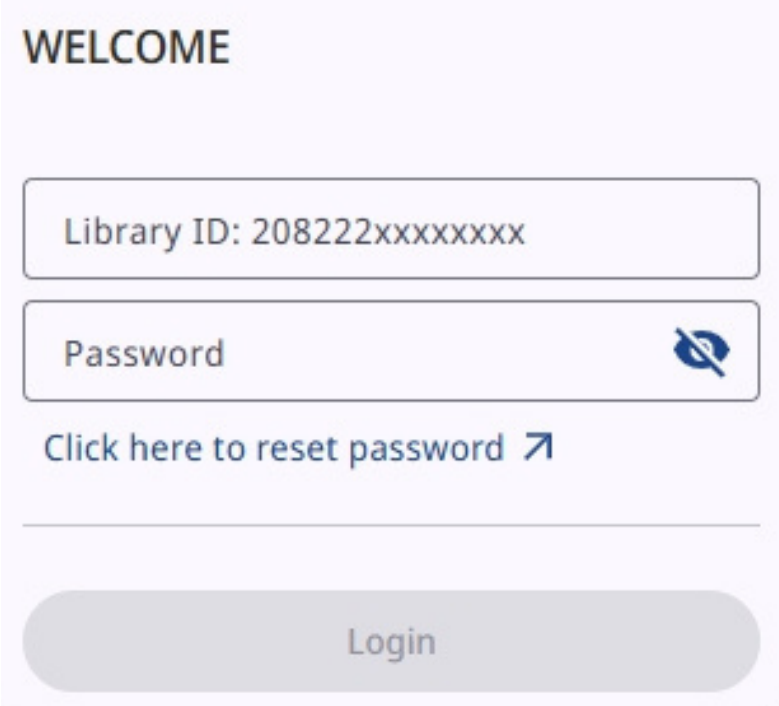
มหาวิทยาลัยมหิดล
หอสมุดและคลังความรู้

Self renew

1. Access the Mahidol Library Search page (https://mahidol.primo.exlibrisgroup.com/nde/home?vid=66MU_INST:MU&lang=en) click the Sign in button located at the top right corner to log into the Primo library system.

2. Library ID: Enter your student ID barcode or the Library ID found in We Mahidol Application.
   Password: Use the default password "mahidollibrary" and click Login.

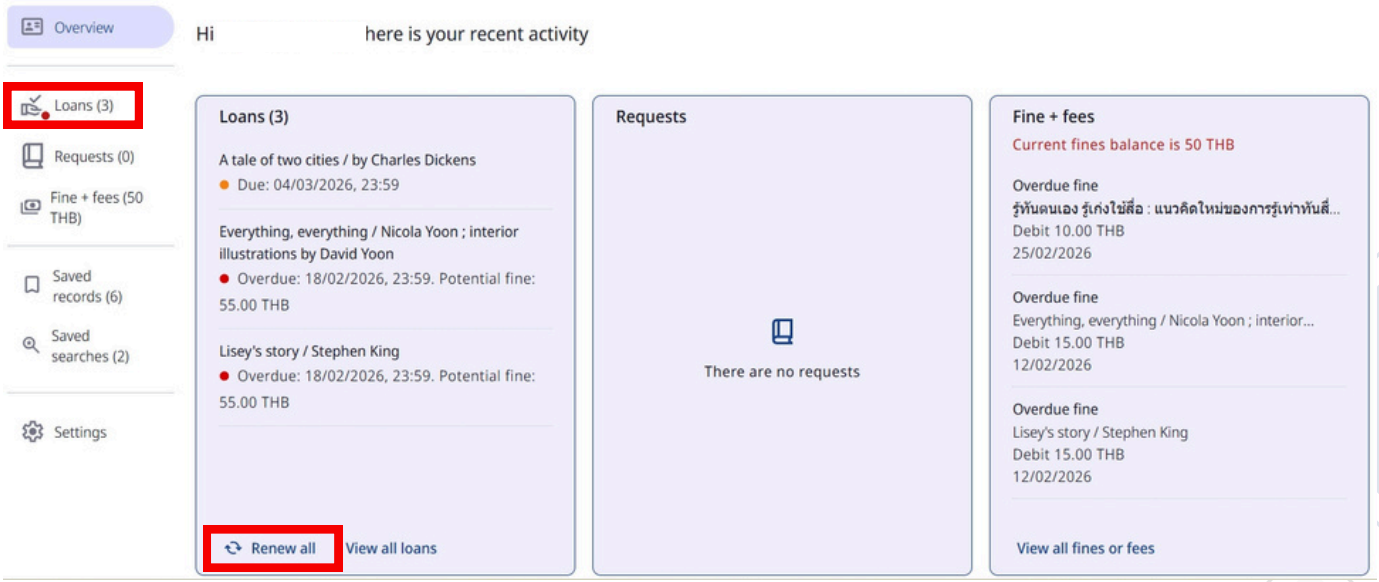


Note: - If you do not want to use the default password set by the library, you can set a new password using the 'reset password' button.
- The reset link will only be sent to the email address currently registered in the library system.

