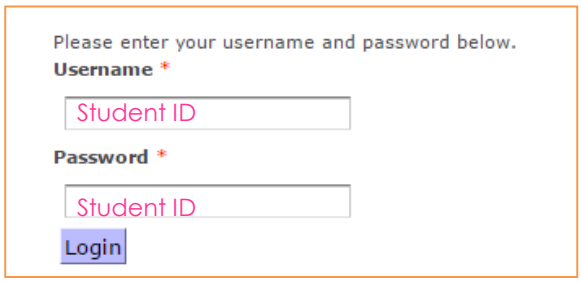
Online Renewal

Four easy steps to renew books or CDs you borrowed:

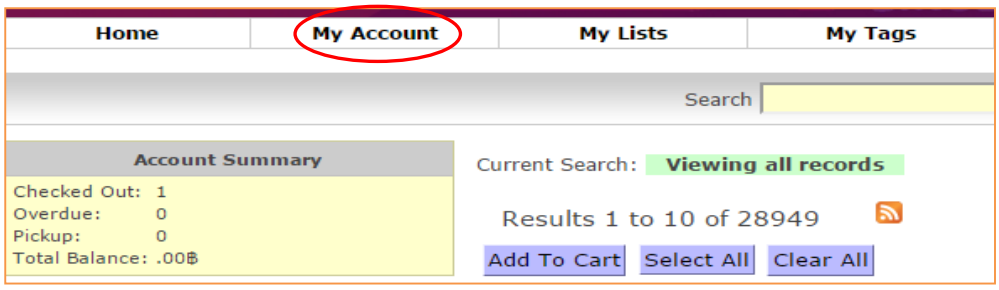
Step 1: Open http://lib.siit.tu.ac.th and click on the Login button at the top of the screen.

Step 2: Enter your Student ID in the Username and password box then click the Login button.

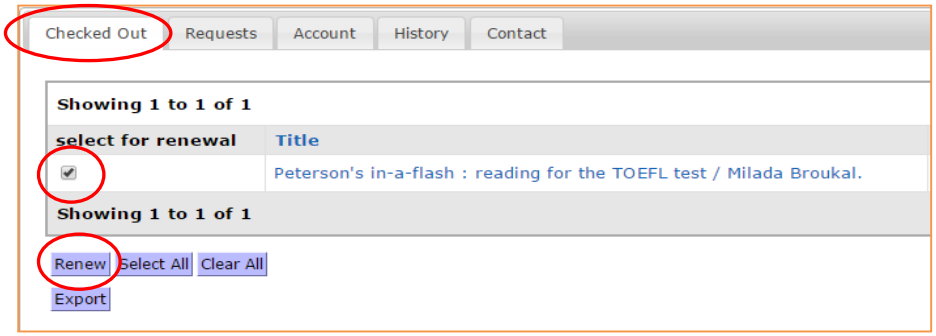
(NOTE: if you do not know the password or would like to change it, please contact the librarian for assistance.)



Step 3: Click on the "My Account"



Step 4: The "Checked Out " tab lists item(s) currently checked out, click the check box next to each item that you desire to renew or use the "Select All" button, and then click Renew button at the bottom of the list.



IMPORTANT: Always check the due date column on the screen. If your checked-out items were renewed successfully, the new due dates will be shown. You may also check Due-Date of your records by clicking on "Login" and see "Checked Out" tab.

REMARKS

1. The items borrowed from SIIT Library, either at Rangsit Campus or Bangkadi Campus, can be renewed online one time. If you would like to renew for the second time, please bring them back to the Circulation Counter.

2. You will not be able to renew your items online if they are:

OVERDUE - If you see the word "OVERDUE" on the Status column, it means that the item cannot be renewed and must be returned as soon as possible.

ON HOLD - If you see the word "REQUESTED" on the Status column, it means that the item has been requested by another user. In this case, please return the item as soon as possible.

