

Do it yourself on the Library Catalogue

FOUND WHAT YOU WANT on the LIBRARY CATALOGUE? Now You Can



www.utas.edu.au/library/

REQUEST IT!

Want an item but it's at another library or 'on loan'?

- Select REQUEST NEXT AVAILABLE COPY
- Enter your Student/Staff number & Library PIN
- Select your pick up option
- Protect your account always - LOGOUT AND RETURN
- Watch for the e-mail saying it's available
- Pick up the item at your library or delivery address
- Request up to 5 items at any one time for undergraduates
- Request up to 10 items at any one time for postgraduates and Flexible Library Services borrowers

BOOK IT!

Want to advance book a Reserve item?

- Select REQUEST ONLY THIS COPY
- Enter your Student/Staff number & Library PIN
- Click on the GREEN ARROW to activate the Booking Calendar
- Select the 2 hour slot of your choice
- Protect your account always - LOGOUT AND RETURN
- Pick up the item within 15 minutes after the booked time

Advance book up to 5 items at any one time – but no continuous bookings.

RENEW IT!

Want to keep borrowed items longer?

- Select the MY ACCOUNT tab on the Library Catalogue
- Enter your Student/Staff number & Library PIN
- Select CHECKED OUT, then RENEW
- Note the new due dates
- Protect your account always

Watch for the courtesy e-mail reminder prior to due date

VIEW IT!

Want to see what's on loan, on request, outstanding or change your Library PIN?

- Select the MY ACCOUNT tab on the Library Catalogue
- Enter your Student/Staff number & Library PIN
- Select Overview for summary or
- Select Checked Out or Holds or Fines/Blocks or Profile
- Protect your account always

Contact the Library with any questions ph.6226 1818 or 1300 304 903

(freecall within Tasmania, mobiles excepted) or Library.Enquiries@utas.edu.au