**RENEW ONLINE**

**STEP 1:** Log in MyLib at Library Unisel Portal

**STEP 2:** Select ‘My On-loan Item’

**STEP 3:** Select the record & click ‘Renew’ to extend the loan period

**RESERVATION**

**STEP 1:** Log in MyLib at Library Unisel Portal

**STEP 2:** Go to ‘Repository Browser’ and choose the subject

**STEP 3:** Select book that become your interest & click ‘Retrieve’

**STEP 4:** Click ‘Place Reservation’ to reserve the book

**STEP 5:** Click ‘Yes’ if you want to continue.

**STEP 6:** Reservation Confirmation will appear and you can view the status of reservation.

**STEP 7:** You can collect the awaiting book at the counter. If you want to cancel the reservation, it can be done through online by click ‘Cancel Reservation’.

**ONLINE RESERVATION**

STEP 4: Click ‘Place Reservation’ to reserve the book

STEP 5: Click ‘Yes’ if you want to continue.

STEP 6: Reservation Confirmation will appear and you can view the status of reservation.

**RESERVATION**

STEP 3: Select book that become your interest & click ‘Retrieve’

**BACK**