



## Recall Policy 催還政策

All loans items (General Collection) are subject to recall once the item is requested by another user. The loan period will be shortened. The new due date will be shown in users' Library Record and in a Recall Notice emailed to users. Items being requested by other users cannot be renewed.

所有外借的一般館藏(General Collection)會因其他讀者預約而被催還，借閱期會縮短，新的還書日期將顯示於讀者的借閱紀錄及發給讀者的「催還通知」電郵。所有被催還的資料均不能續借。



# Check the Due Date



lib.chuhai.edu.hk

1

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



lib.chuhai.edu.hk

2

Login **My Library Record**;

3

Click on **Number of Loans**;

4

The **Original Due Date** is shown.

#	Renew Selected	Renew All	Author	Title	Year	Due Date	Due Hour	Call No.	No. of Renewals
1	<input type="checkbox"/>	<input type="checkbox"/>	Farrer, Joyce author.	abus anarantms, z	2010	10/04/2018	23:59	0476.71.134.F377.2010	0 (out of 2)