Please note that online renewal must be done before the due date in order to avoid paying overdue fines. The new due date will be counted from the date of renewal, not the original checked-out date.

For Example,

If the original due date of your checked-out item is on 27 April 2016 and you renew it on that date, it will be 27 April + 7 days, so the new due date will be on 4 May 2016.

If the original due date is 27 April 2016 and you renew it earlier on 26 April 2016, it will be counted from 26 April 2016, not 27 April 2016, so it will be 26 April + 7 days and the new due date will be 3 May 2016.

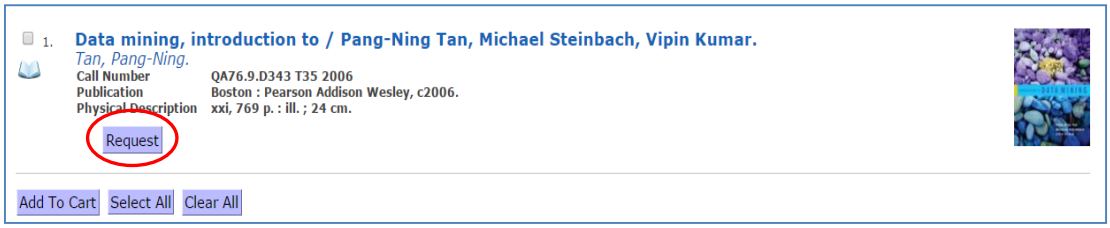
(NOTE: The due date might be varied due to the different loan periods for different user types.)

If you have some difficulties in online renewal, please contact any Librarian or send an email to library@siit.tu.ac.th or bring items back to the Circulation Counter for assistance.

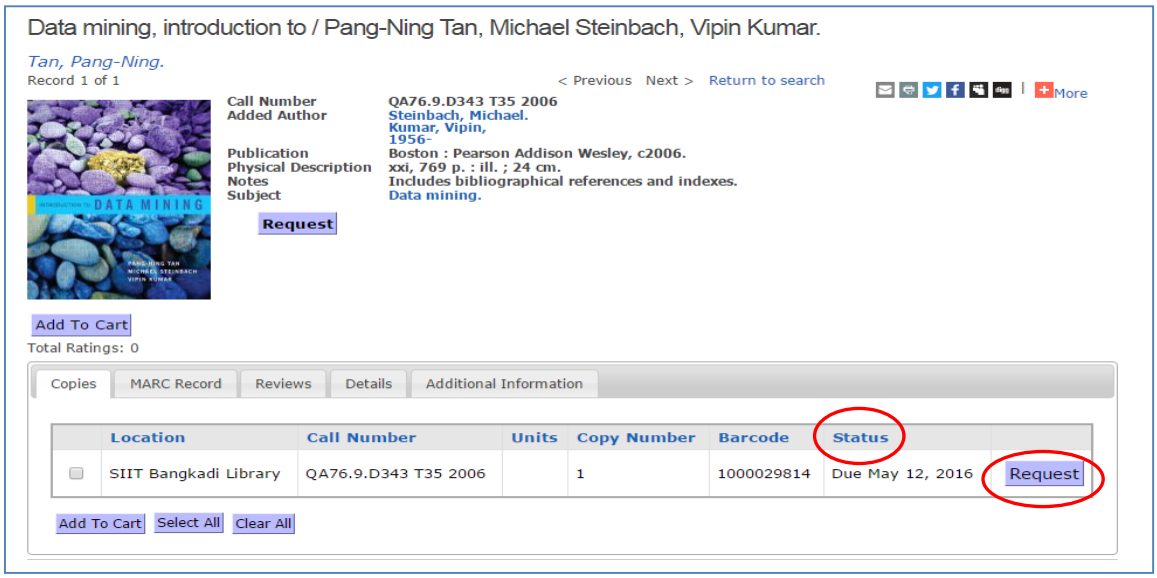
Reserve Book

(Request a Book being Checked-out or with Status showing Due Date or On Hold)

