

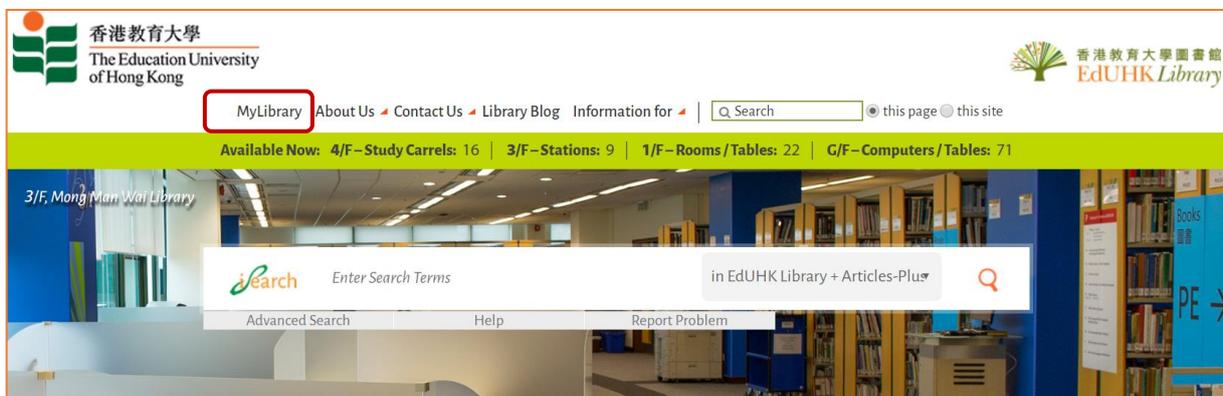
HOW TO...

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”



香港教育大學圖書館 EdUHK Library iSearch | MyLibrary Record Login

Select your user type

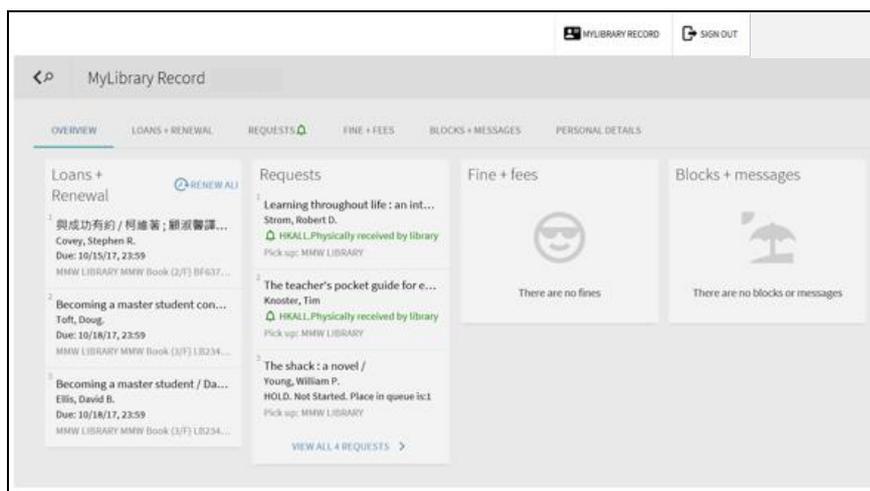
EdUHK Students and Staff(Enter your network username and password)

External Members(e.g. EdUHK Alumni, Spouse Members, School Teachers)

EdUHK students and staff can login with their network username and password.

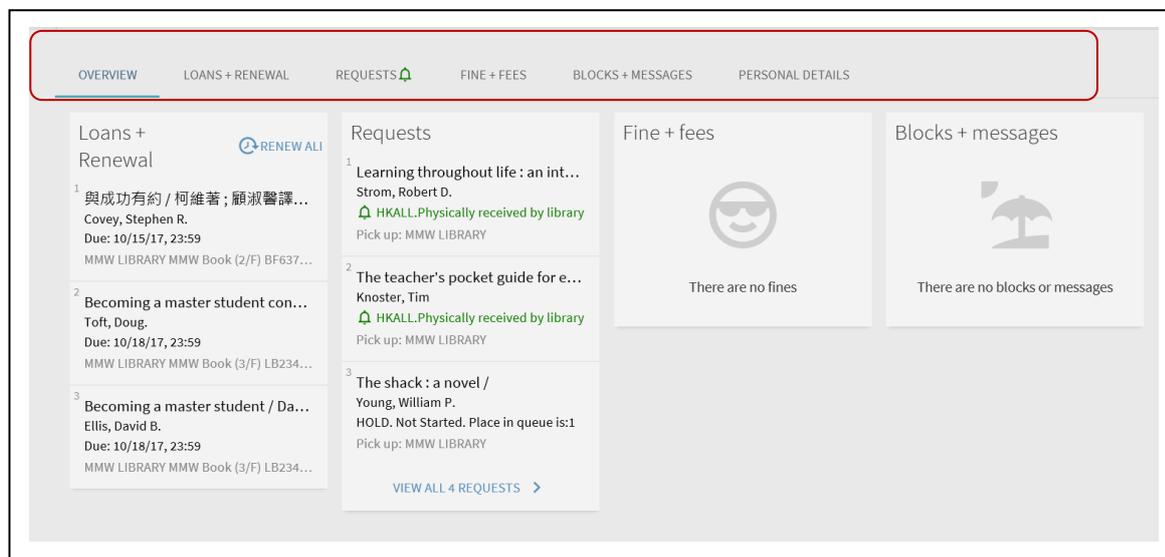
Campus user card holders, please login as external members. For the first time user, please read [“Sign in to MyLibrary Record \(for External Members\)”](#) user guide

