

Renewals

Each of the borrowed items is able to renew **four times** only.

A process of renewal can be done at the Lending Services Counter in person or through the [Online Catalogue](#) (click "[Borrowing Record](#)") on the Library website.

How to Renew Borrowed Items on the web:

1. Access [the Online Catalogue](#) on the library website.
2. Select [Borrowing Record](#).
3. Input [Patron Barcode and PIN](#) (If it is not yet updated, they are same as the student number (all eight digits) or the staff number).
4. Then press **OK**.
5. A list of borrowed items will be displayed in the Borrowing Record.
6. User is able to select the borrowed item(s) and click "**Renew**" or "**Renew All**".
7. New due date will be displayed if the borrowed item(s) successfully renewed.
8. The reasons for unsuccessful renewal are shown for reference.