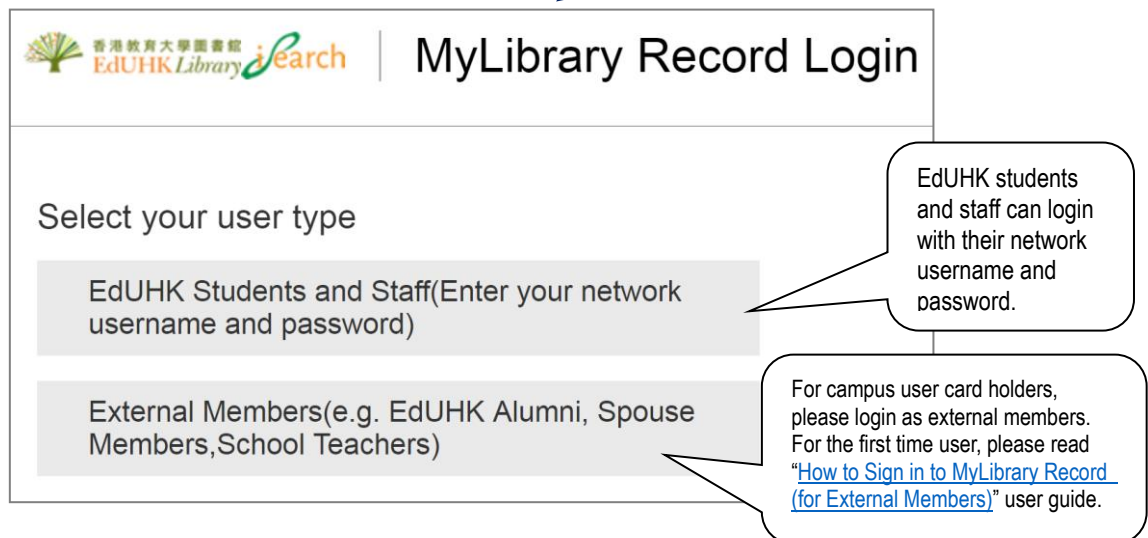
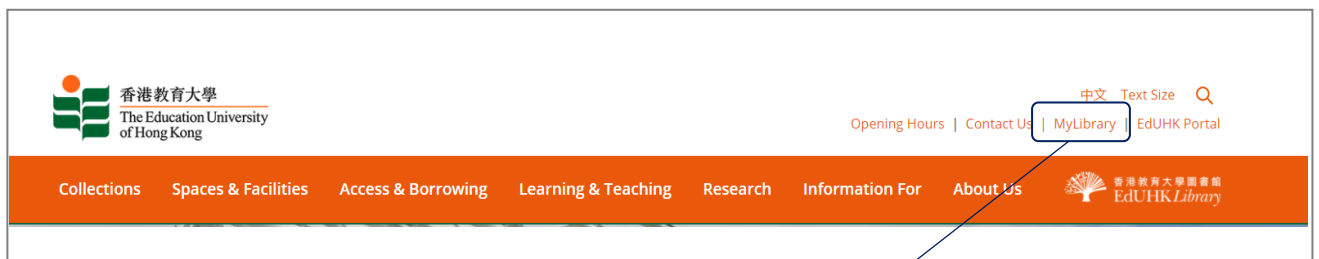


## HOW TO ... View MyLibrary Record / Renewal

### 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” to sign in.



# MyLibrary Record

The screenshot shows the MyLibrary Record interface for user CHAN, Tai Man. The navigation bar includes tabs for OVERVIEW, LOANS + RENEWAL, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The main content area is divided into four panels: 'Loans + Renewal' with a list of three items, 'Requests' with a list of three items, 'Fine + fees' showing 'There are no fines', and 'Blocks + messages' showing 'There are no blocks or messages'.

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
- Blocks + messages: library privileges suspended message

This screenshot provides a detailed view of the MyLibrary Record interface. A red box highlights the navigation tabs: OVERVIEW, LOANS + RENEWAL, REQUESTS, FINE + FEES, BLOCKS + MESSAGES, and PERSONAL DETAILS. The 'Loans + Renewal' panel lists three items with their titles, authors, due dates, and library codes. The 'Requests' panel lists three items with their titles, authors, and pickup information. The 'Fine + fees' panel shows 'There are no fines' with a smiley face icon. The 'Blocks + messages' panel shows 'There are no blocks or messages' with an umbrella icon.

