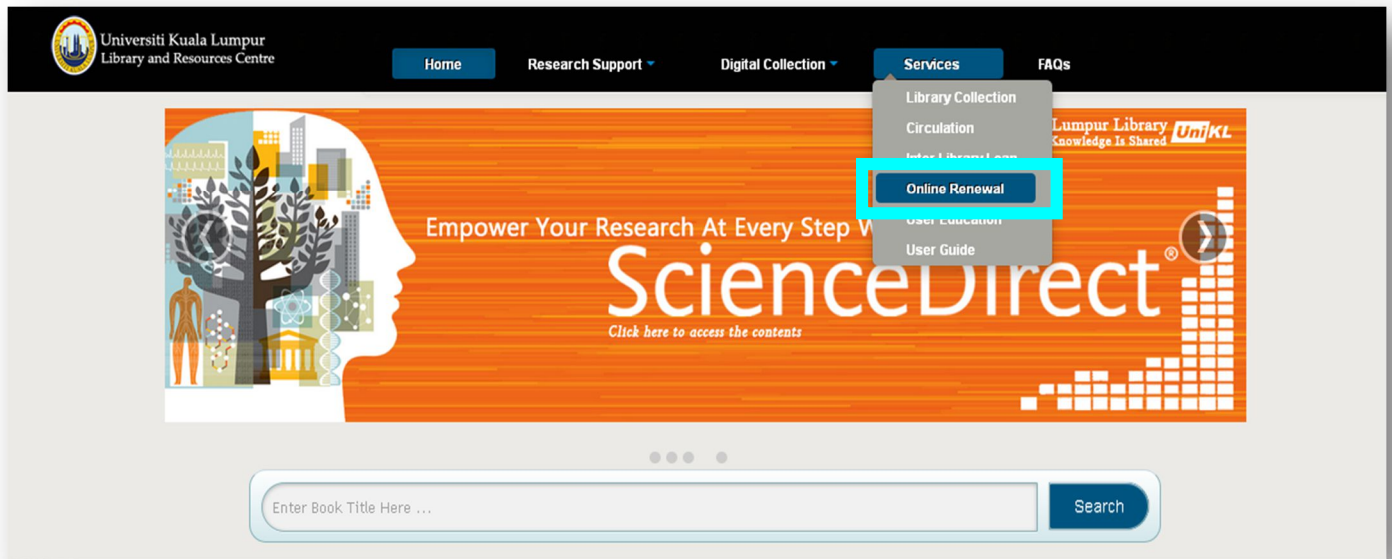


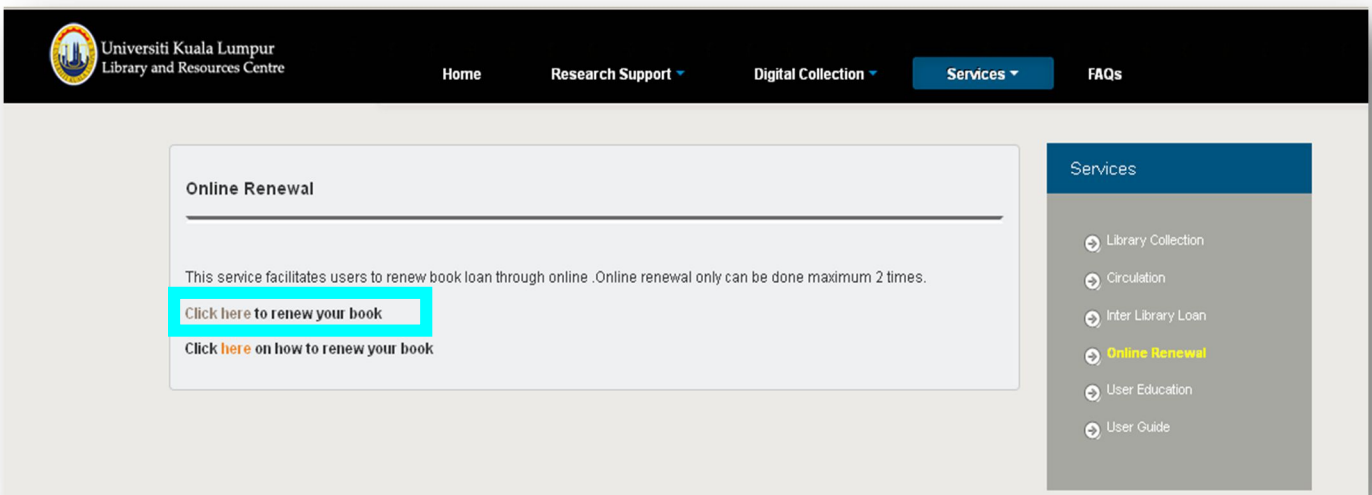
UNIVERSITI KUALA LUMPUR LIBRARY ONLINE RENEWAL USER GUIDE

How to renew book online

1. Log in to the library website on <http://library.unikl.edu.my>
2. Click on the “**Services**” button at the top of the website and click on the “**Online Renewal**”.



3. Next, click on the “**Click here**” link to proceed the renewal book process.




4. Logged in to your account by entering your **USER'S ID number** for login and password. Then, log in to the systems.

The screenshot shows the library's homepage with a search bar and navigation links. A green box contains the text "Login using your Student / Staff ID*". A red box highlights the "Log in to your account:" form, which includes fields for "Login:" (containing the number 52102314345) and "Password:" (with masked characters), and a "Log in" button.


5. Next, the list of book that currently on loan will be appeared. Select on the book that you want to renew then click button "**Renew selected**" or "**Renew all**".

The screenshot shows the user's "Checked out" page. A table lists one checked-out item: "Fevreblau : Hoover, Kenneth Mark". The table has columns for Title, Due, Barcode, Call No., Renew, Fines, and Links. The "Renew" column for this item has a checked checkbox and the text "Renew (2 of 2 renewals remaining)". A green box with an arrow points to this checkbox with the text "Tick on the small box here to select the book". Below the table, there are two buttons: "Renew selected" and "Renew all". A green box with an arrow points to the "Renew selected" button with the text "Click on this button to proceed."

Title	Due	Barcode	Call No.	Renew	Fines	Links
 Fevreblau : Hoover, Kenneth Mark	2015-12-01	0200015858	EF .HOO 2005	<input checked="" type="checkbox"/> Renew (2 of 2 renewals remaining)	No	

