

Do It Yourself

Your library online

REQUEST an item that's on loan or at another UTAS library

- Go to **www.utas.edu.au/library/** then under *Finding Information* click *Library Catalogue* and search for your item
- Go to the full record of your item
- Select **REQUEST NEXT AVAILABLE COPY**
- Enter your Student/Staff number (Borrower ID) and Library PIN
- Select your pick up location and click **REQUEST**
- Protect your account - always

LOGOUT AND RETURN

- Watch for the email saying it's available
- Pick up the item within 7 days (or 3 days for 3 day loans) from your library or delivery address (for FLS - Flexible Library Services clients)
- Number of items that can be requested at any one time:
 - Undergraduates - 5 items
 - Postgraduates and FLS clients - 10 items
 - Staff - 15 items

BOOK a Reserve item


- Go to **www.utas.edu.au/library/** then under *Finding Information* click *Library Catalogue* and search for your item
 - Go to the full record of your item
 - Select **REQUEST ONLY THIS COPY**
 - Enter your Student/Staff number (Borrower ID) and Library PIN
 - Click on the **GREEN ARROW** to activate the Booking Calendar
 - Select the 2 hour slot of your choice and click **BOOK ITEM**
 - Protect your account - always
- #### **LOGOUT AND RETURN**
- Borrow the item within 15 minutes of the pick up time otherwise the booking will expire
 - Book up to 5 items at any one time.
 - Consecutive bookings on individual items are not allowed.

Do It Yourself


Your library online

MY ACCOUNT your personal online library account

VIEW your **My Account** to see what's on loan, on request, outstanding or to change your Library PIN

- Go to **www.utas.edu.au/library** and click **My Account**
- Enter your Student/Staff number (Borrower ID) and Library PIN
- Click on desired link to review full details
- Protect your account - always  Logout

RENEW items you have on loan

- Go to **www.utas.edu.au/library/** and click **My Account**
- Enter your Student/Staff number (Borrower ID) and Library PIN
- Select ITEMS OUT
- Select some or all items for renewal then click RENEW
- Note the new due dates
- Protect your account - always  Logout
- Always remember to renew your items on or before their due dates. Watch for the courtesy email prior to item due dates

FIND Exam Papers

- Go to **www.utas.edu.au/library** then under *Finding Information* click *Library Catalogue* and search by course code eg HGA 101 (note the space in the course code)
- Not all exam papers are available

Need More Help? Visit any Client Services Desk or phone 1300 304 903 and press 2 (opening hours only) Local call cost.

