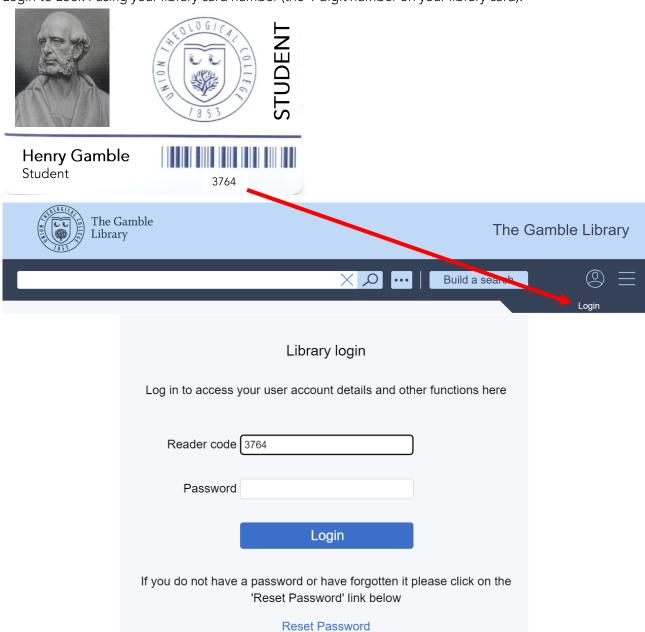


Checking loans on the online catalogue

Gamble Guides

Login to Look4 using your library card number (the 4-digit number on your library card).



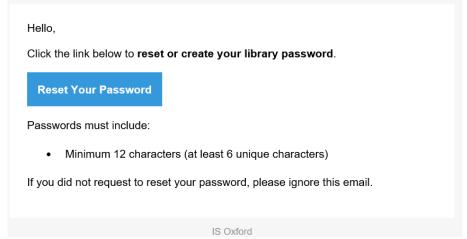
Please note you will have to create your own Password if you have not done so before. Click on 'Reset Password' at the bottom of the webpage. The next page will ask you to type in your reader code and 'Submit.'

union.ac.uk

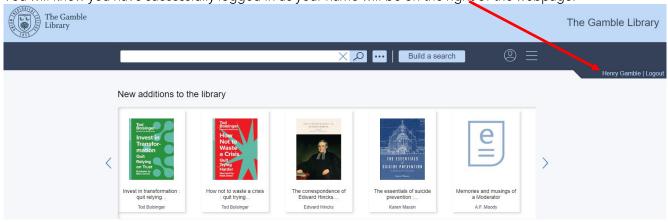


Reset Password Enter your Reader code in the box below and a password reset link will be sent to your e-mail address Reader code Submit

You will receive an email with a reset password link in it. It will be sent to the email address you have given library staff so make sure your contact details are up-to-date. Please check your junkmail folder in case the email from Look 4 is sent there.



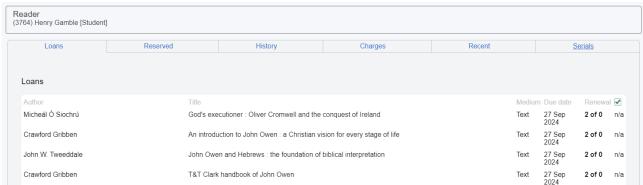
Once you click the 'Reset Your Password' link and create and confirm your new password, you will be able to return to 'Login' on the right of the screen and type in your reader code and password. You will know you have successfully logged in as your name will be on the right of the webpage.



union.ac.uk 2



Click on your name. This should bring up your loans, and their due dates. If any are overdue, they will be in red.

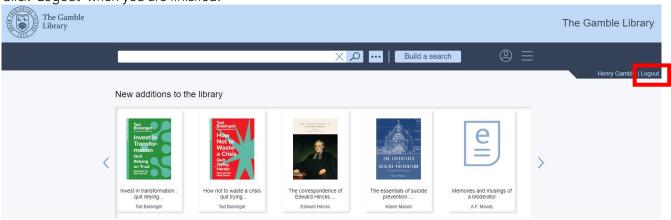


Unfortunately, you cannot renew loans online when logged in. See the 'Renewing items' Gamble Guide for information on how to renew items.

You can also view and cancel your reservations by clicking on the 'Reserved' tab.



The 'History' tab allows you to see what you have borrowed in the past. Click 'Logout' when you are finished.



union.ac.uk 3