- The book will automatically renewed by the systems. User's need to be aware of the **latest due date** on returning the book.

The screenshot shows a library catalog interface. At the top, there is a search bar with "Library catalog" selected and a "Go" button. Below the search bar, there are links for "Advanced search", "Authority search", "Tag cloud", "Subject cloud", and "Most popular". The user is logged in as "NUR UMAIRA BINTI MOHD NIZAM" and is viewing their "Your summary" page. On the left side, there is a navigation menu with options like "your summary", "your fines", "your personal details", "your tags", "change your password", "your reading history", "your purchase suggestions", "your messaging", and "your lists". The main content area shows a greeting "Hello, NUR UMAIRA BINTI MOHD NIZAM" and a link to click if the user is not the logged-in user. Below this, there is a section titled "Checked out (1)" which contains a table of checked-out items. The table has columns for "Title", "Due", "Barcode", "Call No.", "Renew", "Fines", and "Links". The first item is "Fevreblau : Hoover, Kenneth Mark" with a due date of "2015-12-15". The "Due" date is highlighted with a red box. The "Renew" column shows a green "Renewed!" status and a checkbox for "Renew (1 of 2 renewals remaining)". Below the table, there are buttons for "Renew selected" and "Renew all".

Title	Due	Barcode	Call No.	Renew	Fines	Links
 Fevreblau : Hoover, Kenneth Mark	2015-12-15	0200015858	EF .HOO 2005	Renewed! <input type="checkbox"/> Renew (1 of 2 renewals remaining)	No	

** Online renewal

- Borrowers are allowed to renew the books **two times**, provided there is no overdue and reservation
- Default password is your student/staff ID. Please change your password after initial login