

## New Circulation Features Provided by Library System 圖書館系統提供的新外借服務功能

With the implementation of the new library system Alma, three new features have been introduced to the borrowing of library materials.

### Automatic Renewal

Three days before the due date, if the borrower does not take any action to return or renew an item, Alma will automatically renew the item for the borrower. However, please be aware **Automatic Renewal will only apply to EdUHK Library items with loan period of 14 days or more. Alma also may not be able to renew an item automatically for different reasons**, including but not limited to: (i) the item has reached its “Maximum Loan Period after Renewals”, i.e. 56 days for 14-day loan items, 120 days for 30-day loan items, 360 days for 90-day loan items; or (ii) recall/hold has been placed on the item; or (iii) the item is a Reserve book; or (iv) the item is a HKALL book. If Alma cannot automatically renew an item, the borrower will receive a due date reminder 3 days in advance and the item must be returned on or before the due date.

### Additional Reminder on the Due Date

In addition to receiving a due date reminder 3 days in advance, the borrower will also receive another reminder on the due date. The borrower should return the item as soon as possible.

### Loans Activity Weekly Report

For library users' easy reference, on every Monday Alma will generate and e-mail a report to each borrower listing his/her current loans activity, including overdue items and fine.

For further details on the new features of Alma, please contact the Circulation Counter at 2948 6658.

新圖書館系統 Alma 運作後，外借服務增加了三個新功能。

### 自動續借

若果讀者在到期日三天前沒有歸還或續借某物品，Alma 會自動替讀者續借該物品。但請注意，**自動續借只適用於教大圖書館十四天或以上借期的物品。Alma 亦可能因為各種原因而不能自動續借某物品**，包括但不限於：(一) 該物品已達其「經續借後之最長借期」，即五十六天(十四天借期物品)、一百二十天(三十天借期物品)和三百六十天(九十天借期物品)；或(二) 該物品已被催還或預留；或(三) 該物品為「指定參考資料」；或(四) 該物品為「港書網」書籍。如果 Alma 未能自動續借某物品，借閱者會在到期日三天前收到歸還提示，並須於到期日或之前歸還該物品。

### 新增到期日當天提示

除了在到期日三天前收到歸還提示外，讀者現在亦會在到期日當天收到歸還提示。讀者應儘快歸還該物品。

### 每週外借情況報告

為了方便讀者跟進，Alma 逢星期一會以電郵寄出外借情況報告予每位借閱者，列出當時其借閱情況，包括逾期物品及所欠罰款。

有關 Alma 新功能的詳情，歡迎致電 2948 6658 聯絡流通服務台。

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