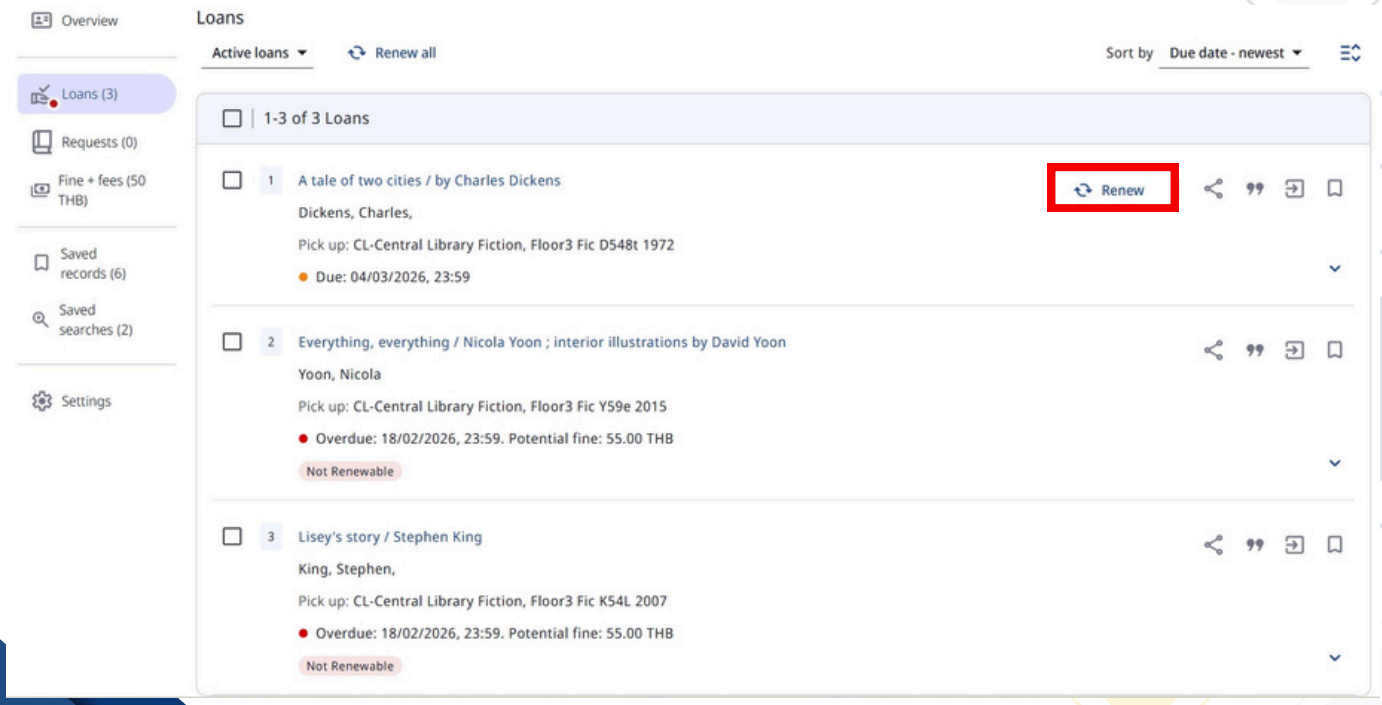
Self renew

3. Once signed in, you will be directed to the Library Activity page. This dashboard displays your currently borrowed books, requests, and any outstanding fines.

- To renew all items at once: Click Renew all.
- To renew specific items: Click the Loans menu on the left sidebar.



4. A list of your borrowed resources will appear. If an item is eligible for renewal*, a Renew button will be visible next to it. Click Renew for the specific books you wish to renew.



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5. Once successfully renewed, the status will change to "Renewed," and a new due date will be displayed.

Not Renewable =
- ❌ Renewals are only available from 1 day before the due date.
- ❌ This item has been requested by another user. You must return the book to the library.
- ❌ You have reached the maximum renewal limit (3 times the original loan period). The book must be returned to the library.

***Important Terms & Conditions for Self renew.**

- Items can only be renewed if there are no active hold requests (reservations) from other users.
- You can renew items starting one day before the due date up until the actual due date.
- **Overdue Renewals & Fines**:
  - You can still renew items if they are overdue, provided your total outstanding fine does not exceed 100 THB.
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- **Renewal Limits**:
  - While there is no limit on the number of times you click renew, there is a Maximum Renewal Date.
  - The maximum loan period (including the initial loan and all renewals) is three times the original loan duration.
  - Example: If undergraduate students have a 10-day loan period, they can keep the book for a maximum of 40 days total. After this point, the book must be returned to the library before it can be borrowed again.
- **Membership Expiry**: You cannot renew items if your library membership has expired. Items can only be borrowed until your membership end date.