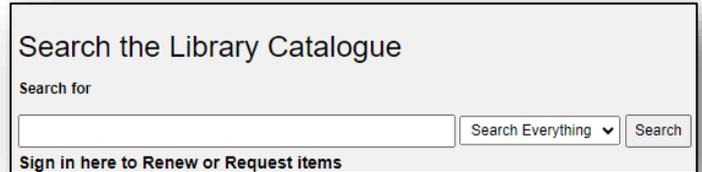




How to Request Items from the Library

1. Library items can be requested from the Library Catalogue.

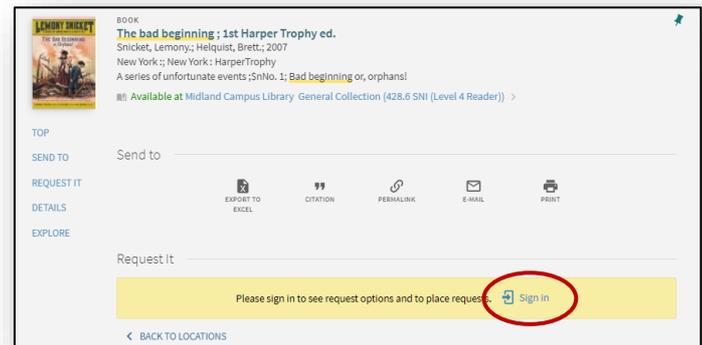
The Library Catalogue, is accessed via the library website, or by **Clicking [here](#)**.



2. When you have found an item you would like to request. **Click on the title** to bring up its details.

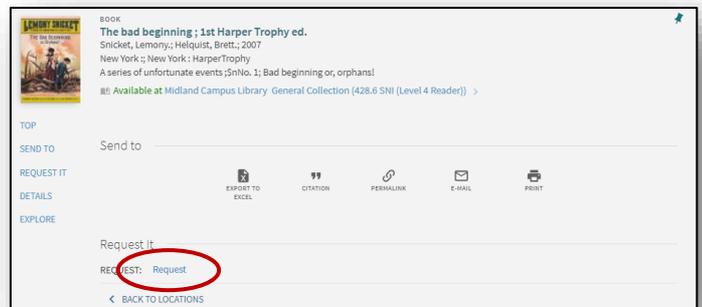


3. Under the title 'Request it,' **Select sign in**.



4. **Sign-in** using your TAFE Microsoft 365 details.

5. Once signed in, you will be taken back to the item's details. **Select Request**.

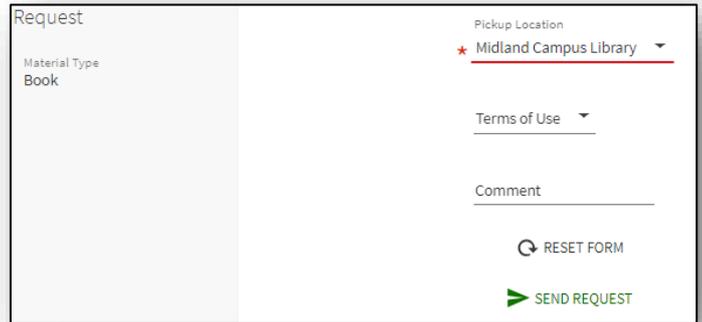




6. **Select** the campus library you wish to collect the item, from the 'Pickup Location' menu.

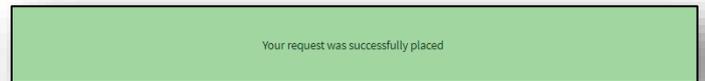
Click Send Request.

Note: It may take up to 5 working days for a request to be processed when items are transferring between campuses.



The screenshot shows a web form titled "Request". On the left, there is a "Material Type" dropdown menu with "Book" selected. On the right, there is a "Pickup Location" dropdown menu with "Midland Campus Library" selected and a red star icon. Below that is a "Terms of Use" dropdown menu. A "Comment" text area is also present. At the bottom right, there are two buttons: "RESET FORM" with a circular arrow icon and "SEND REQUEST" with a green arrow icon.

7. You will see a green box stating that 'Your request was successfully placed'.



8. Once your requested item has been put on hold, you will receive an email confirmation to your student account.

Please take note of how long the item will be held. If you collect the item by that date please inform the library.

