

## Library Guide

### Library Catalogue – Renew and Request

#### Log in to your Library account



Click the Login button to check when your Library loans are due for return, renew your loans and request items to be reserved for you.

LOGIN
×

**Username:**

**Password:**

Log in with your college username and password. Your username for all library resources is the student number (not your student email).

#### Renew online

When you have logged in, click **My Account** and the **Loans** link.



This shows the books you have borrowed.

COVER IMAGE	TITLE	AUTHOR	DATE OUT	DATE DUE	RENEW
	Business law	KELLY, David Hammer, Ruby Hendy, John	3:15 PM on 01 April, 2019	11:59 PM on 29 April, 2019	
	Business research methods	BRYMAN, Alan BELL, Emma	3:14 PM on 01 April, 2019	11:59 PM on 29 April, 2019	



Click the arrow to renew and check that the date due has changed.



The item cannot be renewed because it is overdue, reserved or has reached the maximum number of renewals.

Please return your item to the library as soon as possible. If you have any difficulties returning it, contact the library by phone or email (see contact details below).

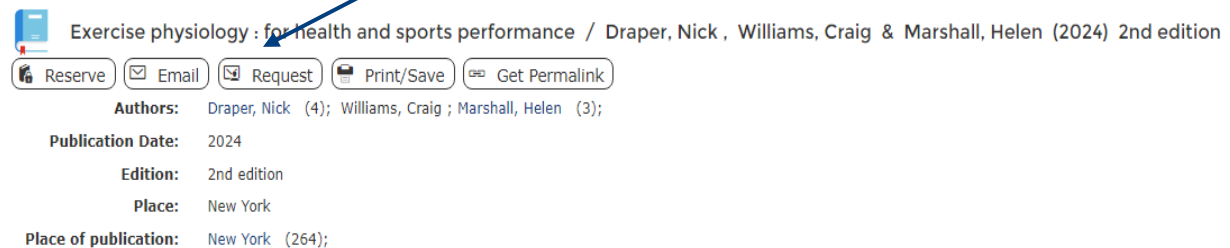
## Request an item to be reserved

Log into your library account and search for the item. If it is out of stock you can send a reservation request to join the queue for the next available copy. You can also make a collection request for items that are in stock.

Search for the item and click the book cover or title to open the record.



Click the request button



An email request to the library opens

Click send

A screenshot of the "SEND A REQUEST VIA EMAIL" form. The form has a blue header with the text "SEND A REQUEST VIA EMAIL" and a blue icon of a document with a checkmark. Below the header are the following fields: "To: Library@loucoll.ac.uk", "From: 000000@student.loucoll.ac.uk", "Subject: Document request from: Student (000000)", and "Message: Title: Exercise physiology : for health and sports performance, GMD: text, Authors: Draper, Nick; Marshall, Helen; Williams, Craig, Imprint: New York: Routledge, 2024, Classification: 612.044".

It will appear in 'My Account – Requests' in the Reservations tab when processed. You will be contacted by student email when the book is ready to collect.

## If You Need Help

Phone: 01509 618318

Email: Library@loucoll.ac.uk