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 ▼
3 loans

Sort by ▼

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.
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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** ▼

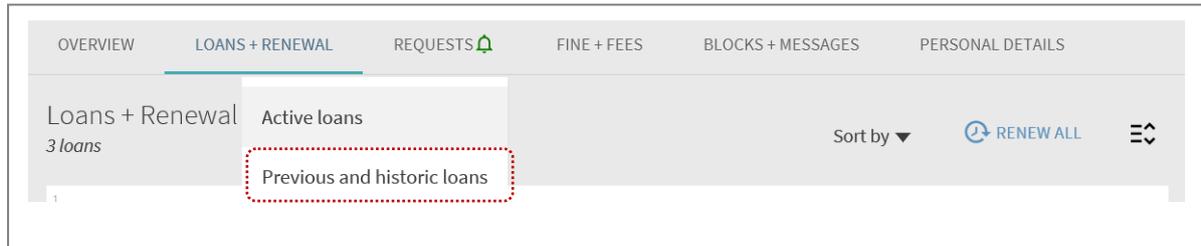
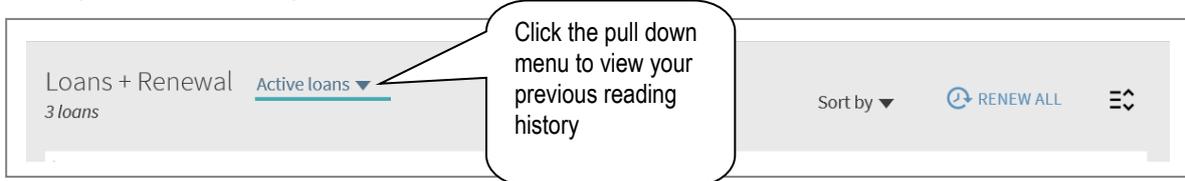
- All loans with a loan period of 14 days or more may be renewed up to the maximum loan period specified below unless a hold or a recall has been placed.

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.

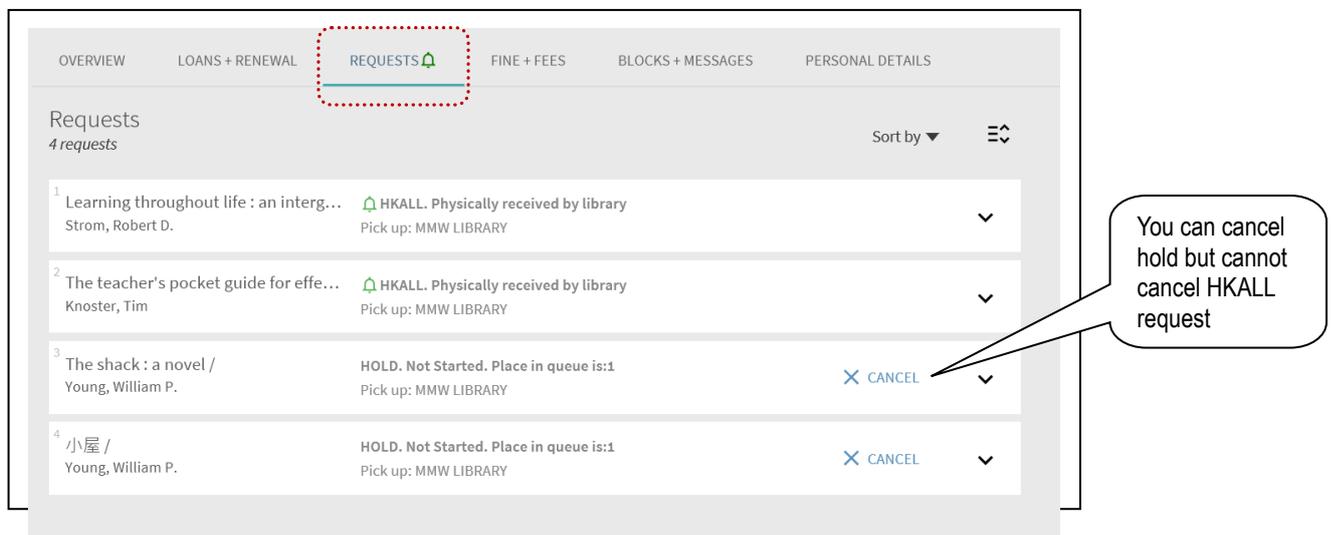
Loan History

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

