



A USER GUIDE: ONLINE RENEWAL FOR BORROWED LIBRARY MATERIAL

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

The screenshot shows the library portal homepage. The navigation bar includes: HOME, PROFILE, SERVICES, CATALOG, LIBGUIDES, E-RESOURCES, and a search bar. A dropdown menu is open under 'SERVICES', listing: FACILITIES, SERVICES (Loan, Reservation, Interlibrary loan, Search Query Reference and Information, Reader's Advisory Programme, New Book Display), LIBRARY MEMBERSHIP, **USER ACCOUNT ACCESS**, LIBRARY COLLECTION, NEW ARRIVALS, and USER SATISFACTION FEEDBACK. A red arrow points from the 'SERVICES' menu to a QR code labeled 'Web Mobile' in the top right corner. A green arrow points from the 'SERVICES' dropdown menu to 'USER ACCOUNT ACCESS'. The main content area includes 'FOCUS ON' (LIBRARY MEMBERSHIP, HOW? USER GUIDES, ONLINE DATABASES E-BOOKS E-JOURNALS, BOOKS SEARCH, PAST EXAM PAPER CONFERENCE PAPER, RESEARCHER'S GUIDES), 'INFO | ANNOUNCEMENT', and 'LIBRARY HOURS' for GONG BADAQ, KOTA, and TEMBILA campuses.





LIBRARY

Member Login
LOGIN REQUIRED. Access restricted to UniZA students, staff and registered members.

Patron ID:

Password:

- [Events Calendar](#)
- [New Arrivals](#)
- [Repository Browser](#)
- [WebOPAC](#)

STEP 2

- Key in your patron ID & password
eg: BBA0902111 @ 02111
- Your Password
eg: 123
(Please refer to the Library Services Division if you have any problem)
- Next, click on 'Login' button.

STEP 3

- Click on 'On-loan Item'.

LIBRARY

Welcome!
ROSNORZAINI
RUSLI
[Logout](#)

- [Events Calendar](#)
- [New Arrivals](#)
- [Repository Browser](#)
- [WebOPAC](#)
- [WebInfoline](#)
- [Article Browsing](#)
- [Patron Detail Enquiry](#)
- [ILMU Mail](#)
- [Reservation Status](#)
- [On-loan Item](#)
- [Suggestion Box](#)
- [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.	<input type="checkbox"/>	Accession No	Title	No. of Renewal Made	Max. No. of Renewal Allowed	Date Borrowed	Date Due
1.	<input checked="" type="checkbox"/>	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.	<input type="checkbox"/>	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.



- 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.