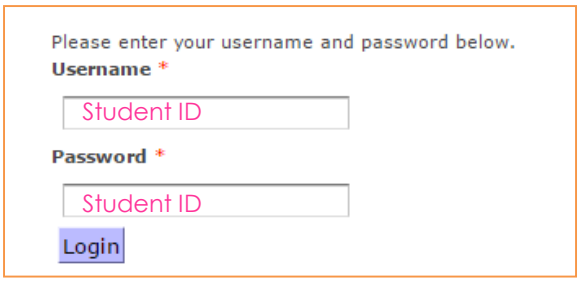
Step 1: Search/Browse the books and click on "Title"



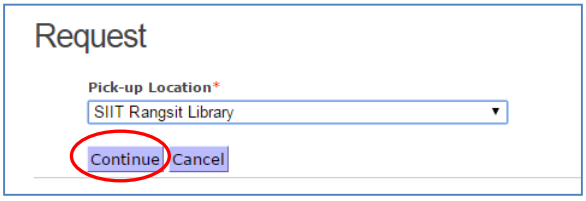
Please check the item status and if there is no book with "Available" status, you can reserve the item that being checked-out (Due Date: D-M-Y) or on-hold (On Hold) by clicking on Request button from search result as shown above or clicking "Title" to see full record and Request button as shown below,



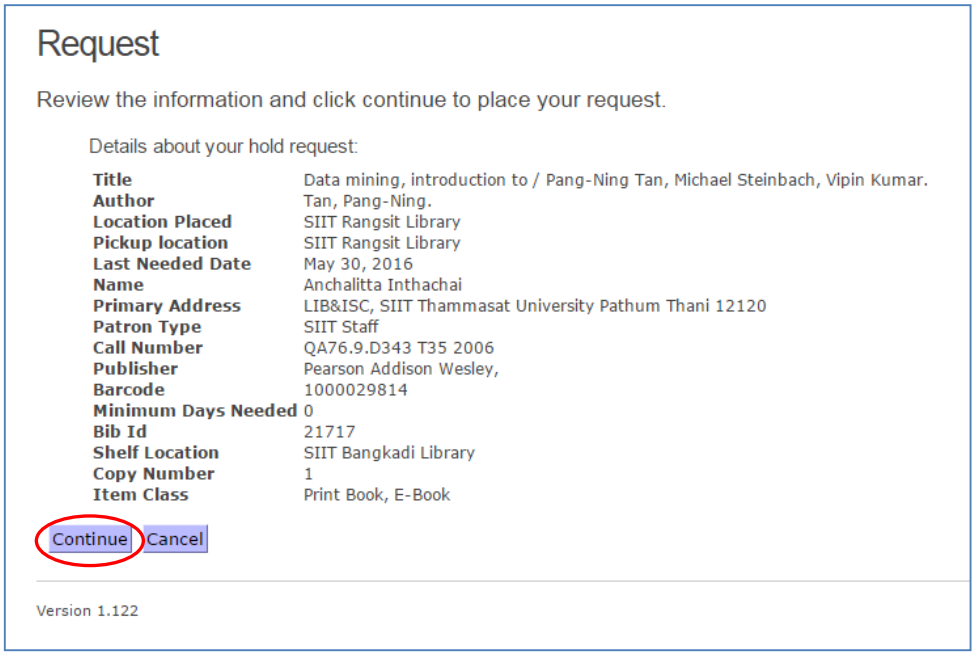
Step 2: Enter your Student ID in the Username and password box then click the Login button.



Step 3: Select the library location where you would like to pick up the book then click the Continue button.

