

**SOARING  
UPWARDS**  
MALAYSIAN HIGHER EDUCATION



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI



PERPUSTAKAAN SULTAN ABDUL SAMAD  
"Gateway to Knowledge Across the World"

# How To Use

## WebOPAC: Renew Books

Online renewal can only be done **twice**

Online renewal will  
not be succeed if:

- Renewal can not be done too early. Item can only be renewed one day before the due date. Email (item due reminder) will send to user.
- The material has been reserved by other users (Status: **On hold**)
- The loan period has expired
- Users have fines and charge
- Renewal over 2 times

# How To Renew Book


## HOW TO RENEW BOOK?

### Email Item Due Reminder: Renew

PSAS Item Due Reminder Inbox x

PSAS UPM <circlib@upm.edu.my>  
to me

1:05 AM (10 hours ago) ☆ ↶ ↷



**UPM**  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERAKTIF

**NOTA**

- *(Email) Item Due Reminder: Email (item due reminder) will send to user twice.*

Hi ,

According to our current records, you have item that is due today. Kindly return or renew it at the *Perpustakaan Sultan Abdul Samad (Main Library)* as soon as possible.

The following item is now due:

Happy birthday  
Barcode: 1000769144  
Due Date: 26/01/2017 23:59

**Click Login Account to renew**

Login Account

Thank you for visiting Perpustakaan Sultan Abdul Samad!

Hello, SAMSUL FARID BIN SAMSUDDIN

[Click here if you're not SAMSUL FARID BIN SAMSUDDIN](#)




Checked out (5)

Holds (1)

1. Tick item to be renew

5 Item(s) checked out

[Renew selected](#) [Renew all](#)

Title	Due	Barcode	Call no.	Renew	Fines
 Leadership strategies for teachers / Merideth, Eunice M.	26/01/2017	1000473422	LB1775.2 M561	<input checked="" type="checkbox"/> Renew (2 of 2 renewals remaining)	No
75 jewels of UPM.	26/01/2017	1000651522	LG178 S45S497	<input checked="" type="checkbox"/> Renew (2 of 2 renewals remaining)	No
 Happy birthday / Steel, Danielle.	26/01/2017	1000769144	PS3569 T33826H252   695e	<input checked="" type="checkbox"/> Renew (2 of 2 renewals remaining)	No
Yes, boss! / Areila Sahimi.	26/01/2017	1000771187	PL5139 A745Y47   640	<input type="checkbox"/> Renew (2 of 2 renewals remaining)	No
 Intercultural communication for everyday life /	20/04/2017	1000749453	P90 I61	No renewal before 19/04/2017 00:00 (2 of 2 renewals remaining)	No

Renew selected

2. Click Renew selected

Renew all

# How To Renew Book

# HOW TO RENEW BOOK?




Renewed: New Due Date

Hello, SAMSUL FARID BIN SAMSUDDIN

[Click here if you're not SAMSUL FARID BIN SAMSUDDIN](#)

Checked out (5)   Holds (1)

5 Item(s) checked out Renew selected   Renew all

Title	Due	Barcode	Call no.	Renew	Fines
 Happy birthday / Steel, Danielle.   24/04/2017   1000769144   PS3569 T33828H252   695e <b>Renewed!</b> No renewal before 23/04/2017 00:00 (1 of 2 renewals remaining)   No					
Yes, boss! / Areila Sahimi.   26/01/2017   1000771187   PLS139 A745Y 47   640 <input type="checkbox"/> Renew (2 of 2 renewals remaining)   No					
 Intercultural communication for everyday life /   20/04/2017   1000749453   P90 I61   No renewal before 19/04/2017 00:00 (2 of 2 renewals remaining)   No					
 Leadership strategies for teachers / Merideth, Eunice M.   24/04/2017   1000473422   LB 1775.2 M561 <b>Renewed!</b> No renewal before 23/04/2017 00:00 (1 of 2 renewals remaining)   No					
75 jewels of UPM.   24/04/2017   1000651522   LG178 S45S497 <b>Renewed!</b> No renewal before 23/04/2017 00:00 (1 of 2 renewals remaining)   No					

