

PANDUAN PEMBAHARUAN BUKU PINJAMAN SECARA ATAS TALIAN PERPUSTAKAAN NEGARA MALAYSIA

<u>Pengenalan</u>

Panduan ini diwujudkan bagi membantu pengguna Perpustakaan Negara Malaysia (PNM) untuk membuat pembaharuan buku pinjaman secara atas talian. Panduan ini akan menerangkan secara teratur atau langkah demi langkah, semua proses yang terlibat.

Langkah 1: Capaian ke Internet

Pengguna perlulah terlebih dahulu mendapatkan komputer, tablet atau telefon pintar yang menyediakan capaian ke internet. Kemudian, sila taip alamat berikut : <u>opac.pnm.gov.my</u>



Capaian ke laman web OPAC Perpustakaan Negara Malaysia

Langkah 2 : Capaian ke Ruangan Online Catalogue Perpustakaan Negara Malaysia

Pengguna perlu Login dengan mengisi Nombor Pendaftaran (MyKad/ MyKid/ Passport No./ Membership No. : <cth:884526024565>

Sila masukkan Kata Laluan yang telah dihantar melalui emel pengguna. Jika pengguna terlupa kata laluan, sila gunakan kemudahan *Forgot your password* seperti yang terdapat pada halaman *Login* tersebut dan semak emel untuk mendapatkan kata laluan sementara. Pengguna juga boleh menghubungi pegawai Perpustakaan Negara Malaysia di talian 03-2687 1700 jika tidak mempunyai maklumat emel.

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Langkah 3 : Capaian ke Akaun Pengguna

Setelah berjaya log masuk, pengguna boleh melihatpaparan maklumat pengguna, bilangan buku yang dipinjam serta tarikh tamat tempoh buku-buku tersebut termasuklah jumlah denda (jika berkaitan).

Untuk membuat pembaharuan buku secara atas talian, sila tanda buku yang ingin diperbaharui dan tekan **RENEW**.

Peringatan :

- :- Pembaharuan bahan dibenarkan sekali sahaja
- :- Pembaharuan boleh dibuat sebelum buku pinjaman tamat tempoh



Langkah 4 : Status Pembaharuan

Apabila pengguna menekan icon *RENEW*, *pop-up Renewal Results* akan keluar. Sila pastikan senarai buku dan tarikh pembaharuan telah dikemaskini.

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