



Placing a Reservation

Types of Searches:

Basic

Basic Search – this searches Title, Author, Subject, Series and Notes all at the same time.

Title

Title Search – this searches for words in Title entries.

Author






Author Search – this searches for words in an Authors name.

Subject

Subject Search – this searches for words in a Subject heading.

Advanced

Advanced Search – this allows you to do a more complicated search, including being able to narrow down your search to specific locations and collections.

- (i) Select and click on the type of Search
- (ii) Enter in your search words and press "Enter" or click 
- (iii) Click on the blue book title of interest to check status of the book i.e. Available, On-Loan, In-Process, On-Order etc.
N.B. A book can only be reserved if the status is On-Loan.
- (iv) To Reserve the item click on 
- (v) Insert relevant details, including your Borrower No. and PIN & then click on 
- (vi) A message saying: You will be charged \$1.20 for this reservation.
Please press  to confirm this reservation.
- (vii) If successful a Reservation Confirmed message will appear,
(If it is not successful please contact us and we will place the reserve for you.)
- (viii) To return to the list click on 
- (ix) To exit click on 