Renew selected

Renew all

## NOTA

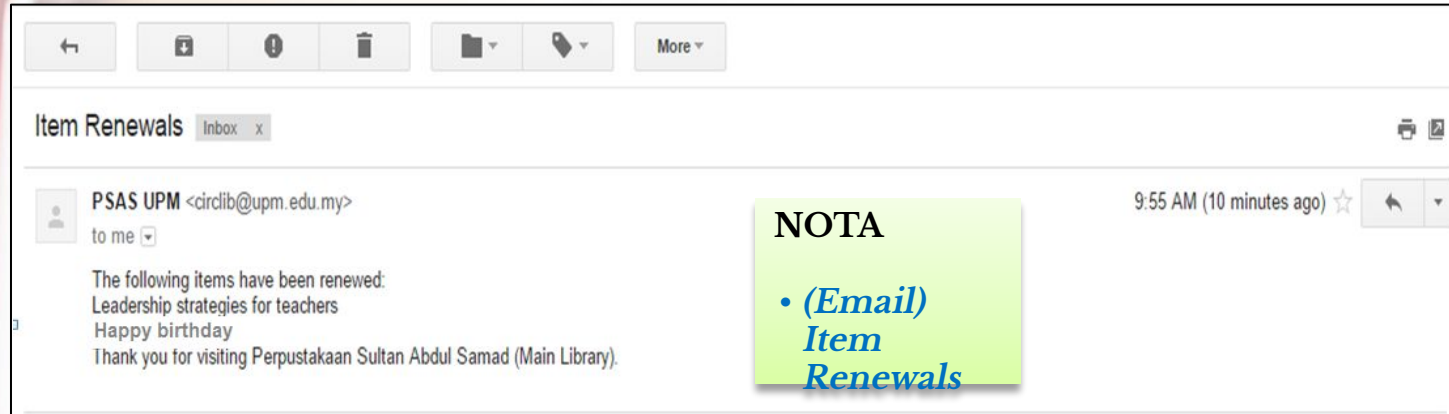
- **Due:** Show the new due date



# How To Renew Book

## HOW TO RENEW BOOK?

Email: Item Have Been Renewed



The screenshot shows an email client interface. At the top, there is a toolbar with icons for back, forward, search, delete, and more. Below the toolbar, the email title is "Item Renewals" with a sub-label "Inbox x". The sender is "PSAS UPM <circlib@upm.edu.my>" and the recipient is "to me". The email content includes a list of renewed items: "Leadership strategies for teachers", "Happy birthday", and "Thank you for visiting Perpustakaan Sultan Abdul Samad (Main Library)". A green sticky note is overlaid on the email content, containing the text "NOTA" and a bullet point: "• (Email) Item Renewals". The email was received at "9:55 AM (10 minutes ago)".

Item Renewals Inbox x

PSAS UPM <circlib@upm.edu.my>  
to me

The following items have been renewed:  
Leadership strategies for teachers  
Happy birthday  
Thank you for visiting Perpustakaan Sultan Abdul Samad (Main Library).

**NOTA**

- (Email) Item Renewals

9:55 AM (10 minutes ago)

# How To Renew Book

Online renewal will not be succeed if:  
1. Status: On Hold

Hello, SAMSUL FARID BIN SAMSUDDIN

[Click here if you're not SAMSUL FARID BIN SAMSUDDIN](#)



Checked out (5)

Holds (1)

**On hold : The material  
has been reserved by  
other users**

5 Item(s) checked out

[Renew selected](#) [Renew all](#)

