

**Chu Hai College of Higher Education**  
**Kong Mou Sum Library**

# **USER GUIDE**



**My Library Record –  
Item Renewal**













## RENEW YOUR LOAN

### What kinds of materials can be renewed?

-  Items located at General Collection and Postgraduate Reading;

### What kinds of materials cannot be renewed?

-  Item on New Arrival Shelf;
-  An item is requested or recalled by another user;
-  An item has reached the maximum loan renewal period;
-  Items belong to Course Reading and External Library Card;
-  An item has been declared lost and billed for replacement;
-  The borrower whose borrowing privilege has been suspended or terminated;
-  Borrower's account has outstanding charges that exceeds the prescribed limit;
-  Borrower's account has overdue recalled item.

## How To:

You can renew your loans online by accessing “**My Library Record**” in Library Catalogue and sign in to your Library account.

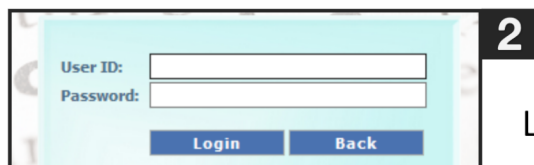
Library Catalogue: <http://library.chuhai.hk/F>



Click **My Library Record** on library webpage;



[lib.chuhai.edu.hk](http://lib.chuhai.edu.hk)



Login **My Library Record**;



**NOTE:** **Staff:** Enter your Email Name & Password

**Student:** Enter your Student ID & E-mail Password

Loans	1
Loan History	25
Hold Requests	0
Library Charges	0.00
Message	0 message for you.

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Click on **Number of Loans;**

- 4.) Click **"Renew all"** or click **"Renew Selected"** to select the desired item to renew;

The screenshot shows the library's main interface. At the top, there's a navigation bar with links like 'My Library Record', 'My e-Shelf', 'Saved Searches', 'Log Off', 'Help', and '中文'. Below this is a search bar with options for 'Basic Search', 'Advanced Search', 'Browse', 'Result List', 'Previous Searches', and 'New Arrivals'. A 'Summary' section lists various links: 'Summary', 'Loans', 'Loan History', 'Hold Requests', 'Library Charges', 'Alerts', and 'Password'. In the 'Loans' section, there's a table with columns: '#', 'Author', 'Title', 'Year', 'Due Date', 'Due Hour', 'Call No.', and 'No. of Renewals'. The first row shows a book by '孟振光, 1955-'. The 'Renew Selected' button is highlighted with a red box.

- 5.) If the renewal is accepted, the new due date will be shown on screen.

This screenshot shows the 'Items which were renewed' section. It features a table with columns: '#', 'Title', 'Due Date', 'Due Hour', and 'Barcode'. The first row shows a book by '孟振光, 1955-' with a new due date of '13/Apr/2015' and a due hour of '23:59'. The barcode is 'BC0007645'.

**NOTE:** An error message will be displayed if not all renewals were successful.

- 6.) Click **"Log off"** at the upper right corner to exit your circulation record.

► End ◀