



# Universidad de Puerto Rico en Cayey

## Biblioteca Víctor M. Pons Gil

## ¿Cómo Renovar el Préstamo de Laptops a través del Catálogo en Línea?

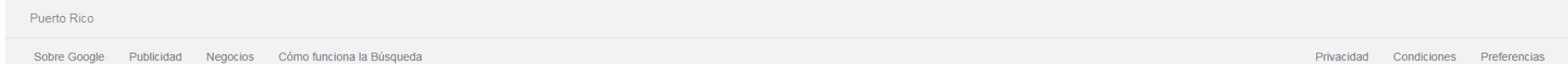
Por:

Ángel A. Ríos Reyes, MIS

Director Interino

26 de febrero de 2021

# 1. BUSCA LA PÁGINA DE LA BIBLIOTECA



## 2. PRESIONA LA PESTAÑA RECURSOS

The screenshot shows the homepage of the UPR Cayey Library. At the top, there is a green header bar with the URL "upr.edu/biblioteca-uprcy/" and icons for a star, user profile, and search. Below the header, the UPR Cayey logo is displayed. The main content area features a large green banner with the text "Biblioteca Víctor M. Pons Gil" and the university's seal. A large orange arrow points to the "RECURSOS" tab in the navigation menu, which is currently underlined. The "RECURSOS" menu dropdown is open, showing links to various resources: BASES DE DATOS, BIBLIOGRAFÍAS, GUÍAS Y TUTORIALES, CATÁLOGO UPR CAYEY, CATÁLOGO UPR-GLOBAL, PUBLICACIONES DE LA FACULTAD UPR CAYEY, MANUALES DE ESTILO, GUÍA PLAGIO EN LA ACADEMIA, and STATE DATA CENTER DE PUERTO RICO.

Biblioteca Víctor M. Pons Gil

Catálogo UPR-Cayey    Búsqueda Integrada

Delimitar: General Keyword    Buscar:

HORARIO ESPECIAL

Servicio de consulta en vivo (Chat)  
Lunes a Viernes  
8:00 a.m.-12:00 p.m. **Prof. Gustavo Salvarrey**  
(gustavo.salvarrey@upr.edu)  
12:00 p.m. – 4:00 p. m. **Profa. Aixa León**  
(aixa.leon@upr.edu)  
4:00 p.m.- 8:00 p.m. **Profa. Margarita Delgado**  
(margarita.delgado@upr.edu)

Biblio Chat ¡Estamos aquí!

### 3. PRESIONA LA PESTAÑA CATÁLOGO UPR CAYEY

Ave. Antonio R. Barceló #205, Cayey, PR 00736 (787) 738 - 2161, ext. 2021, 2075, 2230

upr.edu/biblioteca-uprcy/ Biblio Chat ¡Estamos aquí!

**UPR CAYEY**

Inicio Recursos COVID Biblioteca Recursos Servicios Contáctanos

**BASES DE DATOS**

BIBLIOGRAFIAS, GUÍAS Y TUTORIALES

**CATÁLOGO UPR CAYEY** PRESIONAR

CATÁLOGO UPR-GLOBAL

PUBLICACIONES DE LA FACULTAD UPR CAYEY

MANUALES DE ESTILO

GUÍA PLAGIO EN LA ACADEMIA

STATE DATA CENTER DE PUERTO RICO

 Universidad de Puerto Rico en Cayey 1961

Biblioteca Víctor M. Pons Gil

[Catálogo UPR-Cayey](#) [Búsqueda Integrada](#)

Delimitar: General Keyword

**HORARIO ESPECIAL**

Servicio de consulta en vivo (Chat)

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(aixa.leon@upr.edu)

4:00 p.m.- 8:00 p.m. **Profa. Margarita Delgado**  
(margarita.delgado@upr.edu)

/biblioteca-uprcy/#

#### 4. PRESIONA LA PESTAÑA MY ACCOUNT

The screenshot shows the homepage of the Universidad de Puerto Rico en Cayey (UPR Cayey) library catalog. At the top, there is a green banner with the text "BÚSQUEDA AVANZADA". Below it is a white header bar with the university's logo and name. The main menu has three tabs: "Home" (highlighted in blue), "Searches", and "My Account". To the right of the menu are links for "UPR Cayey (Spanish)", "Login", "My List - 0", and "Help". A large orange arrow points to the "My Account" tab. Below the menu, there is a dark blue banner with "Welcome | Hours | Libraries". Underneath, a yellow banner says "Only KEYWORD SEARCHES will enable you to find the books located in a particular library." A search form follows, with a placeholder "Select your index; write your search term in the box and select the 'arrow' button." and a search input field with dropdown options like "General Keyword". At the bottom, there is a note about searching via Facebook or mobile phone, the "Horizon Information Portal 3.0" logo, and the "Powered By SirsiDynix" logo. A copyright notice at the very bottom states "© 2001-2013 SirsiDynix All rights reserved."

