

Renewing and reserving books

When can you place a request?

- If all copies of a book are checked out on loan.
- You cannot place a request if a copy is checked in.
- You cannot place a request before visiting the library so that the book is waiting for you.

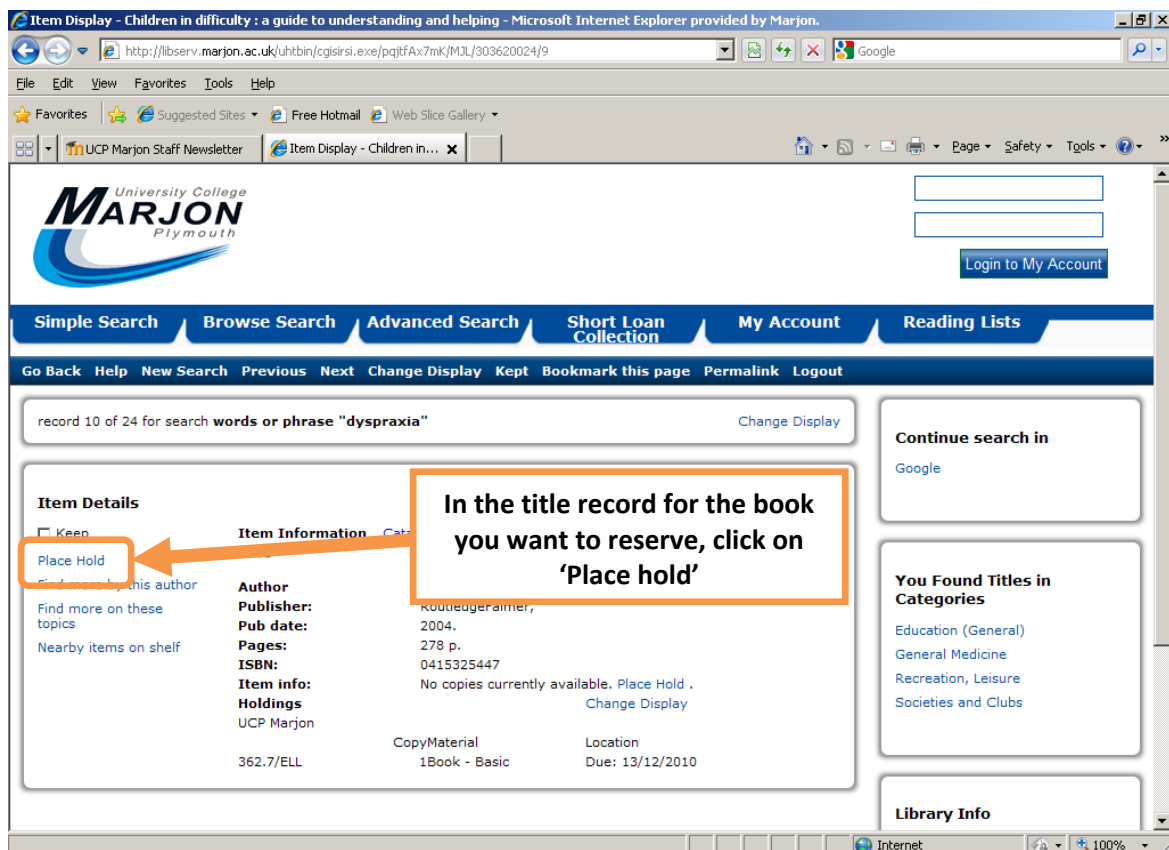
What happens after you place a request?

- When you make the request, the catalogue will indicate what number you are in the queue for the item.
- Please be aware that if, for example, there are 2 copies of a book and you are 3rd in the queue, the people who are 1st and 2nd will get the books before you.
- When a copy of a book is returned to the library, it will be held on the reservation shelf behind the issue desk for you to collect.

Holding periods:

- Standard loan – 7 days
- Weekly loan - 7 days
- 3 day loans – 3 days
- Short loan - cannot be reserved

You will need to check your library account regularly to see if anything is waiting for you to collect.



The screenshot shows a web browser window displaying the Marjon Library website. The search results for the term "dyspraxia" are shown. In the "Item Details" section, the "Place Hold" button is highlighted with an orange box. An orange arrow points from a callout box to this button. The callout box contains the text: "In the title record for the book you want to reserve, click on 'Place hold'".

Item Information

Author:	Routeledge/aimer,
Publisher:	2004.
Pub date:	278 p.
Pages:	0415325447
ISBN:	No copies currently available. Place Hold .
Item info:	Change Display
Holdings:	UCP Marjon
UCP Marjon:	362.7/ELL
CopyMaterial:	1Book - Basic
Location:	
Due:	13/12/2010

Renewing items

- You can renew items yourself through the Library catalogue – its available online at <http://www.ucpmarjon.ac.uk/facilities/library/librarycatalogue/> so you can renew items from home
- You need to follow the link from the above webpage, and then log into your account
- Please note if you have over £5 of fines you will need to contact the Library on 01752 761145

Search Catalogue - Microsoft Internet Explorer provided by Marjon.

http://libserv.marjon.ac.uk/uhtbin/cgiirsi.exe/xj0/149

File Edit View Favorites Tools Help

UCP Marjon Staff Newsletter Place Hold Search Catalogue

Enter your student number in top box, and enter your PIN in the bottom box. Your default PIN is CHANGEME

80000015
.....
Login to My Account

Simple Search Browse Search Advanced Search Short Loan Collection **My Account** Reading Lists

Go Back Help Bookmark this page Permalink Logout

words or phrase Search

library: ALL

Advanced Search

Library Info
Contact us
Library opening hours

Highest Interest Items
Title:
Author:
Subject:
More items

Go Back Help Bookmark this page Permalink Logout

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Online Scholars' Portal
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Internet 100%

Then click on the 'My Account' tab

Items Eligible for Renewal - Microsoft Internet Explorer provided by Marjon.

http://libserv.marjon.ac.uk/uhtbin/cgiirsi.exe/xj97AwxrQ/MJL/126530024/92

File Edit View Favorites Tools Help

UCP Marjon Staff Newsletter Place Hold Items Eligible for R

University College

Advanced Search Short Loan Collection **My Account** Reading Lists

Go Back Help My Profile Logout

Select Items to Renew

2 items eligible for renewal. Use check boxes below to mark list items for Renew.

Cystic fibrosis : a guide for patient and family Orenstein, David M.

Diabetes Sonksen, Peter.

Select Items to Renew Renew all

Renew Selected Items Clear Selections

Due: 16/12/2010,23:59
Due: 16/12/2010,23:59

Go Back Help My Profile Logout

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Make sure you press the button & note down the new due dates!

Done Internet 100%