Check Your Record

Check Your Record is the menu for retrieving information on your library member account. It contains list of books you borrow, Intercampus delivery request and the latest twenty borrowed books.

When you will need to use “Check Your Record” menu?

You can use “Check Your Record” menu to get the following details:-

★ At 8 O’clock the following morning after returning borrowed book(s) via the book drop box, you can use “Check Your Record” menu to find out if your library member account had been handled/updated.

★ If you have requested any inter-campus delivery service, you can check if your request(s) had been attended.

★ You can also retrieve personal record of books you borrowed. The list will show only 20 latest books borrowed.

How to retrieve information in “Check Your Record” menu?

1. Click on “Check Your Record” on library homepage.
2. Enter your I.D. No. and click “Submit”.

3. Then you can check the library has already handled all book(s) you returned. “No circulation record” means you account has been updated.
4. If the list still shows some outstanding book(s) although you have already returned, please contact the library immediately to re-confirm your return.

5. Anytime you have a request for inter-campus delivery service, your requested items will appear in “Intercampus delivery list”.
6. Whenever you want to check your records on books borrowed, you can click “Your 20 latest borrowed lists”.