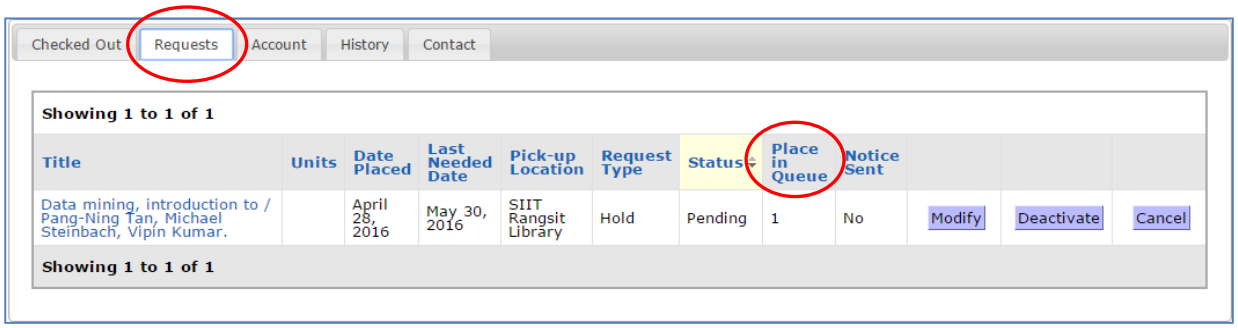


Please wait until you see the following confirmation. Then click on Continue button to confirm reservation or Cancel it.

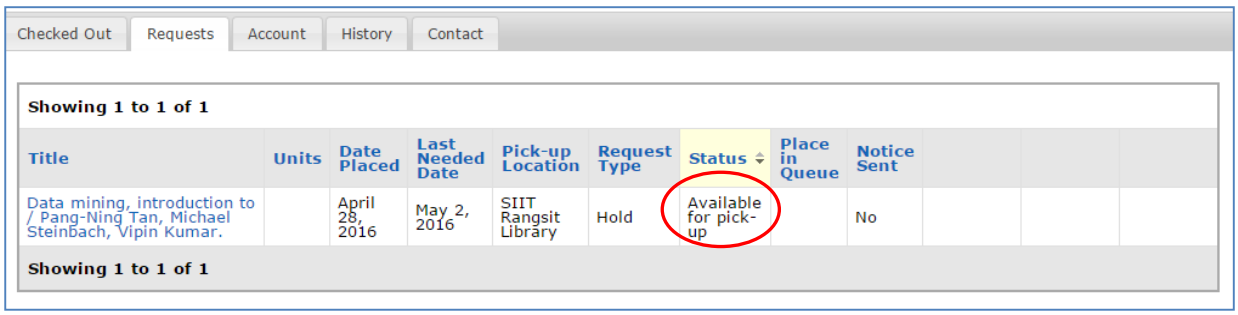


If the process cannot be completed successfully, please contact the librarian.

You may cancel your reservation of a book/CD at any time by clicking on "Login" (Top of the page of http://lib.siit.tu.ac.th) and click on "Cancel" (see below figure). From "Login" you may also see your record details such as Checked-out Items, Requested Items, Overdue Items, etc., and your queue number for that specific reserved item.



If your queue no. is 1, when the book is checked-in, the status will be shown as "Available for Pickup"



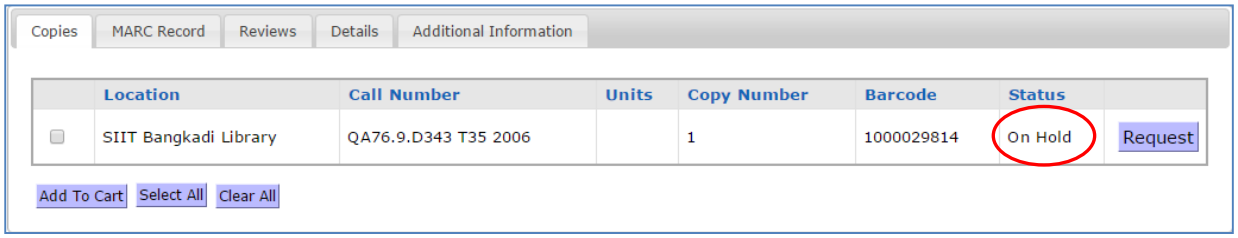
Checked Out | Requests | Account | History | Contact

