

Guidelines

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1 October 2024

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1 October 2024

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Document No. : GL-IS-02
Revision No. : 4
Effective Date : 1 October 2024

This guideline explains the management process for handling the renewal of library material borrowing.

NO.	EXPLANATIONS
1.	Registered member may request for extension of borrowing period of library material via: 1.1 his online personal account - sign in at http://pustaka.librarynet.com.my or at www.pustaka-sarawak.com; 1.2 Telephone; 1.3 Whatsapp (Reference Librarian's official contact); or 1.4 e-mail (librarian@sarawak.gov.my) 1 or 2 days before the due date.
2.	The borrowing period of library material which is initially lent for a period of 14 days may be extended for an additional 14 days, subject to the following conditions: 2.1 The library material is not being reserved by other users. 2.2 The borrowing period of the library material is not overdue. Overdue fine must be paid before extension can be done. 2.3 Membership is expiring in two weeks time. Membership must be renewed before extension can be done.
3.	Via the Circulation Module, Library Management System (ANGKA.SA2), as depicted in the Appendix 1. 3.1 Tick the check box beside the transaction record of the required library material. 3.2 Then, click on the "Renew Selected" button to proceed with the extension.

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- 3.3 Another option is to click on the "Renew All" button to extend the borrowing period of all the library materials.

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APPENDIX 1

Angka sa2 Dashboard Help Logout

MAIN MENU ▼

Circulation Module ► **Borrow & Return** ► **Check-Out**

Check-Out

Check-Out/Renew

Member Info

Member ID : [REDACTED]
 Name : [REDACTED]
 Patron/Student ID : [REDACTED]
 IC No# : [REDACTED]
 Membership Group : Staff
 Balance : RM 0.00
 Pending Fines : RM 0.00

Item Barcode

Barcode * : 🔍
 Remark :

Single
Bulk
Override

Check-Out/Renew **Reset**

Circulation Trans **Staff Transactions** **Circulation History**

The following is a list of circulation transactions performed by this member and titles currently held by member

[Query Listing] [Show Legend]

No.	Renew	Barcode	Title	Copy Desc	Item	CKO Date	Due Date	Fine	Type	Transaction No	Action
1	☐	32000 001189374	THE WORLD OF ICE & FIRE : THE UNTOLD HISTORY OF WESTEROS AND THE GAME OF THRONES	1	Books	21-03-2018	20-04-2018	0.00	Renewal	[N/A]	   
2	☐	32000001140087	Korean cooking	-	Books	21-03-2018	20-04-2018	0.00	Renewal	[N/A]	   
3	☐	32000 001181971	Explore : Explore Chinese Civilization	-	Books	21-03-2018	20-04-2018	0.00	Renewal	[N/A]	   

1 - 3 of 3 results

Normal ▼ **Renew selected** **Renew all**

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