## 5. ESCRIBE TU NÚMERO DE ESTUDIANTE

The screenshot shows the UPR Cayey library's My Account page. At the top, there is a navigation bar with links for Home, Searches, My Account (which is highlighted in blue), Reserve Bookroom, Overview, Checked Out, Holds, Fines/Blocks, and Profile. On the left, there is a 'Login' button. In the center, there is a form with the text "Please enter the following information:" followed by a field labeled "Alt. ID:" containing ".....". Below the field is a "Login" button. At the bottom, there is a copyright notice: "© 2001-2013 SirsiDynix All rights reserved." A large yellow arrow points from the text "ESCRIBE TU NÚMERO DE ESTUDIANTE. EL NÚMERO NO LLEVA GUIONES" to the "Alt. ID:" field. A green arrow points to the "EJEMPLO: 804349999" placeholder text in the input field. An orange arrow points to the "Login" button with the text "PRESIONAR" written vertically next to it.

UPR Cayey (Spanish) Login My List - 0 Help

Universidad de Puerto Rico en Cayey  
UPR Cayey

Login

Please enter the following information:

Alt. ID: .....

Search the library catalog on Facebook or on your mobile phone!

Horizon Information Portal 3.0

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ESCRIBE TU NÚMERO DE ESTUDIANTE. EL NÚMERO NO LLEVA GUIONES

Please enter the following information:

Alt. ID: ..... **EJEMPLO: 804349999**

Search the library catalog on Facebook or on your mobile phone!

Horizon Information Portal 3.0

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PRESIONAR

## 6. PRESIONA LA PESTAÑA CHECKED OUT

UPR Cayey (Spanish) Logout My List - 0 Help

Welcome Torito Cayeyano

Universidad de Puerto Rico en Cayey  
UPR Cayey

Home Searches My Account Reserve Bookroom

Overview Checked Out Holds Fines/Blocks Profile

**Account Overview**

Items Out- See and renew current loans  
Checked Out: 1 (circled)  
Overdue: 0  
Lost: 0

Tienes algo prestado

**Hold Requests-** Items ready to be picked up and waiting to become available

Requested items ready for pick up: 0  
Requested items not yet available: 0

**Blocks-** Fines, blocks and account messages

Number of Blocks: 0  
Current Balance: \$0.00

**Profile-** See and change address, phone number, email address, PIN and preferences

Search the library catalog on Facebook or on your mobile phone!

Horizon Information Portal 3.0



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## 7. CORROBORA LA INFORMACIÓN

UPR Cayey (Spanish) Logout My List - 0 Help

Welcome Torito Cayeyano

Universidad de Puerto Rico en Cayey UPR Cayey

Home Searches My Account Reserve Bookroom

Overview Checked Out Holds Fines/Blocks Profile

Items Out

Checked Out: 1  
Overdue: 0  
Lost: 0

Renew	Title	Out	Due Date	Times Renewed
<input type="button" value="Renew"/>	Laptop DELL : [computadora portátil] Latitude 5511 / QA76.5 L317x	01/27/2021	02/27/2021	0

Search the library catalog on Facebook or on your mobile phone!

Horizon Information Portal 3.0

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The diagram shows a table of checked-out items from the library system. A red circle highlights the title 'Laptop DELL : [computadora portátil] Latitude 5511 / QA76.5 L317x'. A red arrow points to the 'Due Date' column with the label 'Fecha del préstamo'. Another red arrow points to the 'Times Renewed' column, which contains the value '0', with the label 'Cantidad de renovaciones'. A green arrow points to the 'Due Date' column with the label 'Fecha de vencimiento'.

Renew	Title	Out	Due Date	Times Renewed
<input type="button" value="Renew"/>	Laptop DELL : [computadora portátil] Latitude 5511 / QA76.5 L317x	01/27/2021	02/27/2021	0

## 8. PROCEDE A RENOVAR

UPR Cayey (Spanish)  Logout  My List - 0  Help

Welcome Torito Cayeyano

Universidad de Puerto Rico en Cayey  
UPR Cayey

Home Searches My Account Reserve Bookroom

Overview Checked Out Holds Fines/Blocks Profile

Items Out

Checked Out: 1  
Overdue: 0  
Lost: 0

<input type="checkbox"/> Renew	<input checked="" type="checkbox"/> MARCAR	Title	<u>Out</u>	<u>Due Date</u>	<u>Times Renewed</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Laptop DELL : [computadora portátil] Latitude 5511 / QA76.5 L317x	01/27/2021	02/27/2021	0

PRESSIONAR

Search the library catalog on Facebook or on your mobile phone!

