

續借資料

外借之資料可續借兩次，續借手續除可親臨館內辦理外，還可透過圖書館網頁內之[線上目錄](#)（選取借書記錄）辦理。

由於借出之資料有可能已被其他讀者預約或其他原因不能續借，讀者必須在資料到期歸還前最少一個工作天辦理續借手續，以確保在資料不能續借時仍可準時歸還圖書館。

如何使用網上續借服務

1. 進入港專圖書館網頁內之線上目錄
2. 選取借閱記錄
3. 輸入讀者條碼及密碼
4. 按確定
5. 版面會列出借出的圖書館資料
6. 讀者可選擇全部續借或選取欲續借的圖書館資料後按續借
7. 如續借成功，版面會顯示最新還書日期
8. 如續借失敗，版面會顯示失敗的原因

Renewals

Loans may be renewed for two additional loan period at the Circulation Counter in person or through the [Online Catalogue](#) (click on View Borrowing Record) of the Library website.

Since the loans may have already been reserved by another borrower or cannot be renewed for other reasons, renewal through Internet should be made at least one working day before the due date in order to allow time for returning them on time if the renewal is not permitted.

How to Renew

1. Select Borrowing Record from the On-line Catalogue main menu
2. Enter Patron Barcode and PIN
3. Then press OK
4. A list of loaned items will be shown
5. Select the library materials you wish to renew and then click Renew or click Renew All borrowed items
6. Note the new due date of the item(s) successfully renewed
7. Note the reasons of the item(s) unsuccessfully renewed