	Title	Due	Barcode	Call no.	Renew	Fines
	<a href="#">2 x 5 / Areila Sahimi.</a>	27/01/2017	1000753483	PL5139 A741D812   630	<a href="#">Renew</a> (2 of 2 renewals remaining)	No
	<a href="#">Islam hadhari :</a>	27/01/2017	1000628543	BP170.25 M3I82	(On hold)	No
	<a href="#">Intercultural communication for everyday life /</a>	20/04/2017	1000749453	P90 I61	No renewal before 19/04/2017 00:00 (2 of 2 renewals remaining)	No
	<a href="#">Leadership strategies for teachers / Merideth, Eunice M.</a>	24/04/2017	1000473422	LB1775.2 M561	No renewal before 23/04/2017 00:00 (1 of 2 renewals remaining)	No
	<a href="#">75 jewels of UPM.</a>	24/04/2017	1000651522	LG178 S45S497	No renewal before 23/04/2017 00:00 (1 of 2 renewals remaining)	Yes

Renew selected

Renew all

Hello, SAMSUL FARID BIN SAMSUDDIN




[Click here if you're not SAMSUL FARID BIN SAMSUDDIN](#)

- Please note: You cannot renew your books online. Reason: You have fines.

**You have fines**

Checked out (6)   Fines (2.00)   Holds (1)

### 6 Item(s) checked out

	Title	Due	Barcode	Call no.	Renew	Fines
No cover image available	<a href="#">Microwave-based technique for determination of cholesterol in milk products / Noorhasmiera Abu Jahar.</a>	25/01/2017 14:37	1000723266	FS 2011 33	Not renewable	No
	<a href="#">Happy birthday / Steel, Danielle.</a>	26/01/2017	1000769144	PS3569 T33828H252   695e	(2 of 2 renewals remaining)	No
	<a href="#">Yes, boss! / Areila Sahimi.</a>	26/01/2017	1000771187	PLS139 A745Y47   640	(2 of 2 renewals remaining)	No
	<a href="#">Intercultural communication for everyday life /</a>	20/04/2017	1000749453	P90 I61	No renewal before 19/04/2017 00:00 (2 of 2 renewals remaining)	No
	<a href="#">Leadership strategies for teachers / Merideth, Eunice M.</a>	24/04/2017	1000473422	LB 1775.2 M561	No renewal before 23/04/2017 00:00 (1 of 2 renewals remaining)	No
	<a href="#">75 jewels of UPM.</a>	24/04/2017	1000651522	LG178 S45S497	No renewal before 23/04/2017 00:00 (1 of 2 renewals remaining)	Yes



# How To Renew Book

Online renewal will not be succeed if:  
3. Your account has been frozen

Hello, SAMSUL FARID BIN SAMSUDDIN

[Click here](#) if you're not SAMSUL FARID BIN SAMSUDDIN

- **Please note:** Your account has been frozen. Comment: "BUKU HILANG - 1000651522 - nk-25.01.2017" Usually the reason for freezing an account is old overdues or damage fees. If your account shows to be clear, please contact the library. [Go to your account page](#)
- **Please note:** You cannot renew your books online. Reason: You have fines.




Account has been frozen because of book missing.

Checked out (6)

Fines (2.00)

Holds (1)

## 6 Item(s) checked out

	Title	Due	Barcode	Call no.	Renew	Fines
No cover image available	<a href="#">Microwave-based technique for determination of cholesterol in milk products / Noorhasmiera Abu Jahar.</a>	25/01/2017 14:37	1000723266	FS 2011 33	Not renewable	No
	<a href="#">Happy birthday / Steel, Danielle.</a>	26/01/2017	1000769144	PS3569 T33828H252   695e		No
	<a href="#">Yes, boss! / Areila Sahimi.</a>	26/01/2017	1000771187	PL5139 A745Y47   640		No
	<a href="#">Intercultural communication for everyday life /</a>	20/04/2017	1000749453	P90 I61		No
	<a href="#">Leadership strategies for teachers / Merideth, Eunice M.</a>	24/04/2017	1000473422	LB 1775.2 M561		No
	<a href="#">75 jewels of UPM.</a>	24/04/2017	1000651522	LG 178 S45S497		Yes

