LibrarySearch: How to Reserve Books

How do I search for books using LibrarySearch?

LibrarySearch allows you to search all the collections it covers simultaneously, or you can limit your search to Library Resources from the Everything drop-down menu.

From your search results you have options to Limit Search Results which appear in the column to the left of your results list. One of the options is to select Books as the Format.

How do I check the availability of the book I want?

You need to check whether there are copies of the book on the shelves because you can only place reservations:

- Where all of the copies of a title at your home library are on loan. If there are copies available on the shelves, you must locate them in the library and borrow them.

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Where there are only copies of a title located at campus library which is not your home library.

In the example below there are 10 available copies. Select the title to view more details.

3.

Managing business ethics

by Treviño, Linda Klebe.

Publisher Wiley; John Wiley [distributor]. 2010

Classmark 174.4 TRE

Match Term: Managing business ethics / Treviño, Linda Klebe.

Available: 10

You can see that the book is held only at Stockwell Street Library. Most copies can be borrowed for 7 days and 1 copy can be borrowed for 4 weeks. The classmark is the number on the spine of the book. A user based at Greenwich campus must go to this section of the book sequence in the library to find a copy of the book to loan.

Available: 10

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How do I reserve the book I want?
Select the **Place Reservation** icon next to the title you want to reserve.

Choose where to collect your reservation
Stockwell Street library is the default **Pickup Library**. If you wish to pick-up from another campus library select it from the drop-down menu then select the **Place Reservation** icon.

Confirm your reservation
**Success** in the **Action** column confirms your reservation. Select **OK** to clear the screen.

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If you see the on screen message below it means there are available copies on the shelf which you must locate and borrow.

What happens next?
An email notification will be sent to your University email account when there is a copy of the item available for you. You will then be able to collect your item from the reservation collection area of your chosen campus library. You will have seven days to collect reserved items. Please note that you are limited to 5 'placed' reservations at any one time.

Where do I get more help?
Avery Hill: ahlibrarians@gre.ac.uk
Greenwich: mg-librarians@gre.ac.uk
Medway: dhl-librarians@gre.ac.uk
Find more help on our LibrarySearch page: http://libguides.gre.ac.uk/librarysearch

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