

Reserving items

Gamble Guides

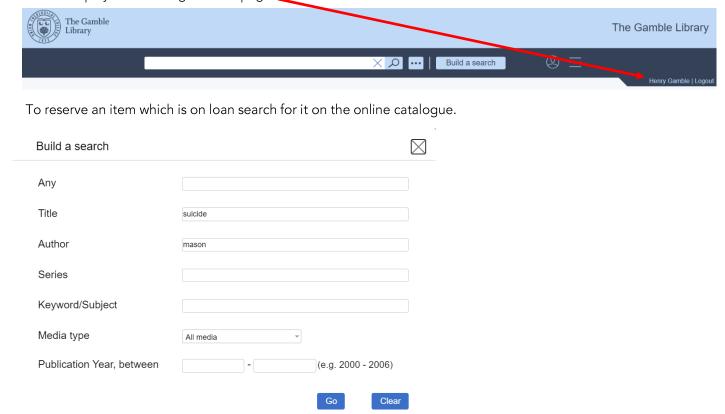
Only standard loan items, which are on loan to another library member can be reserved. Students, annual, life and research members can reserve two standard loan items at a time. Staff and research students can reserve up to ten items at a time.

To login, click 'Login' on the right of the ribbon.

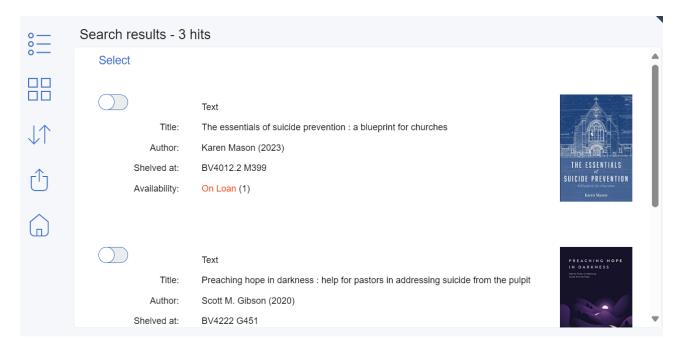




'Login' page and enter your Reader code and new Password. You will know you have logged in as your name will be displayed on the right of the page.

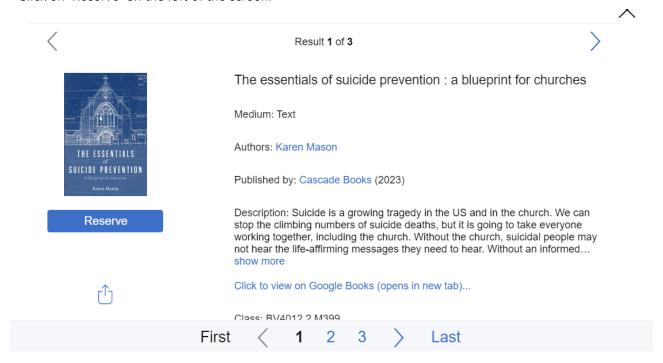


Click on the summary information for the book you want to reserve to go into its detailed record.





Click on 'Reserve' on the left of the screen.



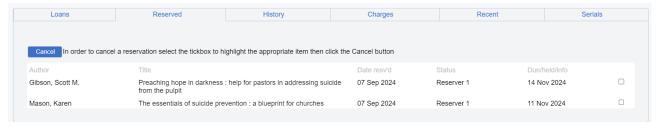
The system should show a message saying you have successfully placed the reservation.



Click on 'Continue,' and you will have completed making a reservation. Remember to logout when you are finished.

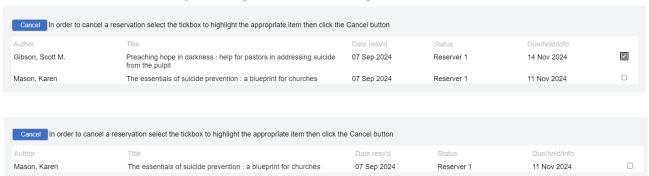
You will be emailed when a reserved item for you has arrived back in the Gamble Library. Make sure library staff have the correct contact details for you. Your reserved item can be collected from staff at the issue desk in the Gamble Library during normal working hours. A reserved item is held behind the desk for two weeks maximum.

You can see all your reservations by clicking on your name on the right of the webpage and the reserved tab.





You can cancel a reservation by selecting the box and clicking 'Cancel':



Library staff can also help you reserve an item. Ask them about this.

If you have an item which has been reserved by another library user you will be emailed requesting that you return it. Please return it as soon as possible - consider others.