

Visit the library gateway at
<http://librarygateway.marjon.ac.uk>

Email the library on
libraryenquiries@marjon.ac.uk

Telephone the library on
01752 761145

This leaflet is also available in
alternative formats and printed
on cream paper



Marjon Library

Library helpguide #15

Renewing & reserving items

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 - 9 days
- ⇒ Weekly loan - 8 days
- ⇒ Overnight loan - 24 hours
- ⇒ Short loan - cannot be reserved

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

Go into the item record & click on 'Request item'

Location	Collection	Call No.	Status	Due Date	
College of St Mark and St John	Main Library	371.916/BRO	Checked out	07/11/2006	Add Copy to MyList
College of St Mark and St John	Main Library	371.916/BRO	Checked out	20/11/2006	Add Copy to MyList

Renewing items

- You can renew items yourself through the library catalogue.
- This can also be done through the library gateway, so you can renew from home.
- Go to <http://librarygateway.marjon.ac.uk> & click on the catalogue tab, then log in to 'My Account'.

Click on 'Checked out' to see a list of all items you have out on loan & their due

Tag the box next to the title & click on renew

Renew	Title	Due Date	Overdue	Times Renewed
<input checked="" type="checkbox"/>	Game without frontiers : football, identity and community / edited by Richard Giulianotti, John Williams by Giulianotti, Richard.	26/10/2006 31/10/2006	2:05 PM	0
<input type="checkbox"/>	An Historical geography of recreation and tourism in the Western world 1540-1940 / John	26/10/2006 03/11/2006	2:05 PM	0

- You can't renew books when they are overdue - if your books are overdue, please contact the library (details on back page)