Showing 1 to 1 of 1

Title	Units	Date Placed	Last Needed Date	Pick-up Location	Request Type	Status	Place in Queue	Notice Sent
Data mining, introduction to / Pang-Ning Tan, Michael SteinBach, Vipin Kumar.		April 28, 2016	May 2, 2016	SIIT Rangsit Library	Hold	Available for pick-up		No

Showing 1 to 1 of 1

Without logging in username and password, if your queue no. is 1 and the book is checked-in, the status will be shown as "On Hold" by viewing Copies.



Copies | MARC Record | Reviews | Details | Additional Information

	Location	Call Number	Units	Copy Number	Barcode	Status	
☐	SIIT Bangkadi Library	QA76.9.D343 T35 2006		1	1000029814	On Hold	Request

Add To Cart | Select All | Clear All

Please pick up the item within 3 working days otherwise the reserved item will be made available to others.

If you want to get an email alert for the availability of your reserved item, please give your email address to the library or send email to library@siit.tu.ac.th with your name and ID number so that when the item is being checked-in, the system will automatically send you an email.

Description of Item's Status at Item List Screen

Status	Description
Due Date: D-M-Y	The item is being checked-out (borrowed) or On Hold, you may reserve the item by clicking on "Request" button. When the item is checked-in, library will inform you on library board or send you an email if you provide your email to the library.
Available	The item is available on shelves and you can pick up and borrow at the holding library. You can see the Location shown in the above figure. If you want to pick up the item from different campus, please make a request by using "Book Delivery" (link at the top of the web page).
On Reserve	Before 3:00 pm, you can borrow the item for 3 hrs. After 3:00 pm, you can borrow the item and have to return before 10:00 am. on the next working day. You cannot request for either "Book Delivery" or "Reserve".
On Hold	When the item is checked-in, the user at queue no. 1 may pick up the reserved item. Library will hold the item for the user at queue no. 1 for 3 days and then make it available to other users. You cannot request "Book Delivery" for an "On Hold" item. However, you may reserve an "On Hold" item by using the "Request" service.
Non-Circulating	Users are not allowed to check-out the item.

You may also reserve the item by filling out a "Reserved Publication Booking" form at the Circulation Counter. (one form per one item).

If you have any difficulty in reserving a book, please contact any Librarian for assistance or send an email to library@siit.tu.ac.th

Book Delivery

SIIT InterLibrary Book Request (Between Rangsit and Bangkadi Campus)

Book Delivery Service: Monday – Friday

Request Time	Collecting Time
Before 12:00 hr.	16:00 hr. on the same working day
After 12:00 hr.	11:00 hr. on the next working day

To make a request, the book status must be "Available".

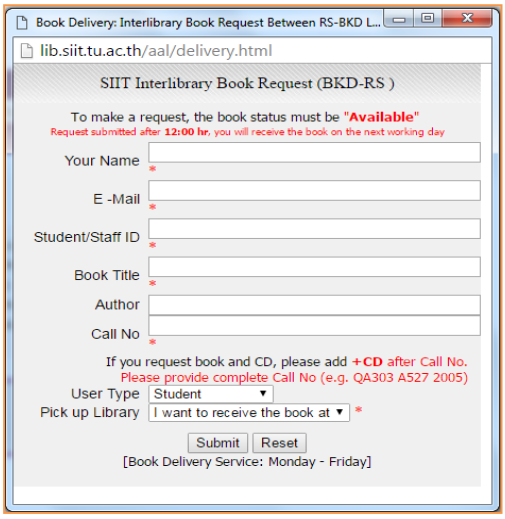
You may see "How to check the book status and call number" below.

Please pick up the book within 3 working days at your selected pick-up library otherwise the requested book will be returned to its own library.