## Renewal

To renew loan item(s), select “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...<br>Covey, Stephen R.             | Due: 10/15/17, 23:59.<br>MMW LIBRARY MMW Book (2/F) BF637.S8 C6812<br>1998 | <b>RENEW</b> ▼ |
| 2 | Becoming a master student concise / Dou...<br>Toft, Doug.        | Due: 10/18/17, 23:59.<br>MMW LIBRARY MMW Book (3/F) LB2343.3 .B43 2009     | RENEW ▼        |
| 3 | Becoming a master student / Dave Ellis ; D...<br>Ellis, David B. | Due: 10/18/17, 23:59.<br>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...<br>Toft, Doug.        | Due: 10/18/17, 23:59.<br>MMW LIBRARY MMW Book (3/F) LB2343.3 .B43 2009     | RENEW ▼   |
| 2 | Becoming a master student / Dave Ellis ; D...<br>Ellis, David B. | Due: 10/18/17, 23:59.<br>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...<br>Covey, Stephen R.             | Due: 10/22/17, 23:59.<br>MMW LIBRARY MMW Book (2/F) BF637.S8 C6812<br>1998 | Renewed ▼ |

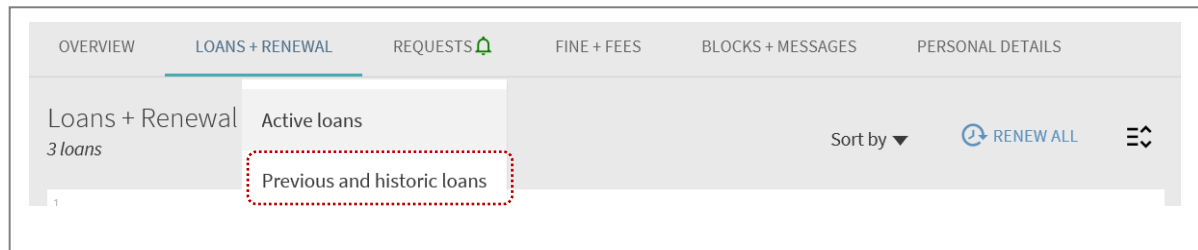
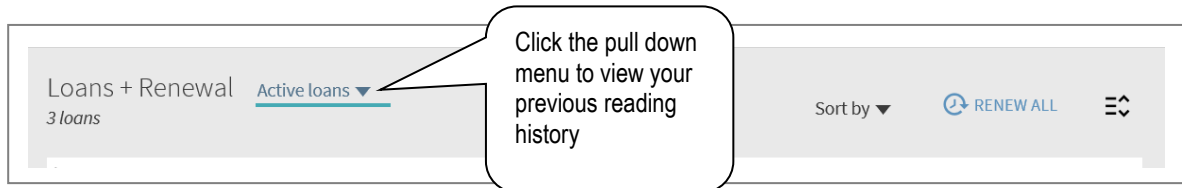
- All loans with a loan period of 14 days or more may be renewed up to the maximum loan period specified below unless a hold or a recall has been placed.

| Initial Loan Period | Maximum Loan Period after Renewals |
|---------------------|------------------------------------|
| 14 days             | 56 days                            |
| 30 days             | 240 days                           |
| 90 days             | 360 days                           |

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

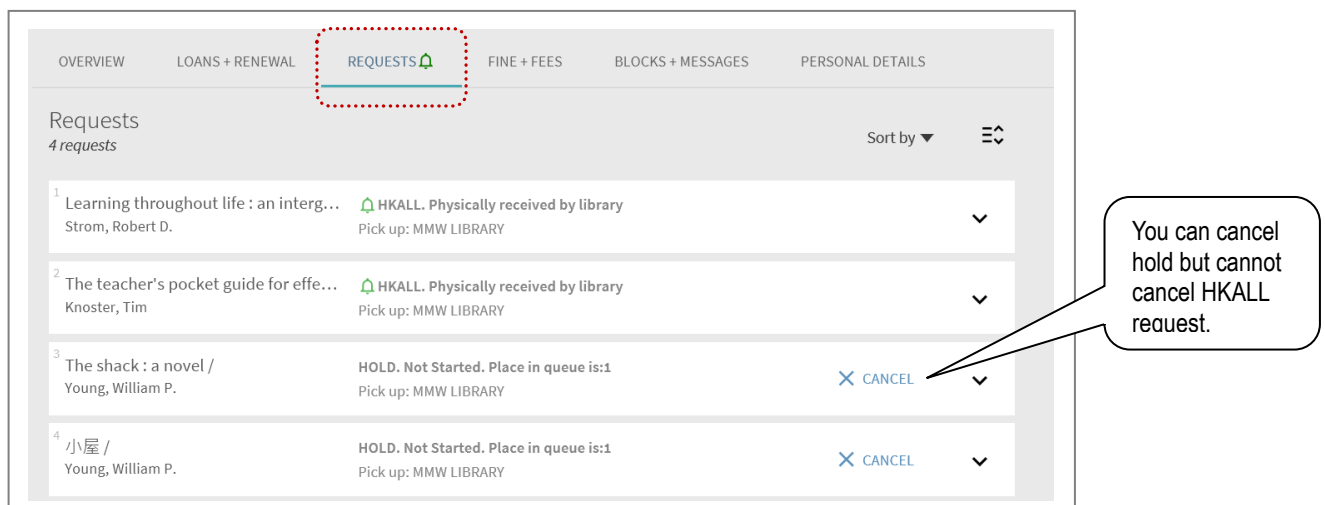
## Loan History

You can retrieve your previous reading history.



## 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 “Requests” tag.



## Sign Out

Remember to click “Sign Out” to log out.

