

## **Library Services**

## 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** <u>here</u>.

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





BOOK The bad beginning ; 1st Harper Trophy ed. Snicket, Lemony.; Helquist, Brett.; 2007 New York :; New York : HarperTrophy A series of unfortunate events ;SnNo. 1; Bad beginning or, orphans! III Available at Midland Campus Library General Collection (428.6 SNI (Level 4 Reader)) ⇒

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

LEMONY SNIELET	BOOK  The bad beginning ; 1st Harper Trophy ed. Snicket, Lemony, Helquist, Brett, 2007 New York : NaperFrophy A series of unfortunate events :\$nNo. 1; Bad beginning or, orphans! R: Available at Midland Campus Library General Collection (428.6 SNI (Level 4 Reader)) >						
TOP SEND TO REQUEST IT DETAILS	Send to	EXPORT TO EXCEL	<b>99</b> Citation	Ø PERMALINK	E-MAIL	PRINT	
EXPLORE	Request It —					_	
		Please sign	i in to see reques	t options and to pla	ace requests. 🗧	] Sign in	
	< BACK TO LOCA	TIONS					

- 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.

EMONY SMILLEY The San Sciences	Eoor The bad beginning ; 1st Harper Trophy ed. Snicket, Lemony: Helquit, Brett; 2007 New York : Have Trophy A series of unfortunate events ;5nNo. 1; Bad beginning or, orphans! B: Available at Midland Campus Library General Collection (428.6 SNI (Level 4 Reader)) >						
OP END TO	Send to						
EQUEST IT		B	77	G		ē	
DETAILS		EXPORT TO EXCEL	CITATION	PERMALINK	E-MAJL	PRINT	
XPLORE							
	Request It						
	REQUEST: Request						
		21					



**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.

- 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.

Request	Pickup Location
Material Type Book	★ Midland Campus Library 👻
	Terms of Use
	Comment
	Q RESET FORM
	SEND REQUEST

Dear	
Contact number:	
The following item, w	hich you requested on 16/11/2023, can be picked up at Midland Campus Library - Midland Circulation
The item will be held	for you intil 27/11/2023.
The bad beginning /	
By: Snicket, Lemony.	

est was successfully placed