How to Make a Request for Book Delivery Service

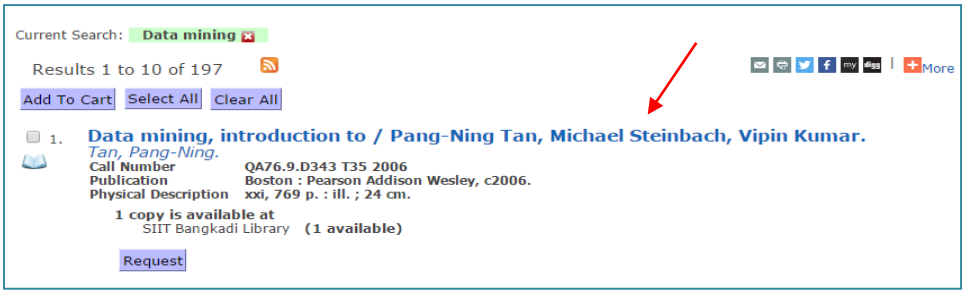
Step 1: Click on "Book Delivery" at the top of the page.

Step 2: Fill in the form accordingly. You are required to fill in all the boxes marked with a star " * " correctly, otherwise you may not get the book delivery service, and then submit the form.

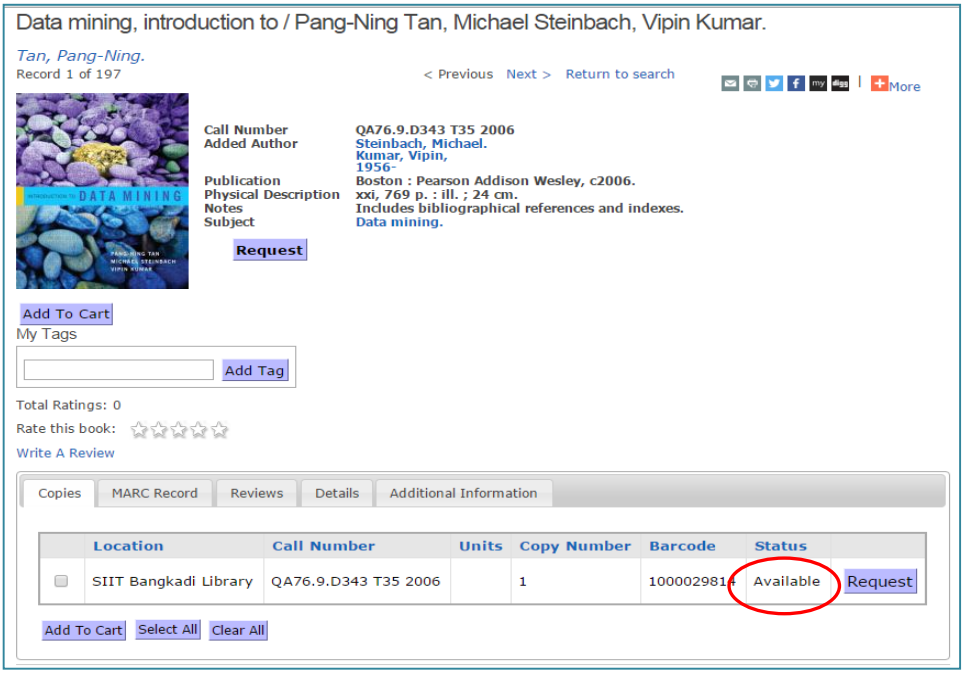


How to Check the Book Status and Call No.

Search/Browse the Books and Click on "Title"



Then you may see the status of the book as shown below:



To make a request for the Book Delivery Service, the book status must be "Available".

If the book is being checked-out (borrowed) or On Hold by other user, you may request (reserve) the book by using Online Request (Booking or Reserve). You can click on Request button shown in the above figure or in the full screen of the book.

If you have any difficulty in requesting Book Delivery, please contact any Librarian for assistance or send an email to library@siit.tu.ac.th