

Guidelines

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

- 1.0 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.pustakasarawak.com;
 - 1.2 Telephone; or
 - 1.3 WhatsApp
- 2.0 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.
- 3.0 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.
 - 3.3 Another option is to click on the "Renew All" button to extend the borrowing period of all the library materials.