Flexible Library Students- how to request items.

1. From the Library Homepage you can search via MegaSearch or the online Library Catalogue for the item you require.
   Example 1: MegaSearch.

   ![MegaSearch Screenshot]

   If you have searched by MegaSearch, ensure you click on the View in Library Catalogue link underneath the title which will take you through to the Catalogue to place your request.

   Example 2: Library Catalogue

   ![Library Catalogue Screenshot]

   If you have searched the Library Catalogue, click on the title of the item for more information.

2. Scroll down the page to display the location and the availability of the item.

3. Click on Request It.
4. You will then be asked for your Borrower ID (your student or staff ID number) and your Library PIN.

Note: If you don’t already have a Library PIN, click on the Don’t know your PIN? link to create one.

You can change your Library PIN by logging into your My Library account from the Library’s website.

Or via the Catalogue...
5. After you have logged into My Library, the Request It screen will appear.

6. Select a Location
   a) To collect from a Library location, choose the relevant Library
   b) To have the item sent to your home address, choose Flexible Library Services.

7. Click on Submit. You will see confirmation of your request.

When you have completed the request, remember to Log Out.

Requests can be cancelled in My Library.