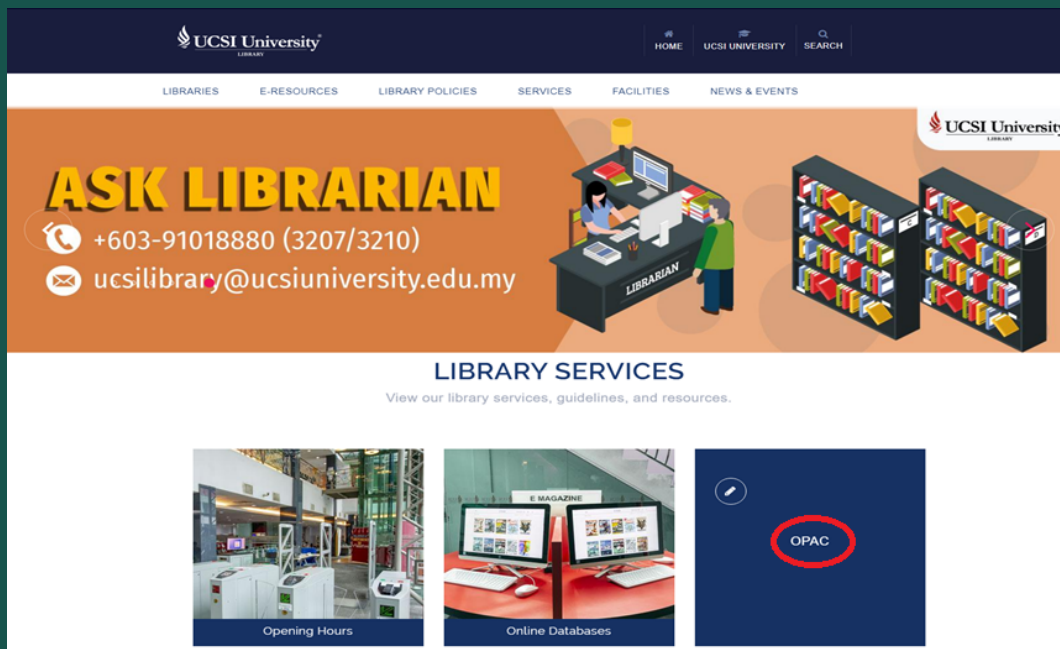


# HOW TO RENEW ONLINE?

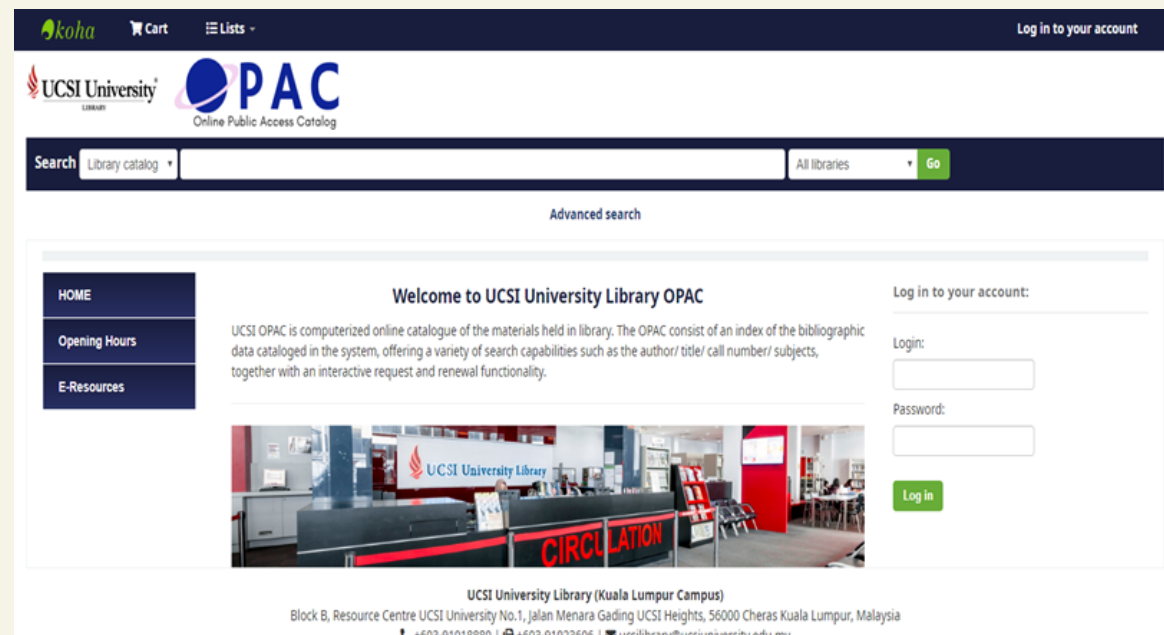


1. Go to library website URL  
<http://lib.ucsiuniversity.edu.my/>
2. Click OPAC button

## 3. Login to your account

**Username : Student/Staff ID**

**Password : 123 (Default password)**



If you have any enquiry, contact us at 03-91018880 or [ucsilibrary@ucsiuniversity.edu.my](mailto:ucsilibrary@ucsiuniversity.edu.my)

# HOW TO RENEW ONLINE?

The screenshot shows the UCSI University PAC library website. The user is logged in as Nor Hafizah Binti Hasamuddin Shah. The 'Checked out' section displays three items. The first item, 'Business accounting /', has a 'Renew' button highlighted with a red box, indicating it is ready to be clicked.

Title	Author	Due	Call no.	Renew	Fines
Business accounting /	Leong, Andrew Fook Chee	02.03.2020	HF5635 LEO 2005	<input checked="" type="checkbox"/> <a href="#">Renew</a> (2 of 2 renewals remaining)	No
Business accounting /	Leong, Andrew Fook Chee	03.03.2020	HF5635 LEO 2005	No renewal before 02.03.2020 23:59 (2 of 2 renewals remaining)	No
Official IELTS practice materials 2		04.03.2020	PE1128 OFF 2010	No renewal before 03.03.2020 23:59 (2 of 2 renewals remaining)	No

4. Tick renew button  
5. Click renew

6. Item has been renewed with a new expiry date

The screenshot shows the UCSI University PAC library website after the renewal process. The first item, 'Business accounting /', now has a new due date of 16.03.2020 and is marked as 'Renewed!'. The 'Renew' button is now disabled.

Title	Author	Due	Call no.	Renew	Fines
Business accounting /	Leong, Andrew Fook Chee	03.03.2020	HF5635 LEO 2005	No renewal before 02.03.2020 23:59 (2 of 2 renewals remaining)	No
Official IELTS practice materials 2		04.03.2020	PE1128 OFF 2010	No renewal before 03.03.2020 23:59 (2 of 2 renewals remaining)	No
