
- Block + message: library privileges suspended message



Renewal

To renew loan item(s), press “LOANS + RENEWAL”

OVERVIEW **LOANS + RENEWAL** REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Loans + Renewal Active loans ▼ Sort by ▼

3 loans

- 1 與成功有約 / 柯維著 ; 顧淑馨譯 = The sev... Due: 10/15/17, 23:59.
Covey, Stephen R. MMW LIBRARY MMW Book (2/F) BF637.S8 C6812 1998 **RENEW** ▼
- 2 Becoming a master student concise / Dou... Due: 10/18/17, 23:59.
Toft, Doug. MMW LIBRARY MMW Book (3/F) LB2343.3 .B43 2009 **RENEW** ▼
- 3 Becoming a master student / Dave Ellis ; D... Due: 10/18/17, 23:59.
Ellis, David B. MMW LIBRARY MMW Book (3/F) LB2343.3 .E44 2013 **RENEW** ▼

Loans + Renewal Active loans ▼

3 loans

'與成功有約 / 柯維著 ; 顧淑馨譯 =...' was renewed. Due: 10/22/17, 23:59 **DISMISS**

- 1 Becoming a master student concise / Dou... Due: 10/18/17, 23:59.
Toft, Doug. MMW LIBRARY MMW Book (3/F) LB2343.3 .B43 2009 **RENEW** ▼
- 2 Becoming a master student / Dave Ellis ; D... Due: 10/18/17, 23:59.
Ellis, David B. MMW LIBRARY MMW Book (3/F) LB2343.3 .E44 2013 **RENEW** ▼
- 3 與成功有約 / 柯維著 ; 顧淑馨譯 = The sev... Due: 10/22/17, 23:59.
Covey, Stephen R. MMW LIBRARY MMW Book (2/F) BF637.S8 C6812 1998 **Renewed** ▼

- All loans with a loan period of 14 days or more may be renewed up to the maximum loan period specified below unless a hold or a recall has been placed.

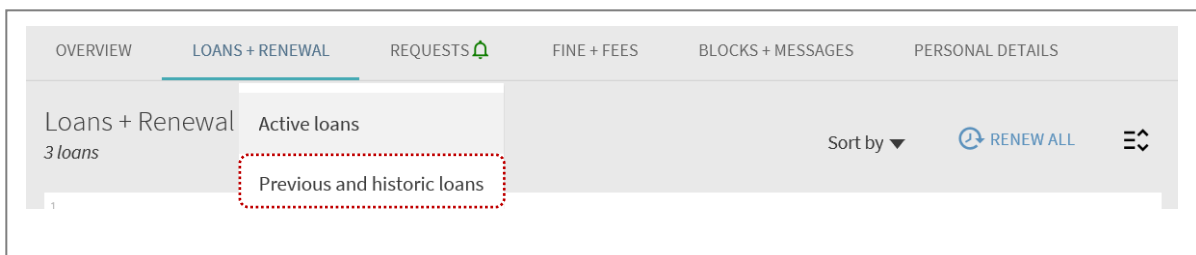
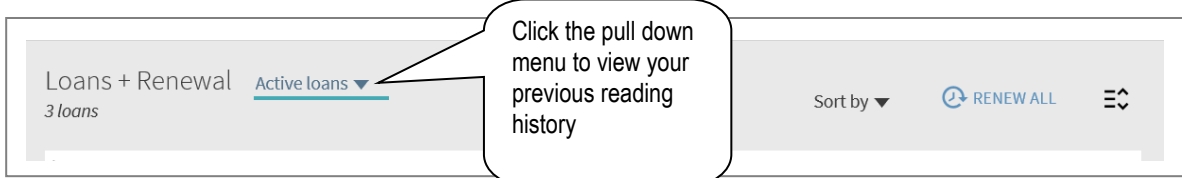
Initial Loan Period	Maximum Loan Period after Renewals
14 days	56 days
30 days	120 days
90 days	360 days

- Overdue items are not renewable.

- A courtesy notice will be emailed to alert reader 3 days before the loan due date. Users may not use the excuse of not receiving the courtesy notice for not returning library materials.

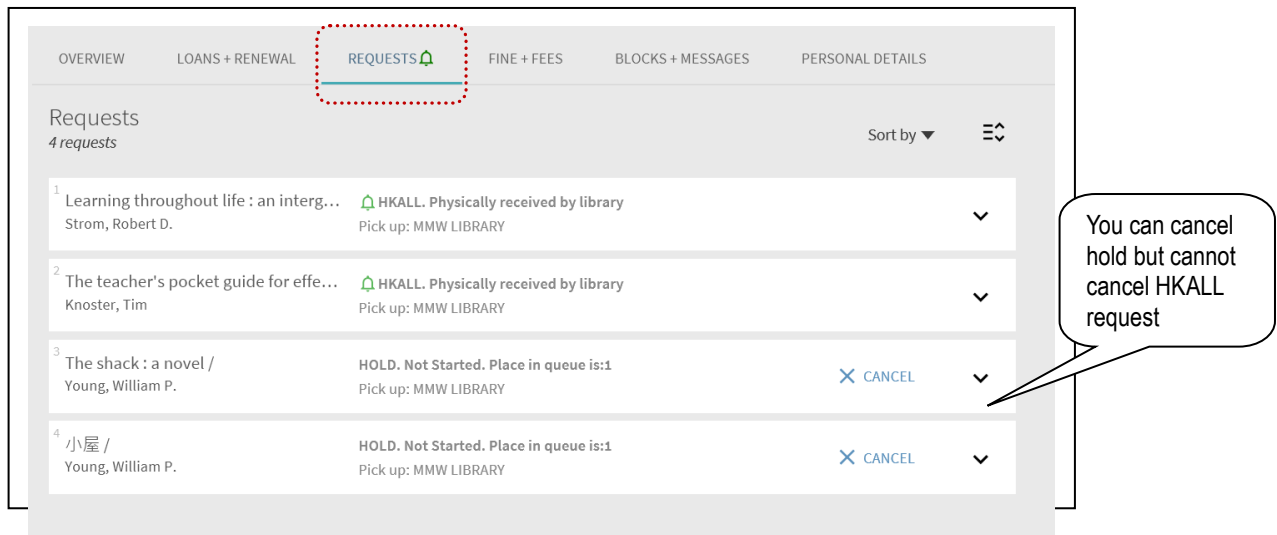
Loan History

You can retrieve your previous borrowing history (for those items were returned to the Library after the new system launched)



Request

If you have made request (either from HKALL, place a hold on the loan item or request inter-campus delivery), you can check all your request under “Request” tag



Sign out

Remember to Click “Sign Out” to quit your account

