

Guidelines

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PHASES

EXPLANATION

- 1 Registered member may request for extension of borrowing period of library material via:
 - a) his online personal account - sign in at <http://pustaka.library.net.com.my> or at www.pustaka-sarawak.com;
 - b) telephone; or
 - c) 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 fourteen (14) days may be extended for an additional fourteen (14) days, subject to the following conditions:
 - a) The library material is not being reserved by other users.
 - b) The borrowing period of the library material is not overdue. Overdue fine must be paid before extension can be done.
 - c) Membership is expiring in two (2) 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 following illustration:

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

- 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.
- 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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