Business accounting /	Leong, Andrew Fook Chee	16.03.2020	HF5635 LEO 2005	<b>Renewed!</b> No renewal before 15.03.2020 23:59 (1 of 2 renewals remaining)	No

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# HOW TO RENEW ONLINE?

The screenshot displays the PAC (Online Public Access Catalog) interface. At the top, there is a navigation bar with 'Lists', a welcome message for 'Nor Hafizah Binti Hasamuddin Shah', a search history link, and a 'Log out' button. Below this is the PAC logo and a search bar with a dropdown menu set to 'All libraries' and a 'Go' button. The main content area shows an 'Advanced search' section and a personalized greeting: 'Hello, Nor Hafizah Binti Hasamuddin Shah'. A link is provided for users who are not the current user. Below the greeting, there is a section for 'Checked out (3)' items. A table lists these items with columns for Title, Author, Due date, Call no., Renew status, and Fines.

Title	Author	Due	Call no.	Renew	Fines
Business accounting /	Leong, Andrew Fook Chee	02.03.2020	HF5635 LEO 2005	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	No
Business accounting /	Leong, Andrew Fook Chee	03.03.2020	HF5635 LEO 2005	No renewal before 02.03.2020 23:59 (2 of 2 renewals remaining)	No
Official IELTS practice materials 2		04.03.2020	PE1128 OFF 2010	No renewal before 03.03.2020 23:59 (2 of 2 renewals remaining)	No

- Patron Account will be display your summary, fines, personal details, search history, reading history and your lists
- Any items that have been requested/on hold by another user may not be renewed.
- You are allowed to renew one (1) day before or on the due date
- Items may be renewed two (2) times.
- Outstanding library fines may prohibit online renewal.