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## Guidelines

**Prepared by:** 

Reviewed by:

Ahmad Samzudin

Razak Rambili

**Ahmad Samsudin** 

Razak Rambili

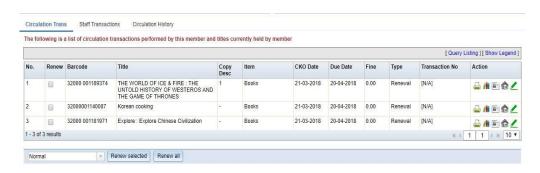
25<sup>th</sup> November 2021

25th November 2021

## **PHASES**

## **EXPLANATION**

- 1 Registered member may request for extension of borrowing period of library material via:
  - a) his online personal account sign in athttp://pustaka.librarynet.com.my or at www.pustakasarawak.com;
  - b) telephone; or
  - e-mail (librarian@sarawak.gov.my) 1 or 2 days before the due date
- 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. Overduefine 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.
- Wia the Circulation Module, Library Management System (ANGKA.SA2), as depicted in the following illustration:



- 3.1 Tick the check box beside the transaction record of the requiredlibrary 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 theborrowing period of all the library materials.

## Online copy of this documented information is the latest

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