Horizon Information Portal 3.0

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## 9. VERIFICA LA RENOVACIÓN



Universidad de Puerto Rico en Cayey  
UPR Cayey

Home Searches My Account Reserve Bookroom

UPR Cayey (Spanish) Logout My List - 0 Help

Welcome Torito Cayeyano

Overview | Checked Out | Holds | Fines/Blocks | Profile

### Items Out

Checked Out: 1

Overdue: 0

Lost: 0

Renew

Title

Out

Due Date

Times Renewed

Laptop DELL : [computadora portátil] Latitude 5511 /

01/27/2021 03/13/2021

1

QA76.5 L317x

Renew

NUEVA FECHA DE  
VENCIMIENTO

CANTIDAD DE  
RENOVACIONES

Search the library catalog on Facebook or on your mobile phone!

Horizon Information Portal 3.0



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## 10. CANTIDAD DE RENOVACIONES DISPONIBLES POR SISTEMA AUTOMATIZADO



Universidad de Puerto Rico en Cayey  
UPR Cayey

Home Searches My Account Reserve Bookroom

UPR Cayey (Spanish) Logout My List - 0 Help

Welcome Torito Cayeyano

Overview Checked Out Holds Fines/Blocks Profile

### Items Out

Checked Out: 1

Overdue: 0

Lost: 0

Renew

Laptop DELL : [computadora portátil] Latitude 5511 /

QA76.5 L317x

Renew

Out

Due Date

Times Renewed

1

CANTIDAD DE  
RENOVACIONES

Search the library catalog on Facebook or on your mobile phone!

Horizon Information Portal 3.0



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PUEDES  
RENOVAR 3  
VECES POR  
ESTE SISTEMA

# 11. ¿QUÉ HACER EN LA 4TA RENOVACIÓN DEL PRÉSTAMO DE LA LAPTOP?



Universidad de Puerto Rico en Cayey  
UPR Cayey

Home Searches My Account Reserve Bookroom

UPR Cayey (Spanish) Logout My List - 0 Help

Welcome Torito Cayeyano

Overview Checked Out Holds Fines/Blocks Profile

## Items Out

Checked Out: 1

Overdue: 0

Lost: 0

Renew

Title

Out

Due Date

Times Renewed

Laptop DELL : [computadora portátil] Latitude 5511 /

QA76.5 L317x

01/27/2021

03/13/2021

1

Renew

Search the library catalog on Facebook or on your mobile phone!

Horizon Information Portal 3.0



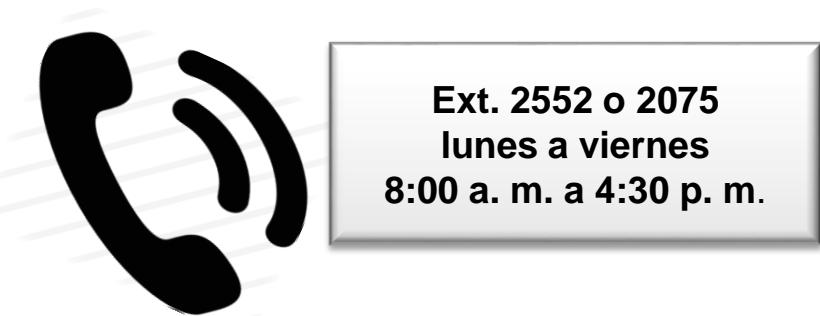
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EN LA 4TA OCASIÓN  
DEBES COMUNICARTE  
A LA EXTENSIÓN 2552  
DE LUNES A VIERNES  
ENTRE 8:00 A. M. A 4:30  
P. M.

CANTIDAD DE  
RENOVACIONES

RECUERDA QUE EN LA BIBLIOTECA ESTAMOS PARA SERVIRTE.  
PREGUNTAS ADICIONALES SOBRE ESTE U OTROS SERVICIOS PUEDES  
COMUNICARTE CON NOSOTROS UTILIZANDO CUALQUIERA  
DE LOS SIGUIENTES MEDIOS....



Ext. 2552 o 2075  
lunes a viernes  
8:00 a. m. a 4:30 p. m.

